

# **Receipting User Guide**



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

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# Overview



Receipting is the central processing application for financial transactions.

The Receipting System is a core application which provides the ability to administer cashier, banking and receipting functions for all applications.

Cashier drawers can be signed on and off; receipts can be issued, enquired on, reversed, or transferred; funds can be assigned directly to selected bank accounts.

Bulk receipting is also available for the bulk processing of agents' multiple transactions.

Whilst the Edit Extract Types function is available within the Receipting Parameters, the documentation for these functions is not included in this user guide. There is, however, detailed information on this topic in the Word processing User Guide, and on-line help is also available.

# Tax Processing

The GST requirements are such that when debts are raised, adjusted, written off, there are implications for GST. When payments are received, allocated, transferred, reversed there are also implications for GST. The financial transactions generated are to be used to prepare the tax returns and provide details of cash movement for both the current return plus historical audit information. The Pathway GST development does not cover this component, however it ensures that all tax entries generated are correct based on cash and accrual movement as generated by the Pathway PPR modules.

GST is defined by a percentage that could differ for specific goods and services and also could change in the future. As such provision for multiple tax rates per Tax Code has been made, however the use of 'effective' dates in determining which rate to use has not been implemented. When a new GST rate is announced (Australia or New Zealand), the processing requirements will be reviewed and changes implemented where necessary. To assist in reconciliation of returns and the General Ledger, it may be required to hold multiple Tax accounts therefore optional set up of specific Tax Codes per Pathway PPR module is provided.

Not all transactions generated within Pathway or within an individual Pathway module, are tax applicable and as such the control needs to be at the appropriate level to control this process. This is explained further in this document.

In most Pathway modules, the fee or rate that is defined is deemed to be inclusive of Tax and therefore the tax transaction generated is calculated on this amount (1/11 for 10% or 1/9 for 12.5% of fee/rate amount). The exception to this is for Applications, Licensing and the Accounts Receivable modules, where the operator can nominate whether the fee or rate entered is inclusive or exclusive of tax.

Rounding parameters are also available to control the calculation of the Tax.

## NOTE: NEW ZEALAND TAX CHANGES - MISCELLANEOUS RECEIPTS

Changes have been made to the Reversal and Transfer Receipting functions for Miscellaneous Receipts. These functions now use the GST rate that was applicable at the time when the Miscellaneous Receipt was created, which results in the correct tax amount being calculated and written to the generated transaction records.

## NOTE: NEW ZEALAND TAX CHANGES - USER-DEFINED RECEIPT TYPES

Changes have been made to the Reversal and Transfer Receipting functions for User-defined Receipt Types. These functions now use the GST rate that was applicable at the time when the User-defined Receipt was created, which results in the correct tax amount being calculated and written to the generated transaction records.

## NOTE: NEW ZEALAND TAX CHANGES - BOOKINGS

Enhancements have been made to the Bookings module to cater for a change in GST scheduled to occur on the 1<sup>st</sup> of October 2010.

The Bookings module has been modified to calculate the tax rate applicable to a Booking based on the earliest transaction date for the booking line. All fees and adjustments for the Booking will have tax calculated at this tax rate except where the new 'Tax Override' flag is turned on for the Fee Code, see below for details. The earliest transaction date being the date the first fee was added to the booking line.

## NOTE: NEW ZEALAND TAX CHANGES – ANIMAL REGISTRATION

Changes have been made to the Reversal and Transfer Receipting functions for Animal Receipts. These functions now use the GST rate that was applicable at the time when the Animal Receipt was created, which results in the correct tax amount being calculated and written to the generated transaction records.

## NOTE: NEW ZEALAND TAX CHANGES - ACCOUNTS RECEIVABLE

Changes have been made to the Reversal and Transfer Receipting functions for Accounts Receivable (AR) Receipts. These functions now use the GST rate that was applicable at the time when the Account Receivable Receipt was created, which results in the correct tax amount being calculated and written to the generated transaction records.

**NOTE: NEW ZEALAND TAX CHANGES - GENERAL LEDGER RECEIPTS**

Changes have been made to the Reversal and Transfer Receipting functions for General Ledger (GL) Receipts. These functions now use the GST rate that was applicable at the time when the General Ledger Receipt was created, which results in the correct tax amount being calculated and written to the generated transaction records.

**NOTE: NEW ZEALAND TAX CHANGES – EXTERNAL RECEIPT IMPORTS INCLUDING MSF**

Enhancements have been made to the External Receipt Import batch function to calculate the correct GST amount for external Receipts that include Merchant Service Fees. The tax rate that is used in calculating the GST for Merchant Service Fees will be the rate that was applicable on the date of the external Receipt.

**Councils are required to ensure the following tasks are performed prior to 01/10/10 in order for the earliest transaction date to produce the same tax rate as the earlier of payment and invoice date.**

- Councils must ensure that any Fees added to a booking before 01/10/10 are transferred to Debtors (where applicable) and invoiced before 01/10/10, otherwise the fees must be removed from the Booking. Fees added before 01/10/10 will initiate a time of supply prior to 01/10/10. This results in a tax rate of 12.5% being applied to the booking.

*Fees added prior to 01/10/10 but invoiced on or after 01/10/10 will NOT be cater for and will result in a tax rate of 12.5% being applied instead of the 15% required by the time of supply.*

**Councils must ensure the following business practices are followed in regards to Bookings.**

- Adjustments to Bookings with an Accounting Method of 'Pathway Debtors' must be made from the Booking then transferred to Debtors. Adjustments must not be made directly to the debtor.

**Booking Parameters**

A new parameter called *Tax Override* has been added to the Booking Fee Code Maintenance form.

The screenshot shows the 'Fee Code Maintenance' window. At the top, there are fields for 'Booking Class' (set to 'EVENT') and 'Event Class'. Below this, the 'Fee Code' is 'HIRE' and the 'Description' is 'Hiring fee'. The 'Taxable' checkbox is checked. Under 'Non-taxable Type', there is a dropdown menu. The 'Tax Code' is 'ABK\_GST' and the 'Bookings GST @ 10%' is shown. The 'Tax Override' checkbox is checked and highlighted with a red circle. The 'Active' checkbox is also checked. Below this is the 'Account Details' section with a table of accounts: Ledger (QL), Debt Control Account (ABK - DEBT), Revenue Account (ABK - REVENUE), Bank Account (ABK - BANK), Receipt Control Account (ABK - RECEIPT CONTROL), and Discount Account (ABK - DISCOUNT). At the bottom, there is a 'Project Code' section with a description field. 'OK' and 'Cancel' buttons are at the bottom right.

*Fee Code Maintenance form showing the new Tax Override flag*

Fees with the *Tax Override* flag turned on will have tax calculated based on the date the fee was added to the booking instead of the date the first fee was added to the booking.

**Tax Calculation**

A booking line with fees added before 01/10/10 will be taxed as follows:

- New fees added on or after 01/10/10 that have the Tax Override flag turned OFF will be taxed at 12.5%.
- New fees added on or after 01/10/10 that have the Tax Override flag turned ON will be taxed at 15%.
- Adjustments made to fees added before 01/10/10 will be taxed at 12.5%.
- Adjustments made to fees added on or after 01/10/10 will be taxed at the tax rate that was applicable to the original fee. If the fee has the Tax Override flag turned ON then this would be 15%, if the fee has the Tax Override flag turned OFF then this would be 12.5 %

Booking lines that do NOT have fees added before 01/10/10 will be taxed as follows

- New fees that are added on or after 01/10/10 will be taxed at 15% regardless of whether the Tax Override flag turned on or off.
- All adjustments will be taxed at 15%.

Receipt Reversals will calculate tax using the tax rate applicable to the fee/debt that the payment was allocated to.

Receipt Transfers will calculate tax using the tax rate applicable to the fee/debt being transferred from/to.

Example:

Booking Date	Fee	Transaction Date	Tax Override	Amount	Tax Rate%
01-Oct-2010	Fee 1	01-Sep-2010	OFF	100	12.50
	Fee 2	01-Oct-2010	OFF	50	12.50
	Fee 3	01-Oct-2010	ON	50	15.00
01-Nov-2010	Fee 1	01-Sep-2010	OFF	100	12.50
	Fee 2	01-Oct-2010	OFF	50	12.50
	Fee 3	01-Oct-2010	ON	50	15.00
01-Dec-2010	Fee 1	01-Nov-2010	OFF	100	15.00
	Fee 2	01-Nov-2010	OFF	50	15.00
	Fee 3	01-Nov-2010	ON	50	15.00

Booking for October and November taken before 01-Oct-2010 and Fee 1 added attracting a tax rate of 12.5%.

Fee 2 and 3 add to each booking after 01-Oct-2010. Fee 2 has the Tax Override off so attracts a tax rate of 12.5%. Fee 3 has the Tax Override on so attracts a tax rate of 15%.

Additional booking date for December added after 01-Oct-2010. Time of supply is taken from the transaction date of the first fee on the booking line i.e. 01-Nov-2010. So fees with the Tax Override off and on are taxed at 15%.

The above occurs whether the fee is a booking or activity fee.

#### USER-DEFINED RECEIPT TYPES

As of Release 3.02, User defined Receipt Types use the GST rate that was applicable at the time when the User-defined Receipt was created, which results in the correct tax amount being calculated and written to the generated transaction records.

## Global Tax Control

Many Tax Codes can be created that can then be applied within the various parameters within Pathway PPR.

The Tax Codes hold both the tax rate and the tax accounts which allows for the retrieval of the accounts and rate for Tax to be from the global Tax Code table, rather than at each module/fee/transaction level. This will minimise set up, and maintenance should the accounts need to be changed.

## **Accounts**

Accounts required for each Tax Code established are:-

- Tax Accrual Account
- Tax Accrual Reversal Account
- Tax Cash Account

### ***Tax Accrual Account***

This account will carry the Tax transactions generated for applicable 'debt' entries. These transactions would be generated by Pathway modules such as:

- Rates
- Water Billing
- Infringements (if running in accrual mode)
- Licensing (if running in accrual mode)
- Applications (if running in accrual mode)

For those sites controlling and reporting GST at an accrual level (where debts are raised), this account will be the main control account used in determining returns.

### ***Tax Accrual Reversal***

The Tax Accrual Reversal Account is required to ensure that where an organisation is processing GST under accrual, the impact of Cash entries does not affect the ability to reconcile and prepare returns.

This account will receive entries generated by cash payments being allocated to Tax applicable debts, (those debts generated by the accrual Pathway modules noted above).

Those sites controlling and reporting GST at an accrual level (where debts are raised), MUST set this to a different account than the Tax Accrual.

### ***Tax Cash Account***

This account will carry the Tax transactions generated for ALL cash entries. Cash entries will be generated for any payment that is associated with a tax applicable fee, code, rate, account etc.

The transactions are generated by each Pathway module when the Receipt is initially allocated, or re-allocated.

For those sites controlling and reporting GST purely at a cash level for all modules (as per the current New Zealand procedures) this account will be the main control account used in determining returns.

Important: For those sites controlling and reporting GST at an accrual level (where debts are raised), it is critical that this account be set as follows:

- to that of the Accrual Reversal account for Tax Codes allocated to the debt modules
- and
- to the appropriate Tax Cash account for the non-accrual type modules.

Non Accrual Modules:

- Applications (operating in cash mode)
- Licensing (operating in cash mode)
- Infringements (operating in cash mode)
- Animals
- Registers
- Miscellaneous Receipts
- GL Receipts
- Accounts Receivable (external)

**Rounding**

The ability to nominate the Rounding amount and process is provided as Up, Down, Nearest or None. The Rounding is at the Global level and not at the Application Level.

Note: The rounding amount will apply to each individual tax calculation and whilst the rounding that may apply to the amount returned to the Taxation Department may be whole dollars, this will not be applicable at this level. It is recommended that it be set to a low value such as .05 or .10. Where an individual tax amount is calculated to be less than the rounded amount, no tax entry shall be generated\*\*\*

Where Rate is GST applicable, this rounding amount should NOT be set higher than Rates. This is required given the high occurrence of small tax cash entries being generated as a result of multiple Rate Types and proportionate apportioning of payments.

**Effective Dates**

Each Tax Code has the ability to record Effective Dates for each Tax Code and multiple rates for the Tax Code. Please note that the latest Effective Date, where it is equal to or less than the current system date, is the rate that is applied when processing.

As such, it is CRITICAL that when setting up the Tax Codes in preparation for GST, the Effective Date MUST be set to 1<sup>st</sup> July 2000. This allows the parameters across all modules to be set up without the risk of GST being generated prior to the 1<sup>st</sup> July.

**Use of Multiple Tax Codes**

Multiple Tax Codes will be required for the following reasons:

Where sites need to control and report Tax at Accrual Level

Tax Codes will need to be different for accrual modules and cash modules

Where internal reconciliation or management/tax reporting is required at module level

If reports are required that show how much tax has been generated or received for a particular Pathway application (i.e. Rates, Applications etc).

Overpayments and Prepayment Parameter set up

In some situations under Cash processing, all payments are considered to be tax applicable, (only where the system parameter for the specific Pathway module is Taxable) until they are allocated to a non-tax fee/debt/account etc. Therefore all overpayments and pre-payments will generate tax entries upon receipt of payment and then re-calculate once the payment has been allocated.

Refer to notes within each section on recommendations.

## General Examples of Tax Calculations and Ledger Entries

Examples using 'Rounding = Nearest and .05'

### Accrual Module (e.g. Rates)

Debt Raised for \$100 and Tax deemed to be applicable at 10%

Credit Revenue Account	90.90	
Credit Tax Accrual Account	9.10	(calculated 1/11 of 100.00 and rounded)
Debit Control	100.00	

Payment Received for \$100 and allocated to taxable debt (as above)

Credit Control Account	100.00	
Credit Tax Cash Account	9.10	(calculated 1/11 of 100.00 and rounded)
Debit Tax Accrual Reversal Account	9.10	
Debit Bank Account	100.00	

### Cash Module (e.g. Miscellaneous Receipts)

Miscellaneous Receipt Type set up as Taxable

Receipt generated for \$100.00

Credit Revenue Account	90.90	
Credit Tax Cash Account	9.10	(calculated 1/11 of 100.00 and rounded)
Debit Bank Account	100.00	

### Modules where Tax can be 'Exclusive' (e.g.: Applications, Licensing, future Debtors)

Fee Code calculations or Rate Type specified as Tax Inclusive/Exclusive = Exclusive

'Inclusive' function as above examples.

Parameter or system calculated Fee = \$100

Credit Revenue Account	100.00	
Credit Tax Cash Account	10.00	(calculated 10% 100.00 and rounded)
Debit Bank (cash mode)	110.00	
Or		
Credit Revenue Account	100.00	
Credit Tax Accrual Account	10.00	(calculated 10% 100.00 and rounded)
Debit Control (accrual mode)	110.00	

**Overpayment or Pre-Payments** (e.g.: Rates, Applications, Licensing and Infringements)

Payment of \$100 received

Credit Overpayment or Pre-payment	100.00	
Credit Tax Cash Account **	9.10	(calculated 1/11 of 100.00 and rounded)
Debit Tax Clearing Account **	9.10	(calculated 1/11 of 100.00 and rounded)
Debit Bank Account	100.00	

\*\* These two accounts are effectively the Tax Accrual Reversal and Tax Cash Accounts as set up on the Tax Codes. However the Tax Codes that are linked to Overpayment or Pre-payment parameters, MUST be considered differently.

The Tax Cash Account will be the valid Tax Cash Account for the module, if you are required to assume tax is applicable on overpayments and pre-payments. If you are able to wait until this payment is allocated before determining tax liability, then this account should be a 'Clearing' account.

The Tax Clearing Account will always be a 'Clearing' account.

**Allocation of Overpayment or Pre-Payments**

Payment of \$100 now allocated to a taxable debt

Debit Overpayment or Pre-payment	100.00	
Debit Tax Cash Account **	9.10	
Credit Tax Clearing Account **	9.10	
Credit Bank Account	100.00	
and		
Credit Control Account (accrual module)	100.00	
Credit Tax Cash Account	9.10	(from Tax Code applicable to Debt)
Debit Tax Accrual Reversal Account	9.10	(from Tax Code applicable to Debt)
Debit Bank Account	100.00	
Or		
Credit Revenue Account (cash mode)	90.90	
Credit Tax Cash Account	9.10	(from Tax Code applicable to charge)
Debit Bank Account	100.00	

Payment of \$100 now allocated to a non-taxable debt

Debit Overpayment or Pre-payment	100.00	
Debit Tax Cash Account **	9.10	
Credit Tax Clearing Account	9.10	
**		
Credit Bank Account	100.00	
And		
Credit Control or Revenue Account	100.00	
Debit Bank Account	100.00	

**Receipt Reversals**

Receipt Reversals will reverse both the standard Receipt Ledger entries AND any Tax entries that were generated as a result of the processing of the receipt.

Receipt for \$100 allocated to a Taxable Fee in a Cash Module

Reversal entries

Debit Revenue Account	90.90
Debit Tax Cash Account	9.10
Credit Bank Account	100.00



Receipt for \$100 allocated to a Taxable Fee in an Accrual Module

Reversal entries

Debit Control Account	100.00
Debit Tax Cash Account	9.10
Credit Tax Accrual Reversal	9.10
Credit Bank Account	100.00

### **Refunds**

Processing of Refunds within a module that is Taxable = ON must be managed in a certain way to guarantee the correct tax ledger entries. Currently Pathway only supports Refunds within Rates and Water Billing, however the same logic will be applied to future refund processing within Applications and Licensing modules.

Refunds can be apportioned to a Receipt or a Credit and the following examples show the impact on Tax for both situations.

#### **Refund of \$100 allocated to a Taxable Credit**

Debit Rates Control Account	100.00	(Control Account applicable to Credit transaction)
Credit Tax Accrual Account	9.10	
Debit Tax Cash Account	9.10	
Credit Refund Account	100.00	

Crediting the Tax Accrual, is reversing out the entries generated by the actual credit transactions

Debiting the Tax Cash, assumes that at some time a payment was received, that ultimately caused the credit entry to be subsequently generated.

Note: It is uncommon for a Refund to be allocated to a Credit. In current Pathway modules and future refund processing, a Refund will always allocate to a payment first and only when the refund amount exceeds the amount of all receipts on the record (Assessment, application, license etc) will it be treated as a refund of a credit. In some situations a refund could be allocated partly to receipts and partly to credits.

The main example of a credit refund in Rates is where a Previous Period Rebate is processed (and the assessment was fully paid at year end) and a refund is required as opposed to allowing the credit to simply reduce the balance payable. Or indeed, where the Previous Period Rebates cover many years and exceed the current years rates.

#### **Refund of \$100 allocated to a Payment**

Generated when RFND Journal entered

Debit Refund Suspense Account	100.00
Credit Refund Clearing/Control	100.00

Generated when Refund apportioned to Receipt

Debit Overpayment Account	100.00	
Credit Overpayment Bank Account	100.00	
Debit Overpayment Tax Cash Account	9.10	
Credit Overpayment Tax Clearing Account	9.10	
Debit Refund Bank Account	100.00	
Credit Refund Suspense Account	100.00	
Debit Refund Tax Clearing Account	9.10	Uses the O'payment Accounts
Credit Refund Tax Cash Account	9.10	Uses the O'payment Accounts

Note: Even if the receipt is not an overpayment, the refund process will unallocate from any debt and force the receipt into overpayment. The refund entries are then allocated to the overpayment.

As such, re-activation entries will be generated reversing out the allocation entries and generating overpayment entries. This caters for non tax and taxable debt transactions.

Re-activations of a Receipt to be refunded that was allocated to a taxable debt:

Debit Control Account	100.00
Debit Tax Cash Account	9.10
Credit Tax Accrual Reversal Account	9.10
Credit Bank Account	100.00

Credit Overpayment Account	100.00
Credit Overpayment Tax Cash Account	9.10
Debit Overpayment Tax Clearing Account	9.10
Debit Bank Account	100.00

Re-activations of a Receipt to be refunded that was allocated to a non-taxable debt:

Debit Control Account	100.00
Credit Bank Account	100.00

Credit Overpayment Account	100.00
Credit Overpayment Tax Cash Account	9.10
Debit Overpayment Tax Clearing Account	9.10
Debit Bank Account	100.00

Result is the same once it is in Overpayments.

Effectively the final result of a Refund, is a debit balance in the Refund Control Account and the reversal of Tax entries in Cash Accounts, but leaving a Tax amount in Tax Accrual (only where original debt was taxable that receipt being refunded was allocated).

Payment of Refund cheques processed through Accounts Payable will simply zero out the Refund Control Account, they MUST not generate any further tax.

### **Summary of Accounting Entries**

At any point in time, the Accrual Account will reflect tax applicable to those debts that have been generated, regardless of whether they have been paid.

Tax Cash Account will reflect Tax applicable to payments received for Tax debts or fees/charges, regardless of whether a debt has actually been raised.

Tax Accrual Reversal will reflect the reduction of accrued tax liability based on payments received for debts raised as accrual.

Therefore, given the above example, if a site prepares returns to the Tax Department on an Accrual basis, the Tax Cash Account specified on the Tax Code applicable to Rates (module used in the example, but could be any module operated in accrual mode) would need to be set up the same as the Tax Accrual Reversal Account.

This account WOULD not be the same as the Tax Cash Account used on Cash modules.

The Tax Cash and Accrual Reversal entries for Rates would nett out to zero.

Where a site prepares returns to the tax department on a Cash basis, then the Tax Accrual Reversal Account on the Tax Code applicable to Rates would be set up the same as the Tax Accrual Account.

Thus the Tax Cash Accounts are always used to prepare returns and the Tax Accrual Account will always represent the accrued tax liability.

Ledger entries generated are passed to financial systems as part of the standard General Ledger Interface output and will detail the receipt or application reference that the tax applies to.

The Source Application will be applicable to the type of receipt or debt.

It is recommended that the Tax Accounts set up are different to those used within the Financial System for other modules to enable reconciliation, however this will up to each site.

To assist with reconciliation it is strongly recommended individual Tax Codes and Accounts are created at least initially. If further discussion is required to assist with specific site set up to enable reconciliation, please refer to Infor support consultants.

### **Non-Taxable Types**

A Non-Taxable Type field has been introduced into Pathway to cater for the split between GST Free and Division 81 exemptions. There is a third type called GST Exempt, which may or may not be required within Australia.

The Non-taxable Types are:

N = GST Free

8 = Division 81

X = GST Exempt

Within each module, various rules apply to the way this value is defaulted and used. Where no Non-taxable Types are defined anywhere in a module and the module is Non-Taxable, the default will be assumed as N (GST Free).

This Non-Taxable Type will be output in the 'Taxable' field in the Financial Transaction interface file to be used by the financial systems against the transaction.

Previously this value was either Y(taxable) , N (non-taxable) or blank (balance sheet type entries). It will now be Y, N, 8, X or blank.

Rules that apply per module in relation to where the Module is set to Non-Taxable, are as follows:

### **Account Numbers**

- If the Non-taxable type is left blank, it will assume N
- If direct GL Receipts are to be used for Division 81 transactions, the relevant Account Numbers MUST be accessed in Account Maintenance and the Non-taxable Type set to 8 (Division 81)

### **Project Codes**

- If the Non-taxable type is left blank, it will assume N
- If direct Project Receipts (PR) are to be used for Division 81 transactions, the relevant Project Code MUST be accessed in Project Code Maintenance and the Non-taxable Type set to 8 (Division 81)

### **Misc Receipt Codes**

- If the Non-taxable type is left blank, it will assume N
- If any Misc Receipt Codes are to be used for Division 81 transactions, the relevant Misc Receipt Code MUST be accessed in Receipts/Parameters/Transaction Group Maintenance and the Non-taxable Type set to 8 (Division 81)

### **User Defined Receipt Application Types**

- If the Non-taxable type is left blank, it will assume N
- Therefore no special set up is required.

### **External Accounts Receivable - Ledger/Sub Ledger level**

- If the Non-taxable type is left blank, it will assume N
- Therefore no special set up is required.

### Animals

#### *Animal Type*

If Non-Taxable, the Non-taxable Type should be set to the value that is to apply to all transactions for this Animal type.

We recommend that the Animal Type Parameter is accessed and this value set to N - GST Free.

#### *Animal Class*

If all Classes are non-taxable, and all GST Free, then no changes are required at this level, as the system will use the Non-taxable type from the Animal Type.

However, if the Class parameter is accessed and a change made or OK taken, the operator will be forced to nominate the Non-taxable Type.

Operators having access to these parameters should be aware of what Type to apply. Alternatively, access each Class and set to the same Non-taxable type as the Animal Type.

### Infringements

If all Infringement Types are Non-Taxable, the Non-taxable Type should be set to the value that is to apply to all Fees and Transactions for each Infringement Type.

Therefore as a minimum, each Infringement Type should be selected In Infringement Type Parameters and the Infringement Type Option selected.

At the System Accounts level, the Non-taxable Type should be set to 'N'.

At the Fee Account level, the Non-taxable Type should be set to 'N'.

Note: If the Infringement Type parameters are not accessed and changed at all, they will default a Non-taxable Type value of 'N'.

Where there is an Infringement Type that is Taxable, but different Fees are Non-Taxable, those Fees should be accessed and the Non-taxable Type set to the required value. (We would assume an 'N').

### Applications

Normally Applications have a mixture of Taxable and Non-Taxable and our understanding is that Development Contribution Fees may be classed as Division 81.

As such, the following needs to be set up within each Application Class:

Where Class is totally Non-Taxable

Select System Parameters

System Accounts and set Non-taxable Type to required value.

Application Accounts/Fee Accounts and set Non-taxable Type to required value

Application Accounts/Deposit Retained Accounts and set Non-taxable Type to required value

Contribution Accounts/Fee Accounts and set Non-taxable Type to required value

Contribution Accounts/Deposit Retained Accounts and set Non-taxable Type to required value

Where Class is a combination of Taxable and Non-Taxable

Assuming that System, Fee and Contribution Accounts set up indicates Taxable

Select Application Fees

Select all Non-Taxable Fees and select the required Non-taxable Type value.

Note: If all Non Taxable Fees are GST Free, then if parameters not accessed, it will default the Non-taxable Type value of 'N' when generating the Financial transactions.

Select Contribution Fees

Select all Non-Taxable Fees and select the required Non-taxable Type value.

Note: If all Contribution Fees are Non-Taxable, the Class System Parameters should be accessed and Contribution Accounts/Fee Accounts set to Non-taxable Type of N or 8, whichever is to apply.

This then avoids the need to access each Fee individually.

### Licensing

Normally Licensing has a mixture of Taxable and Non-Taxable.

As such, the following needs to be set up within each Licensing Class:

Where Class is totally Non-Taxable

Select System Parameters

System Accounts and set Non-taxable Type to required value.

License Accounts/Fee Accounts and set Non-taxable Type to required value

License/Deposit Retained Accounts and set Non-taxable Type to required value

Where Class is a combination of Taxable and Non-Taxable

Assuming that System and License Accounts set up indicates Taxable

Select License Fees

Select all Non-Taxable Fees and select the required Non-taxable Type value.

Note: If all Non Taxable Fees are GST Free, then if parameters not accessed, it will default the Non-taxable Type value of 'N' when generating the Financial transactions.

### Rates

Normally Rates is Non-Taxable, however some sites may be raising Legal Fees that are subject to GST.

It is also our understanding that the non-taxable Rates charges are treated as Division 81, therefore the following set up is recommended.

If your site is using Pathway Accounts Receivable, refer to Accounts Receivable set up section., if not, then continue:

a)

If your site is not using Pathway Water Billing and

If Legal Fees and GST is not being raised, then, System Parameters

Should be set to Non-Taxable

Select the Non-taxable Type as 8 (Division 81)

No further action is required.

b)

If Legal Fees and GST is being raised, then, System Parameters

Should be set to Taxable

To achieve GST calculation on Legal Fees alone, a separate Rate Type would have needed to have been set up.

Select all Rate Types other than Legal Fees and set Non-taxable Type to 8 (Division 81)

c)

If your site is using Pathway Water Billing and Legal Fees and GST is not being raised, then.

System Parameters

Should be set to Non-Taxable with Non-taxable Type set to 8 (Division 81)

Select ALL Rates Types (both Water and Rates) and set the Non-taxable type to the relevant value (either 8 – Division 81 or N – GST Free)

Transaction Types – these can be left untouched

Rules that apply are:

Where the Rate Type is Non-Taxable and Transaction Type is Non-Taxable, the Non-taxable Type is retrieved from the Rate Type

Where Rate Type is Non-Taxable and Transaction Type is Taxable, the generated transaction is deemed Non-Taxable and the Non-taxable Type is retrieved from the Rate Type

d)

If your site is using Pathway Water Billing and Legal Fees and GST is being raised, then.

System Parameters

Should be set to Taxable

To achieve GST calculation on Legal Fees alone, a separate Rate Type would have needed to have been set up.

Select all 'Rates' Rate Types other than Legal Fees and set Non-taxable Type to 8 (Division 81)

Select all 'Water' Rates Types and set the Non-taxable type to N (GST Free)

All situations:

Transaction Types

Rules that apply are:

Where the Rate Type is Non-Taxable and Transaction Type is Non-Taxable, the Non-taxable Type is retrieved from the Rate Type.

Where Rate Type is Non-Taxable and Transaction Type is Taxable, the generated transaction is deemed Non-Taxable and the Non-taxable Type is retrieved from the Rate Type.

Where Rate Type is Taxable, but Transaction Type is Non Taxable, then the Non-taxable Type is retrieved from the Transaction Type.

Note: This could apply where Fines are applied to Legal Fees. In this situation, the Transaction Type would be used to determine the Non-taxable Type. If no Type had been assigned, it will default to N.

#### Pathway Accounts Receivable

Pathway Accounts Receivable share some of the Rates parameters and Accounts Receivable will always have a mixture of Taxable and Non-Taxable transactions. As such, the following set up is recommended:

**Rates System Parameters**

Should be set to Taxable

Select all Non-Taxable 'Rates' and 'Water' (where applicable) Rate Types and set Non-taxable Type to the relevant value (8 -Division 81 or N – GST Free).

Select all Non-Taxable 'Debtor' Rate Types and set Non-taxable Type to the relevant value.

**Transaction Types**

Ensure that specific User Generated Transaction Types exist for Invoice, Credit Note and Journals

If any of these Transaction Types have been set to Non-Taxable, then select and nominate the relevant Non-taxable Type value.

The same rules apply to Debtors Rate Type/Transaction Types as per Rates.

**Financial Transaction Export**

The template does not need to be changed as the existing Taxable Flag field (where previously was output with 'N') will be populated with the relevant Non-taxable Type value (N, 8 or X).

TCS Sites: Where this value is now an 8, the import into TCS has been modified and will accept the 8 and treat as a Division 81 transaction.

Finance One Sites: The 'calculation expression' that is entered on Detail section of the Template field, has been modified to cater for the new values. It will continue to treat the N, Y and blank as per the current process, but it will leave an 8 as an 8 and an X as an X. If values other than this are required, please request Technology One to advise Deirdre Todd in the Infor Adelaide office of the required values.

## **Tax Control - Receipting**

### ***Receipting Types***

Miscellaneous RC Transaction Type

For each RC Transaction Type, within the Account allocation parameter, a Taxable ON/OFF flag is available

Where set to ON, a valid Tax Code is required.

Where a default amount is set up for the Miscellaneous Receipt Type, it is deemed to be Tax Inclusive.

### ***User Defined Receipt Type***

For each RC Transaction Type, within the Account allocation parameter, a Taxable ON/OFF flag is available

Where set to ON, a valid Tax Code is required.

### ***Default Bank Account Parameters***

A Tax Code is required to be defined in these parameters to manage the tax rate and accounts when calculating tax for direct General Ledger or Job Cost Receipts.

However, to determine whether the account that the receipt is being allocated to is taxable or not, a tax flag on the Account record is required to be set. This can be done via the import process or within Account Maintenance.

### ***Ledger Account Import Template***

The import of General Ledger Accounts will expect a Tax Flag to be included. A new import field will be available within the Import Template set up.

Where such a tax flag is not provided within the financial system, the field can be ignored on the import template and the import processes will assume that ALL accounts are deemed taxable and therefore set the Taxable flag to ON. In this situation, it is important that any accounts that are not to have GST calculated

and are likely to be used via GL or JC receipting, they must be manually set to be non taxable via maintenance.

### ***Ledger Account Maintenance***

Within Account Maintenance the Taxable Flag will be visible and can be maintained. The default will be Taxable ON, but can be set to OFF.

Note: This Taxable flag is ONLY used for GL and JC type receipts.

Where Taxable is set to 'OFF' a Non-Taxable Type can be defined, i.e. N=GST Free, 8=Division 81 and X=GST Exempt (applicable to NZ). Please refer to the Tax Processing notes above for details of set-up.

### ***Receipt Format***

A new merge field (Tax) will be available. This Tax amount will only appear on certain allocation lines as follows:

Miscellaneous Receipt allocations

User Defined Receipt allocations

GL or JC allocations

Animal payment allocations

Registers

The amount of the payment will remain as the full payment, however the GST will be an additional field.

Text associated with this field should be defined to ensure there is no misunderstanding as to what the amount represents.

Example only

'GST amount shown is applicable to Sundry Receipts only'.

For those Allocations that are against Applications and Licensing, any tax applicable can be printed against any Fees if the Receipt Format has been set up with the layout specified in the "Application Fee Transactions" Extract Type. (refer to the section on Associated Extract Types (68))

Example Receipt:

Pathway Receipting Department  
208 Greenhill Road  
Eastwood SA 5063

Receipt No:        410213                  Date: 20-NOV-2003  
Cashier: Eddi Chicco              Time: 13:45:02

-----

	Tax	Amount
AP ACCRUA/171/2002///AB		825.00

Application Receipt

BC2 Building Classi	36.36	400.00 GS
INSPCE Inspection Cert	2.27	25.00 GS
INITIA Initial Inspect	6.81	75.00 GS
INSPCE Inspection Cert	2.27	25.00 GS
INSPCE Inspection Cert	2.27	25.00 GS
INSPCE Inspection Cert	2.27	25.00 GS
INSPCE Inspection Cert	2.27	25.00 GS
INSPCE Inspection Cert	2.27	25.00 GS
INSPCE Inspection Cert	2.27	25.00 GS
INSPCE Inspection Cert	2.27	25.00 GS
INSPCE Inspection Cert	2.27	25.00 GS
INSPCE Inspection Cert	2.27	25.00 GS
INSPCE Inspection Cert	2.27	25.00 GS
INSPCE Inspection Cert	2.27	25.00 GS
INSPCE Inspection Cert	2.27	25.00 GS
INSPCE Inspection Cert	2.27	25.00 GS
Payment Cash		-825.00

-----

Receipt Amount:	825.00
Amount Tendered:	825.00
Change Issued:	
Rounding Amount:	
TAX INVOICE : Total GST	74.95

PAYMENT RECEIVED WITH THANKS  

\* Taxable Item

All other Receipt Types (RA and IF) will not have any tax printed for the following reasons:  
These modules have the capability of producing notices/invoices that show the charge and GST amount.

The determination of whether the receipt is allocated to a debt/fee that is GST applicable is not known by Receipting at the time of producing the printed receipt. To introduce this type of determination into Receipt Entry will severely impact the performance and introduce a considerable amount of confusion into the Receipt printing.

E.g.: A rates receipt could cover the full rates or instalment, but in effect be allocated to a combination of GST applicable and non applicable transactions. The printed receipt would be very confusing as it would show the full amount, but a tax amount that is not 1/111 of the amount.

As such, only sundry cash type receipts will show the GST amount.

## Receipting



## General Processing

The Receipting module for Miscellaneous, User Defined, GL or JC receipts operates totally on a cash basis and as such, GST is not recognised until any payments are received.

Tax is calculated where:

flag on the specific Miscellaneous Receipt Type is set to ON

flag on User Defined Receipt Type is set to ON

flag on GL or JC Account Number is set to ON

Tax is calculated as 1/11 of Receipt amount where tax rate is 10% or 1/9 of Receipt amount where tax rate is 12.5%.

The Tax amount calculated will appear on the Receipts against the allocation line applicable.

Reversal or Transfers 'from' of such receipts will generate the reverse of any Tax entries.

Ledger entries generated will be sourced CRCR, CGLR.

## Change and Rounding Rules

The following **Change Rules** are applicable within the Receipting module:

Payment Groups can be set to indicate whether change is allowed. If change is not allowed for a Payment Group then change cannot be issued on a receipt which has been accepted with a Payment Type which belongs to the specified Payment Group.

If a Payment Type does not allow change then the receipt will not be accepted until the payment amount matches the Allocation amount.

If there is a Payment Type on the Receipt which will allow change then no error message will be displayed and the Receipt will be accepted.

The Receipting System Parameters allow **Rounding** to be defined with the following options:

None	No Rounding is applied at Receipt Entry
Rounding Up	Rounding is applied at Receipt Entry and Receipts are rounded up to the nearest amount specified.
Rounding Down	Rounding is applied at Receipt Entry and Receipts are rounded down to the nearest amount specified.
Rounding to Closest	Rounding is applied at Receipt Entry and Receipts are rounded to the closest amount specified.

Payment Groups can be set to indicate whether rounding will apply. Applying rounding to Payment Groups will allow rounding to be applied at Receipt Entry.

Receipting System Parameters and Payment Group Parameters are used in conjunction to determine if and how rounding is applied to a Receipt.

If the System Parameters are set to indicate that Rounding does not apply then no rounding will be applied to the Receipt even if a payment group is used which has rounding applied.

If the System Parameters are set to indicate that Rounding Up applies then that rounding method will be used at Receipt Entry.

If a Payment Group is used on a Receipt which does not allow rounding, but allows change, then the system will apply rounding to the change that will be issued. The rounding method that is applied to the change will be the opposite to the setting at the System Parameter level.

i.e. If the System Parameters are set to "Round Up" then change will be Rounded Down.

If the System Parameters are set to "Round Down" then the change will be Rounded Up.

If the System Parameters are set to "Round to Closest" then Round to Closest is used.

e.g.:

Receipting System	Round Up
Parameter:	
Payment Group:	Cheque, no rounding, change
Payment Type:	CHQ - Cheque
Payment Type for	CASH - Cash, allows rounding, allows change
Change:	

An Allocation line is added to the Receipt:

RC	PHOTO	\$10.17
Total : \$10.17,		Rounded Total: \$10.20

A Payment line is added to the Receipt:

CHQ	\$20.00
Total : \$9.83,	Rounded Total: \$9.85

\*\* Note, CHQ does not allow rounding, but allows change to be issued.

Change	\$9.80
--------	--------

Note that the change has been rounded down.

# Receipting Parameters

The following topics are covered in this section:

[Receipting Parameters](#)

[Bank Details](#)

[Drawer Maintenance](#)

[Receipting Applications](#)

[Payment Groups](#)

[Transaction Groups](#)

[Bank Tape Formats](#)

[Receipting Authorities](#)

[User Authorities](#)

[Edit Extract Types](#)

[Associated Extract Types](#)

[Edit Merge Types](#)

[Cashier Warnings](#)

[EFTPOS Terminal Identifier Maintenance](#)

[Credit Card System Maintenance](#)

[Merchant Service Fee](#)

# Receipting Parameters

This function allows parameters to be set up which will be used for the receipting process.

## Receipting Parameters Maintenance Form

The Receipting Parameter Maintenance option enables various defaults and processing options to be determined. This enables the Receipting system to be tailored to specific organisation requirements.

Rounding Method	Round to Closest	
Rounding Amount	0.05	
Default Application		>>
Default Receipt Format	RECEIPT	>> Receipt Format
Payment Type for Change	C	>> Cash
Responsibility Structure	RECPT	>> Receipting Structure
Credit Card System	ADVAM	>> Advam Credit Card Validation System
Last Receipt Number	1999428009	
CCVS User Id Level	System	
Credit Card System Label	ADVAM	
Last Transaction ID	1623	
Payment Group Trans. Limit	5	
Tax Amount Label	*	
Total Tax Amount Label	TAX INVOICE : Total GST	
Receipt Reprint Text	*** COPY RECEIPT ONLY ***	
Banking Reference Mandatory		<input checked="" type="checkbox"/>
Banking Reference Formatting	DATE(DDMMYY)&&&&#	<input checked="" type="checkbox"/>
Default Recipient to Drawer		<input checked="" type="checkbox"/>
Use Password Security		<input type="checkbox"/>
Customer Payment		<input checked="" type="checkbox"/>
Allow Blank Tax Amounts		<input checked="" type="checkbox"/>
Ledger	QL	
Rounding Up	CRC-ROUNDING-UP/DOWN	>>
Account Type Description	Receipting - Rounding Up/Down Account	
Rounding Down	CRC-ROUNDING-UP/DOWN	>>
Account Type Description	Receipting - Rounding Up/Down Account	
Rounding Bank	CRC-ROUNDING BANK	>>
Account Type Description	Receipting Rounding Bank Account	

Receipting Parameters Maintenance Form

### Rounding Method

This field allows the selection of a rounding method which can be used by the organisation. There is a choice of four options which are all pre-defined. These are:

- None
- Round to Closest
- Round Up

Round Down

See section on Change and Rounding (in Overview) for more information (18).

### **Rounding Amount**

This field is used to specify the amount to which a transaction will be rounded.

For example, if the Rounding Amount is set to 0.05c, then a transaction of \$24.14 will be rounded to \$24.15 or \$24.10, depending on the Rounding Method selected.

See section on Change and Rounding (in Overview) for more information (18).

### **Default Application**

This field is where the Default Application is entered. If the Receipting System is going to be used mostly for the processing of Infringement Receipts, then the code for Infringement Receipts can be entered and this will appear automatically in the Receipt Entry form.

This field can also be left blank if desired.

### **Default Receipt Format**

The Receipt Format is the template for the printed receipt. (Receipt templates are created using Merge and Extract Types within Receipting Parameters.)

This field is where a Default Receipt Format can be specified. Receipt formats can be created, maintained and deleted in the Merge Type Maintenance forms.

If it is required that a specific Receipt Format will be used, then this can be entered into this field. This format will then flow down to the Drawer Maintenance form (Default Receipt field), and will appear on any new drawers created. This Receipt Format can, however, be overridden at the Drawer level by specifying a different Receipt Format for a particular Drawer (in Parameters/Drawer Maintenance).

### **Payment Type for Change**

This field represents the payment type that will be used to give change. This will generally be cash. This Payment Type will also be used for Rounding amounts.

See section on Change and Rounding (in Overview) for more information (18).

### **Responsibility Structure**

This field enables the selection of the Responsibility Structure which applies to Receipting. This controls the access to various options within the application.

Refer to Responsibility User Guide - for further details on defining the structures.

Refer to Security Chapter of this guide for further details on defining user access to Receipting Options.

### **Credit Card System**

These fields allow the user to define the Credit Card System to be used in Receipting, e.g. VERISI - VeriSign Credit Card Validation System.

See further details on [Online Validation of Credit Card Details](#)

**Note:** These fields will only be available to the Council if the "On Line Credit Card Validation" authorised function has been purchased and switched ON.

### **Last Receipt Number**

This field shows the last Receipt Number used by the Receipting application.

Changes to this field can be made only if the new value is greater than the original. That is, the value in this field cannot be reduced. This is to ensure that no two receipts have the same number.

### **CCVS User Id Level**

This field is used for the Advam Online Credit Card Validation system.

The *CCVS User Id Level* dropdown listbox should be set to a value other than **System** *only if* Advam has issued multiple Advam Operator Identifiers and Passwords. If this is the case, then *CCVS User Id Level* should be set to **Drawer** if the Advam Operator Identifiers are allocated per Drawer, or **Cashier/Drawer Session** if the Advam Operator Identifiers are allocated per Cashier.

If *CCVS User Id Level* is set to **System**, then the Advam Operator Identifier and Password must be entered in the Receipting System Parameters. The cashier will not be prompted for Advam login details.

If *CCVS User Id Level* is set to **Cashier/Drawer Session**, the cashier will be prompted for their Advam Operator Identifier and Password when the first online validation request after signing on to the Drawer is processed, which will remain current until the cashier signs off from the drawer.

If *CCVS User Id Level* is set to **Drawer**, then each Advam Operator Identifier and Password must be entered for the relevant Drawer via Drawer Maintenance. The cashier will not be prompted for Advam login details. Each relevant Drawer must be maintained via the Receipting ► Receipting Parameters ► Drawer Maintenance option from the Pathway menu (using either the smart client or the thick client):-

### Credit Card System Label

This 12 character field allows the user to define a label (e.g. VeriSign) for the Credit Card System fields. This label will display on all fields related to the Credit Card System, e.g. VeriSign Reference; VeriSign Status. If this field is left blank, the default label "PAYMENT" will be used in related messages or field labels.

See further details in [Online Validation of Credit Card Details](#)

### Last Transaction ID

The field contains the Transaction ID Number (or Customer Reference Number). It is used to identify transactions submitted to the Online Validation System. This number is automatically incremented with each online Credit Card transaction, however, it is able to be modified by the user.

See further details in [Online Validation of Credit Card Details](#)

### Payment Group Transaction Limit

This field allows a number to be entered to establish a limit on the number of Transactions per Payment Group. Once a number has been set up here, a warning will display to Cashiers, in Receipt Entry, if all transactions from a Payment Group reach the pre-defined transaction limit. The warning message will only be displayed if the following conditions are met:

1. The Payment Group transaction limit has been set at the Receipting System Parameter level
2. The selected Drawer has the 'Apply Transaction Limit' flag turned ON
3. The Payment Group has the 'Apply Transaction Limit' flag turned ON

See [Transaction Limits](#).

### Individual CCVS User IDs in Use

The *Individual CCVS User Ids in use* checkbox should be checked on **only if** Advam has issued individual Advam Operator Identifiers and Passwords for each cashier. If this is the case, and the checkbox is checked on, the cashier will be prompted for their Advam Operator Identifier and Password when the first online validation request after signing on to the Drawer is processed, which will remain current until the cashier signs off from the drawer. If Advam has not issued individual Operator Identifiers and Passwords, the checkbox should be checked off, in which case the Operator Identifier and Password defined on the Credit Card System Maintenance form will always be used, and the cashier will never be prompted for Advam login details.

### Banking Reference Mandatory

This checkbox specifies whether a banking reference is required when signing onto a drawer. The Banking Reference is an alphanumeric reference of up to 8 characters used to identify a 'cash drawer sign-on session'. If this checkbox is set on, then a Banking Reference **MUST** be entered at Cashier Sign On. This reference is passed on to the General Ledger to assist with reconciliations.

### Banking Reference Formatting

If the Banking Reference Mandatory check box is set on then the Banking Reference Formatting check box becomes available for use. This allows the user to create a Mask for the Banking Reference to ensure that the references are entered according to a pre-determined format. This System level masking may be overridden at the Cashier Drawer level if required. If this check box is set on then a further box becomes available to enter the actual masking requirements.

### Valid Input Mask entries

Mask Entry	Description
#	This mask will force the user to enter a numeric value in each position designated in the mask e.g. ## will force an entry of 2 significant digits e.g. 34.
&	An ampersand in this field allows any character input, either letter or symbol
*	An asterisk in this field allows any alpha-numeric input.
?	Indicates that the field requires the entry of a single alphanumeric character. For every question mark in the Entry Format field the user is required to enter a character. For example, ??? Requires the input of 3 alphanumeric characters.
.	A decimal point in this field will force a user to enter a decimal point e.g. ###.### 44.50
DATE	This mask will force the user to enter a valid date in the field – no other entry is allowed with this masking – the result would display as 24-Oct-2007. <b>This mask is not recommended for Banking Reference.</b>
DATE(DDMMYY)	This mask will force the user to enter a valid date in the format, however it will also allow the inclusion of any other mask that may be required eg DATE(DDMMYY)? - Would allow 241007A for 24th October 2007 followed by another character. If required there could be more than one Alpha character following the DDMMYY. The maximum number of characters (including the DDMMYY date) is 12.
DATE(DDMMCCYY)	This mask will force the user to enter a valid date in the format, however it will also allow the inclusion of any other mask that may be required eg DATE(DDMMCCYY)? - Would allow 24102007A for 24th October 2007 followed by another character. If required there could be more than one Alpha character following the DDMMCCYY. The maximum number of characters (including the DDMMCCYY date) is 12.
DATE(CCYMMDD)	This mask will force the user to enter a valid date in the format, however it will also allow the inclusion of any other mask that may be required eg DATE(CCYMMDD)? - Would allow 20071024A for 24th October 2007 followed by another character. If required there could be more than one Alpha character following the CCYMMDD. The maximum number of characters (including the CCYMMDD date) is 12.
Any other alpha numeric character	If any other character is placed in the Entry Format field then that character is required. For example if the entry format is ?A? Then the user is required to enter a single alphanumeric character, followed by an A, followed by another single alphanumeric character e.g. BAG.



**Default Recipient To Drawer**

When this flag is checked on, Receipt Entry will default the Recipient to the Cheque Drawer field on Payment Groups where the Drawer field has been selected as either “optional” or “mandatory”.

**Use Password Security**

When the ‘Use Password Security’ flag is checked on the Cashier Sign On, Cashier Sign Off and Receipt Entry functions will require password access. When these options are accessed the user will be prompted to enter their Pathway Logon password. If the password matches, then the options will display and the user will be able to use the functions.

**Note:** The password prompt will be made each time the menu option is selected. If the user does not exit back to the menu from the selected function then a password prompt will not occur.

In addition to the above, a check is made to ensure that each time a Receipt is entered that the Cashier is still signed on to the drawer. This ensures that if a Cashier has started multiple sessions of Pathway and is accepting Receipts in these sessions that the drawer is still active and has not been signed off. If it is found that the drawer has been signed off (in another session), then when receipt details are added or a receipt is being accepted, an error message will display indicating that the drawer has been signed off. The user is then returned to the menu.

**Use Customer Payments**

**\*\* Authorised Function \*\***

This field is only available where a site has purchased, One View – Customer Payments. Turning this flag on will allow access to the Customer Payment Function from within Receipt Entry. This function allows cashiers to obtain one view of ALL debts for a name, and select any or all of these records for payment.

**Tax Amount Label**

This field allows a text label to be defined for the Tax Amount field for use in Extract Types and Merge Types for Receipt printing.

**Total Tax Amount Label**

This field allows a text label to be defined for the Total Tax Amount field for use in Extract Types and Merge Types for Receipt printing.

**Receipt Reprint Text**

This field allows text (of up to 25 characters) to be entered in order to print a customised message on reprinted receipts to distinguish them from the original receipts. When a Receipt is being printed for the first time, this Extract Field will be blank, rather than containing the customised message. This field is available as a Receipting Extract Field when defining Merge Type Documents (i.e. receipts). An example of this is the following text:

\*\*\* COPY RECEIPT ONLY \*\*\*

**Allow Blank Tax Amounts**

A new “Allow Blank Tax Amounts” parameter has been added to the Receipting System Parameters to control whether blank tax amounts are allowed to be printed on receipts.

If this parameter is checked ON (this is the default setting) the manner in which tax amounts are printed on receipts will remain unchanged.

If this parameter is checked OFF the manner in which tax amounts are printed on receipts will be different as follows:

- Receipt allocation lines that previously printed a blank tax amount will instead print a tax amount of zero (i.e. “0.00”). Some examples include:
  - (a) Receipt allocation lines that pay non-taxable debts.
  - (b) Receipt allocation lines that pay debts where the receipt is not to be treated as a tax invoice.Some receipts that fall into this category are Rates receipts, and Applications/Licensing receipts

where the Applications/Licensing Class parameter "Use Receipt as a Tax Invoice" is checked off.

(c) Application and Licensing Pre-Payments.

- Receipts that previously did not print the receipt Total Tax Amount label (user defined) and amount because all the receipt allocation line tax amounts were blank will instead now print the Total Tax Amount label and amount. In this situation the Total Tax Amount will print as "NIL".

Examples with 'Allow Blank Tax amounts' checked ON (this is the default setting):

**Payment of a Non-Taxable Debt:**

Infor Global Solutions Pty Ltd		
8 Greenhill Road		
Wayville SA 5034		
Receipt No: 1234580587		Date: 14-APR-2010
Cashier: Tim Holton		Time: 16:18:11
-----		
	Tax	Amount
RC ANOTAX		30.00
Non-Taxable Transaction T		
Cash		-30.00
Payment		
-----		
Receipt Amount:		30.00
Amount Tendered:		30.00
Change Given:		
Rounding Amount:		
-----		
PAYMENT RECEIVED WITH THANKS		
* Taxable Item		

**Rates Payment:**

Infor Global Solutions Pty Ltd		
8 Greenhill Road		
Wayville SA 5034		
Receipt No: 1234580646		Date: 15-APR-2010
Cashier: Tim Holton		Time: 16:19:27
-----		
	Tax	Amount
RA 15043		50.00
155 Main Road, NAIRNE		
Cash		-50.00
Payment		
-----		
Receipt Amount:		50.00
Amount Tendered:		50.00
Change Given:		
Rounding Amount:		
-----		
PAYMENT RECEIVED WITH THANKS		
* Taxable Item		

**Application Payment (with "Use Receipt as Tax Invoice" Class parameter checked on):**

--	--	--

Infor Global Solutions Pty Ltd		
8 Greenhill Road		
Wayville SA 5034		
Receipt No: 1234580615		Date: 15-APR-2010
Cashier: Tim Holton		Time: 11:36:51
-----		
	Tax	Amount
AP BLDPLN/1231/200		60.00
Application Receipt		
FEE1 Non-Taxable Fee		20.00
FEE2 Taxable Fee	3.63	40.00 *
Cash		-60.00
Payment		
-----		
Receipt Amount:		60.00
Amount Tendered:		60.00
Change Given:		
Rounding Amount:		
Total GST Charged		3.63
-----		
PAYMENT RECEIVED WITH THANKS		
* Taxable Item		

Examples with "Allow Blank Tax Amounts" checked OFF:

**Payment of a Non-Taxable Debt:**

Infor Global Solutions Pty Ltd		
8 Greenhill Road		
Wayville SA 5034		
Receipt No: 1234580585		Date: 14-APR-2010
Cashier: Tim Holton		Time: 16:02:23
-----		
	Tax	Amount
RC ANOTAX	0.00	30.00
Non-Taxable Transaction T		
Cash		-30.00
Payment		
-----		
Receipt Amount:		30.00
Amount Tendered:		30.00
Change Given:		
Rounding Amount:		
Total GST Charged		NIL
-----		
PAYMENT RECEIVED WITH THANKS		
* Taxable Item		

**Rates Payment:**

Infor Global Solutions Pty Ltd		
8 Greenhill Road		
Wayville SA 5034		
Receipt No: 1234580645		Date: 15-APR-2010
Cashier: Tim Holton		Time: 16:16:43
-----		
	Tax	Amount

RA 15043	0.00	50.00
155 Main Road, NAIRNE		
Cash		-50.00
Payment		
-----		
Receipt Amount:		50.00
Amount Tendered:		50.00
Change Given:		
Rounding Amount:		
Total GST Charged		NIL
-----		
PAYMENT RECEIVED WITH THANKS		
* Taxable Item		

Application Payment (with "Use Receipt as Tax Invoice" Class parameter checked on):

Infor Global Solutions Pty Ltd		
8 Greenhill Road		
Wayville SA 5034		
Receipt No: 1234580616	Date: 15-APR-2010	
Cashier: Tim Holton	Time: 11:39:19	
-----		
	Tax	Amount
AP BLDPLN/1231/200		60.00
Application Receipt		
FEE1 Non-Taxable Fee	0.00	20.00
FEE2 Taxable Fee	3.63	40.00 *
Cash		-60.00
Payment		
-----		
Receipt Amount:		60.00
Amount Tendered:		60.00
Change Given:		
Rounding Amount:		
Total GST Charged		3.63
-----		
PAYMENT RECEIVED WITH THANKS		
* Taxable Item		

### Ledger

This field will display the ledger code which relates to the accounts specified in the Rounding Up, Rounding Down and Rounding Bank fields.

### Account

This field is used to enter valid General Ledger accounts to which the rounding up and rounding down amounts of the receipt are to be posted.

### Account Type

This field displays the description for the selected accounts.

## Receipting Application Pop Up Form

This form displays when the Default Application arrow is checked. It enables an Application to be selected when performing searches, entering a receipt or selecting a default application. The Receipting Application parameters are pre-defined via the Receipting Application Maintenance form.

Application	Bank Prefix	Description
AN	50	Animals
AP	05	Application Receipt
AR	22	Accounts Receivable
DBT	81	Debtors Receipt
GL	47	General Ledger Receipt
IF	03	Infringement Receipt
JC	46	Job Costing Receipt
LC	07	Licencing Receipt
RA	00	Rates Receipt

**Search Profile**

Application Code

Bank Prefix

Description

*Receipting Application Pop Up Form*

### Application

This field contains a list of all Applications available to Receipting. This field is display only and cannot be maintained.

### Bank Prefix

This field contains the Bank Prefixes for the associated application. This field is display only and cannot be maintained.

### Description

This field contains a Description of the associated application. This field is display only and cannot be maintained.

### Search Profile - Application Code

Enter a Receipting Application code (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

### Search Profile - Bank Prefix

Enter a Bank Prefix code (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard 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. Wildcard searching is available on this field.

## Payment Types Pop Up Form

This form enables a Payment Type to be selected when performing searches, entering a receipt or selecting a Payment Type. The Payment Type parameters are user-definable via Payment Groups and Payment Types Maintenance.

**Payment Types Pop Up**

Payment Type	Description	Merchant Service Fee
AMEX	American Express	\$1.50 (1.500%)
BANK	Bankcard	
CASH	Cash	
CBPAY	Commonwealth B-Pay	
COMM	Commonwealth Bank APF	
CQ	Cheque	
CR	Credit Card	
DA	DA Payment Type	
DB	DB Payment Type	

**Search Profile**

Payment Type

Description

Search Select Quit

*Payment Types Pop Up Form*

### Payment Type

This field contains a list of all available Payment Types.  
This field is display only and cannot be maintained.

### Description

This field contains a Description for the associated Payment Type.  
This field is display only and cannot be maintained.

### Merchant Service Fee

The Merchant Service Fee field displays the Fee Percentage which has been set up in Payment Type parameters. This percentage is applied to any Payment amounts which use the specified Credit Card. The calculated amount also displays in this field when a Payment Amount has been entered into the Amount Tendered field prior to accessing the Pop Up.

See further details in [Merchant Service Fee](#).

### Search Profile - Payment Type

Enter a Payment Type (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard 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 buttons to initiate the search. Wildcard searching is available on this field.

# Bank Details

## Bank Details Maintenance Form

This form allows the creation, maintenance and deletion of Bank Details.  
To create a new Bank record select the Insert button.

BSB	Bank ID	Branch ID	Bank	Branch
000001			NAB	Findon
000002			NAB	Law Courts
000003			NAB	Norwood
000004			NAB	Brooklyn Park
000005			NAB	Rundle Mall
000006			Westpac	Glenelg
000007			Westpac	Central Market
000008			Westpac	Adelaide
000009			Westpac	Marion

*Bank Details Maintenance Form*

### BSB

Enter the unique BSB number for the bank. Up to six numeric characters may be entered.

### Bank ID

Enter the unique Bank ID code. Up to 2 numeric characters may be entered.

### Branch ID

Enter the unique Branch ID code. Up to 4 numeric characters may be entered.

### Bank

Enter the Bank name. This field can be up to 40 characters long, and represents the name of the bank. For example:

- Commonwealth
- State Bank

**Note:** The Bank Name can be up to 40 characters, however when the Bank is displayed on the Receipt Entry screen, only the first 30 characters of the Bank display in the space available. The Bank Deposit Payment Details report will also go to a second line if the Bank Description is greater than 16 characters (including spaces).

### Branch

This field is used to specify the branch for the bank. Usually the branch name will be the suburb in which the bank is located. Up to 40 characters may be entered.

**Note:** The Branch Name can be up to 40 characters, however when the Branch is displayed on the Receipt Entry screen, only the first 30 characters of the Branch display in the space available. The Bank Deposit Payment Details report will also go to a second line if the Branch Description is greater than 16 characters (including spaces).

# Drawer Maintenance

## Drawer Search Profile Form

This form will allow you to search on existing Drawer records, or to create new Drawers.

To create a new Drawer record select the New button.

To search on existing Drawer records enter the search profile criteria and select the Search button. All fields on the Search Profile work in conjunction with each other.

Advanced Search Profile techniques may be used on this form. For more information on Search Profile techniques please refer to the How to Use User guide. The How to Use User guide may be accessed via the Help menu and select the How to Use... menu item.



*Drawer Search Profile Form*

### Drawer ID

Enter the Drawer ID of the Drawer on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

### Float Amount

Enter the float Amount of the Drawer on which to base your search and use the Search button to initiate the search.

## Drawer Selection Form

This form displays the Drawer records that match the criteria entered on the Search Profile form.

From this form you may select a Drawer to maintain by selecting the Modify button or create a new Drawer by selecting the New button.



Drawer ID	Float Amount	Description
1	150.00	Drawer 1
2	50.00	Drawer 2
3	50.00	Drawer 3
4	65.00	Drawer 4
5	30.00	The 5th Drawer
6	200.00	Drawer Number 6
7	.00	Drawer 7
RATE	.00	Rates Drawer

New Modify Close

Drawer Selection Form

### Drawer ID

This field displays the Drawer ID of the Drawer matching the selection criteria.

### Float Amount

This field displays the Float Amount of the Drawer matching the selection criteria.

### Description

This field displays the Description of the Drawer matching the selection criteria.

## Drawer Maintenance Form

This form allows the creation, maintenance and deletion of Drawers.

Drawer ID: EC1

Drawer Description: EC1

Float Amount: 100.00

Printer: IIW >> Notepad Wide

Cashier Name: ECHIC >> Eddi Chicco

Payment Type: CASH >> Cash

Default Receipt Format: RECEIPT >> Receipt Format

EFTPOS ID: EFTPOS1 >> Eftpos 1

Print Option: Print

Banking Reference Formatting: ☐

Cheque Number Required: ☒

Apply Transaction Limit: ☒

Active: ☒

Online Credit Card Validation

User Identifier:

Password:

OK Cancel

Drawer Maintenance Form

### Drawer ID

This field is used to allocate a unique identifier to the drawer. Up to six alphanumeric characters may be used.

### Description

Enter a detailed description of the drawer. Up to 50 alphanumeric characters may be used.

**Float Amount**

This field is used to enter the float amount for the drawer. Only dollar values may be entered.

**Printer**

This field allows a printer to be specified from the popup list. Once selected, a description will display in the description field.

For details on setting up a local printer (e.g. Receipt slip printer) please refer to [Receipt Printing](#) in the Appendix.

**Cashier Name**

This field shows the name of the cashier who is assigned to the drawer. Selecting the Pop Up button will bring up a list of available users who can be assigned to the drawer. This field may be left blank if more than one cashier will be using the drawer.

If a Cashier is signed on to a drawer then no other cashier will be allowed to sign on to that drawer.

**Payment Type**

This field is used to specify a default payment type which the drawer will be assigned.

For example, one drawer may be set aside to only process payments made by cheque. Specifying a cheque payment type record will bring that record up automatically in the Receipt Entry form.

**Default Receipt Format**

This field is used to specify a default receipt printing format which the drawer will be assigned.

This option can be specified at a global level in the Receipting Parameters Maintenance form, however the receipt format can be overridden for individual drawers. This may be required in order to print a different receipt format at a different location.

If the field appears grey, it means that the Receipt Format Type chosen is the default specified in the Receipting Parameters Maintenance form. If the field is the same colour as all the other fields, then it has been overridden for this drawer.

**EFTPOS ID**

The field is used to specify a default EFTPOS machine to perform transactions for the Drawer. If no Payment Type exists with the EFTPOS flag checked on, then the EFTPOS ID field will be hidden.

**Note:** If the EFTPOS ID is defaulted to a Drawer, when a Cashier signs on to the Drawer the defaulted EFTPOS ID will display. This field is then a mandatory field.

**Print Option**

This field is used to specify a default print option when a receipt is processed.

Users have a choice of:

- |          |   |
|----------|---|
| Print    | This option will print the receipt when the receipt is accepted.  |
| No Print | This option will not print the receipt                            |
| Batch    | This option will submit the receipt to be printed by a batch job. |

**Banking Reference Formatting**

If at the Receipting System Parameter the Banking Reference Mandatory and the Banking Reference Formatting options are set on then a further check box is made available here together with the ability to override for this Cashier Drawer any System Banking Reference Masking.

**Valid Input Mask entries**

Mask Entry	Description
#	This mask will force the user to enter a numeric value in each position designated in the mask e.g. ## will force an entry of 2 significant digits e.g. 34.
&	An ampersand in this field allows any character input, either letter or symbol
*	An asterisk in this field allows any alpha-numeric input.
?	Indicates that the field requires the entry of a single alphanumeric character. For every question mark in the Entry Format field the user is required to enter a character. For example, ??? Requires the input of 3 alphanumeric characters.
.	A decimal point in this field will force a user to enter a decimal point e.g. ###.### 44.50
DATE	This mask will force the user to enter a valid date in the field – no other entry is allowed with this masking – the result would display as 24-Oct-2007. <b>This mask is not recommended for Banking Reference.</b>
DATE(DDMMYY)	This mask will force the user to enter a valid date in the format, however it will also allow the inclusion of any other mask that may be required eg DATE(DDMMYY)? - Would allow 241007A for 24th October 2007 followed by another character. If required there could be more than one Alpha character following the DDMMYY. The maximum number of characters (including the DDMMYY date) is 12.
DATE(DDMMCCYY)	This mask will force the user to enter a valid date in the format, however it will also allow the inclusion of any other mask that may be required eg DATE(DDMMCCYY)? - Would allow 24102007A for 24th October 2007 followed by another character. If required there could be more than one Alpha character following the DDMMCCYY. The maximum number of characters (including the DDMMCCYY date) is 12.
DATE(CCYMMDD)	This mask will force the user to enter a valid date in the format, however it will also allow the inclusion of any other mask that may be required eg DATE(CCYMMDD)? - Would allow 20071024A for 24th October 2007 followed by another character. If required there could be more than one Alpha character following the CCYMMDD. The maximum number of characters (including the CCYMMDD date) is 12.
Any other alpha numeric character	If any other character is placed in the Entry Format field then that character is required. For example if the entry format is ?A? Then the user is required to enter a single alphanumeric character, followed by an A, followed by another single alphanumeric character e.g. BAG.

### Cheque Number Required

This checkbox can be selected so that entry of a cheque number will become mandatory where appropriate.

### Apply Transaction Limit

If this flag is checked ON then the Transaction Limit parameters will be applied to the Drawer. This flag will a warning message to display (in Receipt Entry) if the other conditions are also met, i.e.

1. The Payment Group transaction limit has been set at the Receipting System Parameter level

2. The Payment Group has the 'Apply Transaction Limit' flag turned ON

See [Transaction Limits](#).

### Active

If this box is checked on then the Drawer is available to be used to process receipts.

If this box is checked off then the Drawer is no longer available to the system. Any Receipt record using this Drawer will remain as entered. Any receipt records being created will not have the Drawer available for selection.

### Online Credit Card Validation

The *Online Credit Card Validation* groupbox will only appear if *CCVS User Id Level* is set to **Drawer** in the Receipting System Parameters as described above.

Both *User Identifier* and *Password* must be entered (if online credit card validation is not required for this Drawer, both *User Identifier* and *Password* must be blank).

When *Password* is entered or modified, an additional field *Confirm Password* will appear:-



Continue typing the password, then retype the same value in the *Confirm Password* field. *Password* and *Confirm Password* must be identical.

# Receipting Applications

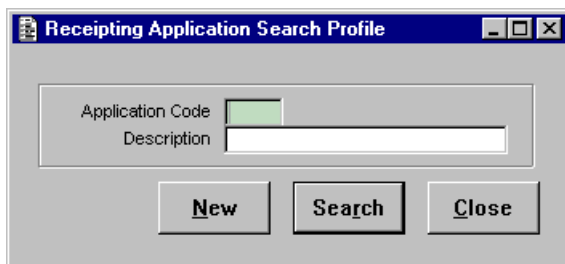
## Receipting Applications Search Profile Form

This form will allow you to enter a search profile to search on existing Receipting Applications, or to create new Receipting Applications.

To create a new Receipting Application record select the New button.

To search on existing Receipting Application records enter the search profile criteria and select the Search button. All fields on the Search Profile work in conjunction with each other.

Advanced Search Profile techniques may be used on this form. For more information on Search Profile techniques please refer to the How to Use User guide. The How to Use User guide may be accessed via the Help menu and selecting the How to Use... menu item.



*Receipting Application Search Profile Form*

### Application Code

Enter the Application Code of the Application on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

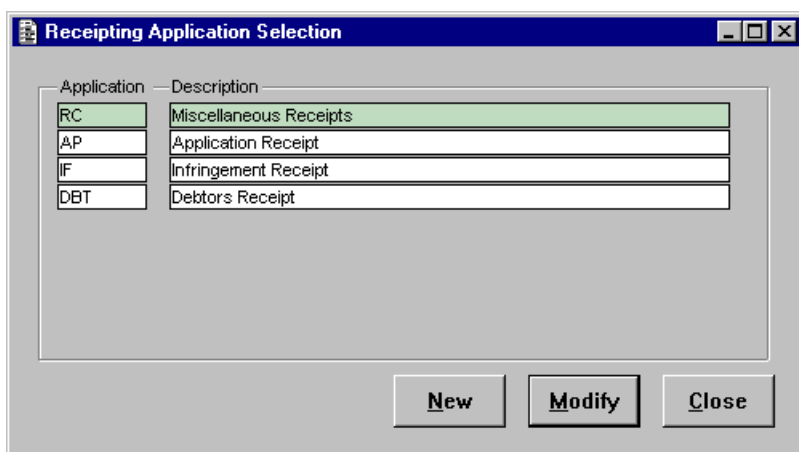
### Description

Enter the Description (or part thereof) of the Application on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

## Receipting Application Selection Form

This form displays the Receipting Applications which are available for selection.

The majority of Receipting Applications will be system defined, e.g. AP, AR, RC, RA etc. However, User-defined Receipting Applications may be created, however, these may not begin with the letters A, B, C or L, as they are reserved for system use.



The Receipting Application Selection Form is a window with a title bar. It contains a table with two columns: 'Application' and 'Description'. The table has four rows: 'RC' with 'Miscellaneous Receipts', 'AP' with 'Application Receipt', 'IF' with 'Infringement Receipt', and 'DBT' with 'Debtors Receipt'. Below the table are three buttons: 'New', 'Modify', and 'Close'.

Application	Description
RC	Miscellaneous Receipts
AP	Application Receipt
IF	Infringement Receipt
DBT	Debtors Receipt

New Modify Close

*Receipting Application Selection Form*

### Application

This field displays the Receipting Application Code. This code may be up to 3 characters.

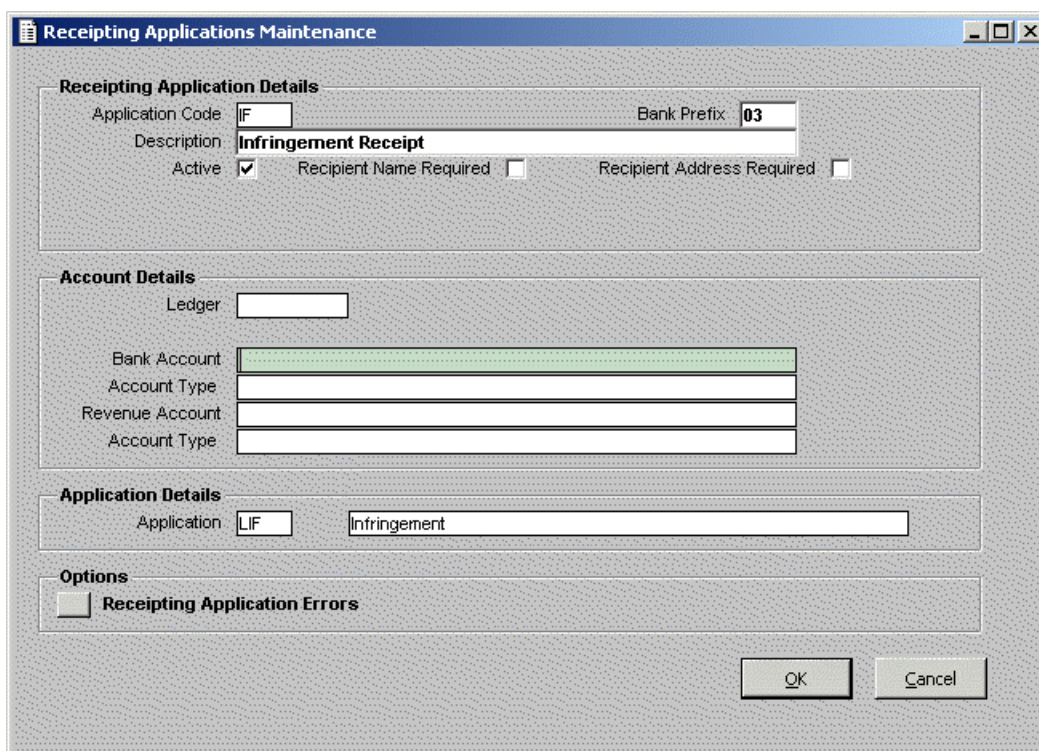
### Description

This field displays a description of the Receipting Application.

## Receipting Applications Maintenance Form

This form allows the creation and maintenance of Receipting Applications.

INFOR issue standard Receipting Application records e.g. Animals, Rates, Infringements and so on. No accounts are displayed with system defined Receipting Applications as they are internal and accounts are set against the Transaction Type.



The Receipting Applications Maintenance Form is a window with a title bar. It contains several sections: 'Receipting Application Details' with fields for Application Code (IF), Bank Prefix (03), Description (Infringement Receipt), Active (checked), Recipient Name Required (unchecked), and Recipient Address Required (unchecked); 'Account Details' with fields for Ledger, Bank Account, Account Type, Revenue Account, and Account Type; 'Application Details' with fields for Application (LIF) and Infringement; and 'Options' with a checkbox for Receipting Application Errors. At the bottom right are OK and Cancel buttons.

**Receipting Application Details**

Application Code: IF Bank Prefix: 03  
 Description: Infringement Receipt  
 Active: ☒ Recipient Name Required: ☐ Recipient Address Required: ☐

**Account Details**

Ledger:   
 Bank Account:   
 Account Type:   
 Revenue Account:   
 Account Type:

**Application Details**

Application: LIF Infringement

**Options**

☐ Receipting Application Errors

OK Cancel

*Receipting Applications Maintenance Form*

The facility to create "User Defined" Receipting Applications is available. This is only used where no other receipt type would be suitable for use and receipt totals are required to be kept separate from all others.

The following letters have been reserved when creating External Receipting Applications. The letters A, B, C and L have been reserved for system use. No receipting applications can be defined with these letters as the first letter in the code.

If there are any existing External Receipting Application codes defined using A, B, C or L as the first letter then it is highly recommended that these are maintained and a different letter is used.

Account details need to be entered for User-defined Receipting Applications.

*Receipting Applications Maintenance Form - User Defined Applications*

### Application Code

A unique identifier for the Receipting Application. Can be up to 3 alphanumeric characters.

This field is not maintainable if you are modifying an Infor Defined Application Code. E.g. Animals.

### Bank Prefix

This field identifies the bank details which are associated with this application.

For Australia Post and Bank Tape files the following applications should be set to the following prefix codes:

RA	Rates Receipts	00	Bank Prefix
IF	Infringement	03	Bank Prefix
	Receipts		
AN	Animal Receipts	50	Bank Prefix
	Excess Water	01	Bank Prefix
	Debtors	81	Bank Prefix

### Description

This field contains the detailed description of the Receipting Application. Up to 50 alphanumeric characters may be used.

This field may be changed to suit local terminology for Infor Defined Receipting Applications however the description should not deviate too far from the issued term. E.g. Animals could become Animal Registration.

**Active**

If this box is checked on then the Receipting Application is available to be used to process receipts.

If this box is checked off then the Receipting Application is no longer available to the system. Any Receipt record using this Receipting Application will remain as entered. Any receipt records being created will not have the Receipting Application available for selection.

**Recipient Name Required**

This parameter provides the ability to specify whether "Recipient Name" is required while accepting a receipt at Receipt Entry. If this flag is checked on then users will be required to add Recipient Name details to a receipt. By default, this flag will be set off. Users need to nominate which Applications require Recipient Name details to be entered on a Receipt. Where a mix of allocation lines are entered on a receipt, then if one application requires Recipient Name details to be added then this will be required on the receipt.

**Recipient Address Required**

This parameter provides the ability to specify whether "Recipient Address" is required while accepting a receipt at Receipt Entry. If this flag is checked on, then users will be required to add Recipient Address details to a receipt. By default, this flag will be set off. Users need to nominate which Applications require Recipient Address details to be entered on a Receipt. Where a mix of allocation lines are entered on a receipt, then if one application requires Recipient Address details to be added then this will be required on the receipt.

**Taxable**

If this box is checked on then this User Defined application will have the predefined tax applied. This field is only available for Non-INFOR Applications.

See section on GST Requirements for more information. (3)

**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 3 options available in the Dropdown List. These are GST Free, GST Exempt and Division 81. 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 and 8 - Division 81) are output in the Pathway Financial Transaction File in place of the previous 'N' value.

**Tax Code**

Enter a Tax Code or select one from the Pop Up list. Tax Codes are set up in the Tax module. This field is only available for Non-INFOR Applications.

See section on GST Requirements for more information. (3)

**Ledger**

This field will display the ledger code that relates to the accounts specified in the Debit and Credit Accounts.

This field is defaulted when the Debit and Credit Accounts are selected.

**Account**

This field displays the General Ledger accounts to which the debit and credit values of the receipt are to be posted.

These fields are only available where User Defined Receipting Applications are being established.

The Debit Account is usually the Bank Account, the Credit Account should nominate the Revenue Account for this Application Receipt.

Infor Defined Applications contain Ledger Account details within each specific module.

**Account Type**



This field displays the description of the selected accounts.

This field is display only and cannot be maintained.

### Application

These fields display the system identifiers for the selected application. These fields are for display purposes only and are not maintainable.

### Options: Receipting Application Errors

Selection of this button displays the Receipting Application Errors Maintenance form to allow known errors to be associated with a User Defined Receipting Application.

## Receipting Application Errors Maintenance Form

This form allows User Defined Receipting Applications to be set up against system defined error conditions so that a different receipting application (e.g. a 'suspense' account) can be assigned to an allocation line if it fails during an update on one of the pre-defined errors.

For Example:

When an External Infringement Receipt is processed, and the reference is found to be invalid, then an online Pathway receipt will be created using the User Defined Receipting Application.

Once the problem is resolved the receipt would be transferred to the appropriate ticket resulting in the original amount being reversed from the User Defined Receipting Application and allocated to the Infringement ticket.

*Receipting Application Errors Maintenance Form*

### Application Code

These fields display the selected Application Code and Description. These fields are display only.

### Error Code

These fields display any system defined error codes and messages applying to the Application.

### Application Code

These fields allow selection of a User Defined Receipting Application to be used during External Receipting Validation and Update when the specified error is encountered. This allows the funds to be allocated to a 'suspense' account instead of merely being rejected and retained in External Receipting.

## Payment Groups

Payment Types are maintained via the Payment Types Maintenance form, which is accessed via the Receipting ► Receipting Parameters ► Payment Group Filter option from the Pathway menu (using either the smart client – which will open the thick client form – or the thick client directly); then maintaining the appropriate Payment Group and pressing the More button on the Payment Group Maintenance form.

### Credit Card Payment Types

Online credit card validation only applies to Payment Lines for a Payment Type that defines online validation.

Payment Type	Description	Payment Type Suffix	EFTPOS	Online Validation	Active
AV	Visa	CC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AM	Mastercard	CC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AA	American Express	CC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AD	Diners Club	CC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Merchant Service Fee Details**

Transaction Type:  >>

Percentage(%):

Buttons: Insert, OK, Cancel

Fig 4 – Payment Types Maintenance (Form CRCG9040)

The *Online Validation* checkbox must be checked on for each Payment Type for which online validation via Advam is required.

Note also that the Payment Types used should be members of a Payment Group (or Groups) that defines a Display Template to ensure that credit card numbers are encrypted when displayed in Pathway, when printed on the receipt, and when stored in the database:-

Fig 4 – Payment Group Maintenance (Form CRCG9030)

This is achieved by checking the *Number Field Display* checkbox on, and defining a template in the *Display Template* field.

The template consists of a string such as #####\*#####: this example defines a credit card number of 16 digits, of which only the first four and last four will be visible when the card number is displayed or printed: e.g. **4567123456780123** will be displayed and printed as **4567\*#####0123**.

Note that the *Number Field Display* checkbox and *Display Template* field cannot be changed (and will be disabled) once any Payment Lines exist for any Payment Types in the Payment Group.

## Payment Group Search Profile Form

This form will allow you to enter a search profile to search on existing Payment Group records, or to create new Payment Groups.

To create a new Payment Group record select the New button.

To search on existing Payment Group records enter the search profile criteria and select the Search button. All fields on the Search Profile work in conjunction with each other.

Advanced Search Profile techniques may be used on this form. For more information on Search Profile techniques please refer to the How to Use User guide. The How to Use User guide may be accessed via the Help menu and selecting the How to Use... menu item.

A screenshot of the 'Payment Group Search Profile' window. It has a title bar with a document icon and the text 'Payment Group Search Profile'. Inside, there are two text input fields: 'Payment Group' with a green highlight and 'Description'. Below these fields are three buttons: 'New', 'Search', and 'Close'.*Payment Group Search Profile Form***Payment Group**

Enter the Payment Group Code of the Payment Group on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

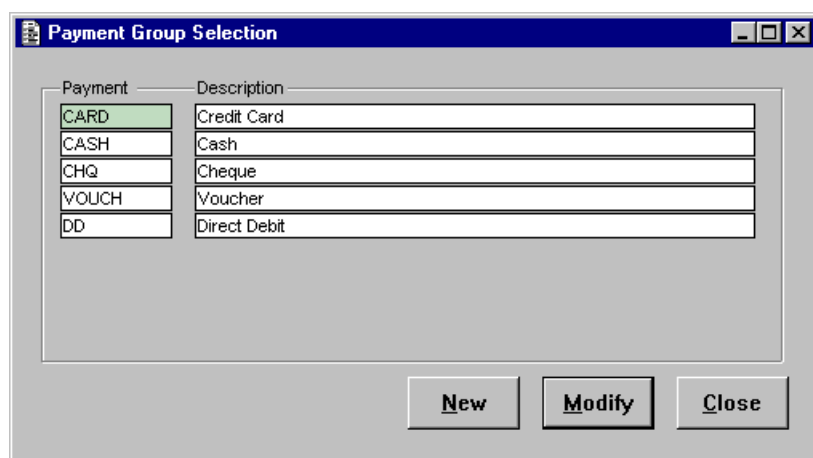
**Description**

Enter the Description of the Payment Group on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

**Payment Group Selection Form**

This form displays the Payment Group records that match the criteria entered on the Search Profile form.

From this form you may select a Payment Group to maintain by selecting the Modify button or create a new Payment Group by selecting the New button.

A screenshot of the 'Payment Group Selection' window. It has a title bar with a document icon and the text 'Payment Group Selection'. Inside, there is a table with two columns: 'Payment' and 'Description'. The table contains five rows: 'CARD' (highlighted in green) with 'Credit Card', 'CASH' with 'Cash', 'CHQ' with 'Cheque', 'VOUCH' with 'Voucher', and 'DD' with 'Direct Debit'. Below the table are three buttons: 'New', 'Modify', and 'Close'.*Payment Group Selection Form***Payment**

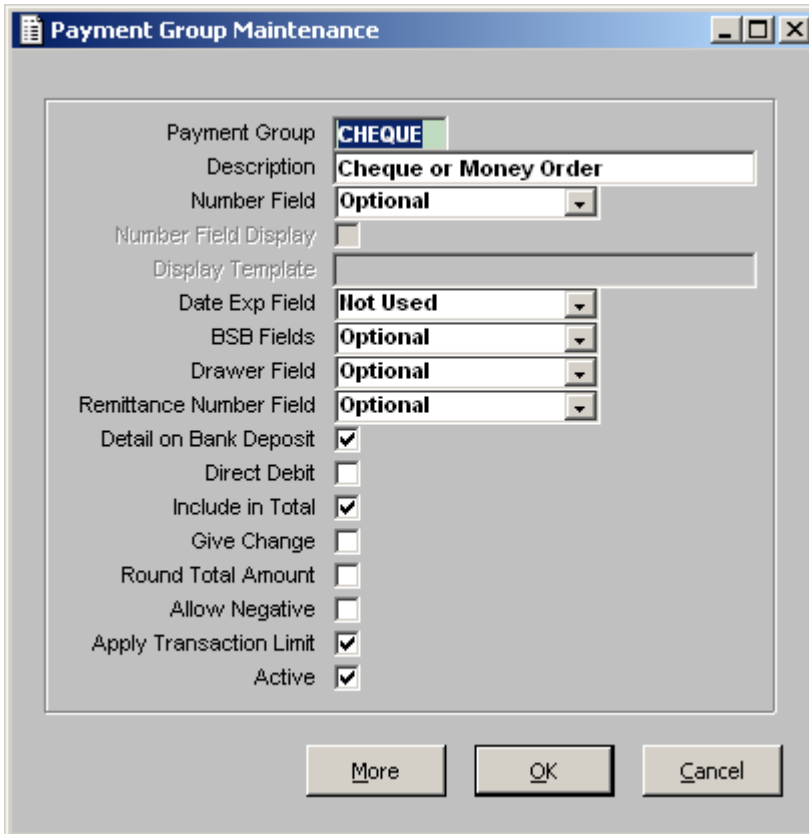
Displays the Payment Group Code of the Payment Group matching the selection criteria.

**Description**

Displays the Description of the Payment Group matching the selection criteria.

**Payment Group Maintenance Form**

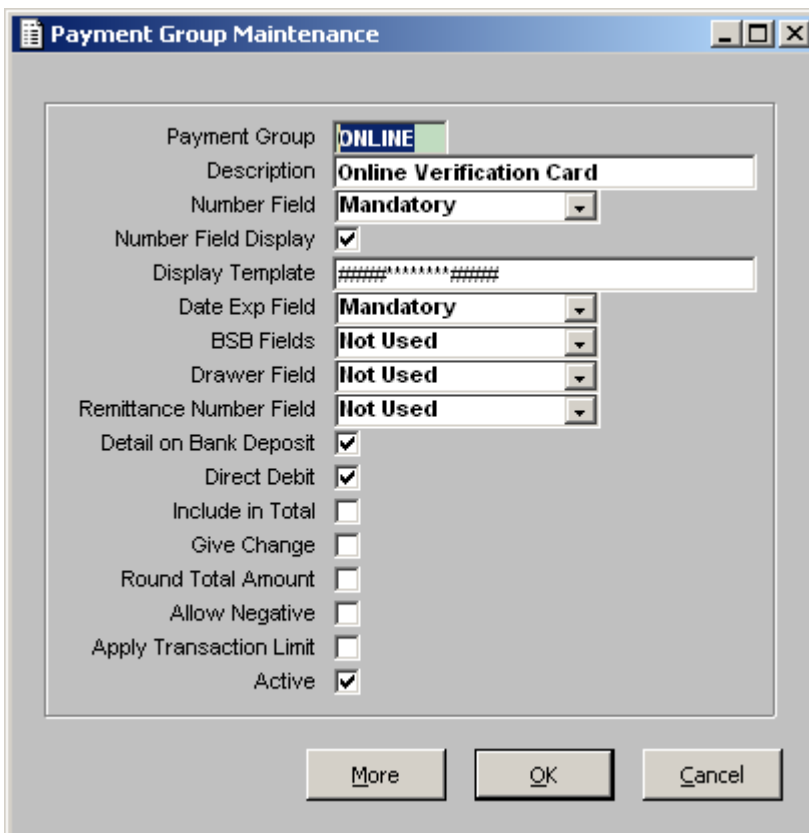
This form allows the maintenance and deletion of Payment Groups.



The screenshot shows the 'Payment Group Maintenance' window with the 'CHEQUE' group selected. The 'Description' field contains 'Cheque or Money Order'. The 'Number Field' is set to 'Optional'. The 'Date Exp Field' is 'Not Used'. The 'BSB Fields', 'Drawer Field', and 'Remittance Number Field' are all set to 'Optional'. The 'Detail on Bank Deposit' checkbox is checked. The 'Direct Debit', 'Include in Total', 'Give Change', 'Round Total Amount', 'Allow Negative', 'Apply Transaction Limit', and 'Active' checkboxes are also checked. The 'Number Field Display' and 'Display Template' fields are empty. At the bottom, there are 'More', 'OK', and 'Cancel' buttons.

Payment Group	CHEQUE
Description	Cheque or Money Order
Number Field	Optional
Number Field Display	
Display Template	
Date Exp Field	Not Used
BSB Fields	Optional
Drawer Field	Optional
Remittance Number Field	Optional
Detail on Bank Deposit	<input checked="" type="checkbox"/>
Direct Debit	<input type="checkbox"/>
Include in Total	<input checked="" type="checkbox"/>
Give Change	<input type="checkbox"/>
Round Total Amount	<input type="checkbox"/>
Allow Negative	<input type="checkbox"/>
Apply Transaction Limit	<input checked="" type="checkbox"/>
Active	<input checked="" type="checkbox"/>

Payment Group Maintenance Form



The screenshot shows the 'Payment Group Maintenance' window with the 'ONLINE' group selected. The 'Description' field contains 'Online Verification Card'. The 'Number Field' is set to 'Mandatory'. The 'Number Field Display' checkbox is checked. The 'Display Template' field contains '#####'. The 'Date Exp Field' is 'Mandatory'. The 'BSB Fields', 'Drawer Field', and 'Remittance Number Field' are all set to 'Not Used'. The 'Detail on Bank Deposit', 'Direct Debit', and 'Active' checkboxes are checked. The 'Include in Total', 'Give Change', 'Round Total Amount', 'Allow Negative', and 'Apply Transaction Limit' checkboxes are unchecked. At the bottom, there are 'More', 'OK', and 'Cancel' buttons.

Payment Group	ONLINE
Description	Online Verification Card
Number Field	Mandatory
Number Field Display	<input checked="" type="checkbox"/>
Display Template	#####
Date Exp Field	Mandatory
BSB Fields	Not Used
Drawer Field	Not Used
Remittance Number Field	Not Used
Detail on Bank Deposit	<input checked="" type="checkbox"/>
Direct Debit	<input checked="" type="checkbox"/>
Include in Total	<input type="checkbox"/>
Give Change	<input type="checkbox"/>
Round Total Amount	<input type="checkbox"/>
Allow Negative	<input type="checkbox"/>
Apply Transaction Limit	<input type="checkbox"/>
Active	<input checked="" type="checkbox"/>

Payment Group Maintenance form showing Online Validation fields

## Payment Group

This field contains a unique identifier for the Payment Group. It can be up to 6 alphanumeric characters in length.

### Description

This field is used for a detailed description of the Payment Group. It can be up to 50 alphanumeric characters long.

### Number Field

This field is used in the Receipt Entry form. It can be used for credit card numbers, cheque numbers etc. There are three options associated with this form:

Not Used    The field will not appear on the form if a Payment Type specific to the Payment Group is chosen

Optional    Data may be entered into the field at the user's discretion

Mandatory    Data must be entered into the field for the payment to be accepted

### Number Field Display

This field becomes available when creating a new Payment Group and the **Online Credit Card Validation authorised function** is ON. This flag will become available when the Number field is set to 'Optional' or 'Mandatory'. By default it will be set to OFF. It provides the ability to encrypt Credit Card Numbers in the database and display Credit Card Numbers under a user defined display format.

If the field is OFF then the number will be recorded and displayed in the database as it is entered by the user.

If the field is set to ON, then an additional field 'Display Template' becomes available and it is mandatory. It allows the user to nominate the display format of the field.

See further details on [Online Validation of Credit Card Details](#)

### Display Template

The Display Template field becomes available when the Number Field display flag is ON. This is a mandatory field when available. It allows the user to enter the character # to represent the actual number entered to be displayed and then enter \* to represent the number to be encrypted when written to the database (i.e. not displayed).

e.g. #####\*\*\*\*\*##### will result in the following credit number, 4111768943214111, being displayed as 4111\*\*\*\*\*4111.

**Note:** Once a field has been created with Number Field display ON and a Receipt accepted where the Payment Type belongs to the Payment Group, then the Number field display will not be able to be set OFF. Alternatively, where a Payment Group has been used and the Number Field Display is OFF, it will not be able to be set ON.

See further details on [Online Validation of Credit Card Details](#)

### Date Exp Field

This field is used in the Receipt Entry form. It can be used for the expiration of credit cards and other cards. There are three options associated with this form:

Not Used    The field will not appear on the form if a Payment Type specific to the Payment Group is chosen

Optional    Data may be entered into the field at the user's discretion

Mandatory    Data must be entered into the field for the payment to be accepted

**BSB Fields**

This field is used in the Receipt Entry form. It is used for the BSB number of cheques etc. There are three options associated with this form:

- Not Used    The field will not appear on the form if a Payment Type specific to the Payment Group is chosen
- Optional    Data may be entered into the field at the user's discretion
- Mandatory    Data must be entered into the field for the payment to be accepted

**Drawer Field**

This field is used in the Receipt Entry form. It can be used to enter the drawer of cheques. There are three options associated with this form:

- Not Used    The field will not appear on the form if a Payment Type specific to the Payment Group is chosen
- Optional    Data may be entered into the field at the user's discretion
- Mandatory    Data must be entered into the field for the payment to be accepted

**Remittance Number Field**

This field is used in the Receipt Entry form. It is used in association with payment by cheque. There are three options associated with this form:

- Not Used    The field will not appear on the form if a Payment Type specific to the Payment Group is chosen
- Optional    Data may be entered into the field at the user's discretion
- Mandatory    Data must be entered into the field for the payment to be accepted

**Detail on Bank Deposit**

This box should be checked if you require any receipts for the payment group to be listed in a separate report for the bank deposit list.

For example, you may wish to print a list of all cheques or Credit Cards received on your Bank Deposit listing however, you are unlikely to want to produce a detailed list of cash payments.

**Direct Debit**

If this checkbox is checked on then this payment type has been identified as a Direct Debit and will not be included in the banking amount details of the Bank Summary Report. This option is usually checked on for Credit Card Transaction Groups.

**Include in Total**

This checkbox should be checked on if this payment group is to be included in the bank deposit listing total.

**Give Change**

Check this option if you wish to give change for this payment group.

For example, for a payment group CASH, you would have the Give Change option checked, because you are able to give somebody change if they are paying by cash, but if somebody were paying by credit card, there is no ability give change.

See section on Change and Rounding (in Overview) for more information (18).

**Round Total Amount**

Check this option on if you wish to round the payment based on this payment group.

For example, if a receipt for \$23.19 was being paid for by cash, that total would have to be rounded up or down as a payment for that amount cannot be paid for by cash. However, if the same receipt was being paid for by credit card, it would not need to be rounded as a payment for \$23.19 is acceptable by credit card.

See section on Change and Rounding (in Overview) for more information (**18**).

**Allow Negative**

If this box is checked then negative receipt lines are allowed. During receipt entry, if a cashier tries to post a negative receipt for a Miscellaneous Receipt where the checkbox is not checked on, an error message will display preventing this action from taking place.

Note: Only the payment group for "Cash" should have this flag on.

**Apply Transaction Limit**

If this flag is checked ON then the nominated Transaction limit, as set up in Receipting System Parameters will be applied to the Transaction Group.

See [Transaction Limits](#).

**Active**

If this box is checked on then the Payment Group is available to be used to pay receipts.

If this box is checked off then the Payment Group is no longer available to the system. Any Receipt record using this Payment Group will remain as entered. Any receipt records being created will not have the Payment Group available for selection.



Making a Payment Group inactive will also make all Payment Types under that group inactive

**Payment Types Maintenance Form**

This form allows the creation, maintenance and deletion of Payment Types.

To create a new Payment Type record select the Insert button.



Payment Type	Description	Payment Type Suffix	EFTPOS	Online Validation	Active
CR	Credit Card	C	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
EFTPOS	Eftpos		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VISA1	VISA Card 1	V	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AMEX1	AMEX Card 1	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
VISA	Visa + MSF	V	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MASTER	Mastercard	M	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
AMEX	American Express + Merchant Fee	A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BAIK	Bankcard	B	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
PATSP	pats payment with no suffix	P	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Merchant Service Fee Details**

Transaction Type: **MSFV** >> Merchant service Fee Visa

Percentage(%): **1.000**

Buttons: Insert, OK, Cancel

*Payment Types Maintenance Form*

### Payment Group

This field contains the type and description of the Payment Group. This field is display only and may not be maintained.

### Payment Type

In this field, a unique code is entered for the payment type. This can be up to 6 alphanumeric characters. For example:

- VISA (Visa Card)
- MAST (MasterCard)

### Description

This field is used for a more detailed description of the payment type. Up to 50 alphanumeric characters can be used.

### Payment Type Suffix

This field allows the user to define a one character payment type suffix identifier. This field can be any value apart from R, T, or X which have been reserved for internal use.

R - signifies a Reversal

T - signifies a Transfer

X - signifies multiple payment types on a receipt with differing payment type suffixes.

Entry in this field is optional, however, while Cash, Cheques and Money Orders will usually carry no suffix, Eftpos, Bank Payments and Direct Deposit will usually carry a suffix.  
e.g. E for Eftpos, or D for Direct Deposit.

When a receipt is processed, the payment allocation record will carry the banking reference which will be sourced from that used by the Cashier at the time of signing on. The Payment Type assigned on the payment line will determine whether a suffix is applied, and, if so, this suffix will be appended to the Banking Reference.

### EFTPOS Indicator

This checkbox is used to flag whether a Payment Type uses an EFTPOS machine to perform a transaction. Users have the choice of entering a Payment Type Suffix or checking on EFTPOS ID. If this box is checked on for a Payment Type, an EFTPOS ID will be required upon receipt entry while the Payment Type is selected. The EFTPOS ID will default into the Bank Reference field of the receipt when this Payment Type is used. There are no reserved characters as is the case with Payment Type Suffix. Payment Type Suffix and EFTPOS are mutually exclusive and only one can be used at any time.

**Note:** The EFTPOS ID is passed to the General Ledger Interface which allows all EFTPOS transactions to be totalled on the Bank Deposit Receipt Dissection Report.

### Online Validation Indicator

**Note:** This flag will only be available to the Council if the "On Line Credit Card Validation" authorised function has been purchased and switched ON.

Online credit Card validation only applies to Payment Lines for a Payment Type that defines online validation. If the Payment Type requires verification of Credit Card Details via the Web, then this flag should be checked ON.

The 'Online Validation' and 'EFTPOS' flags are mutually exclusive and cannot both be set ON at the same time as only one of the methods can be used to validate credit card payments.

The Payment Type Suffix can be used in conjunction with 'Online Validation'.

**Note:** If a Payment Type uses the 'Online Validation' method to validate the payment, then the Payment Type Code should be defined similar to the card type e.g. VISA or AMEX, since the Payment Type Code is passed to the Online Validation System as the Card Type.

See further details on [Online Validation of Credit Card Details](#)

### Active Indicator

If this box is checked on then the Payment Type is available to be used to pay receipts.

If this box is checked off then the Payment Type is no longer available to the system. Any Receipt record using this Payment Type will remain as entered. Any receipt records being created will not have the Payment Type available for selection.

### Merchant Service Fee Details

The Merchant Service Fee Details fields allow the user to select a Transaction Type that uses a Merchant Service Fee in the generation of Allocation Line details.

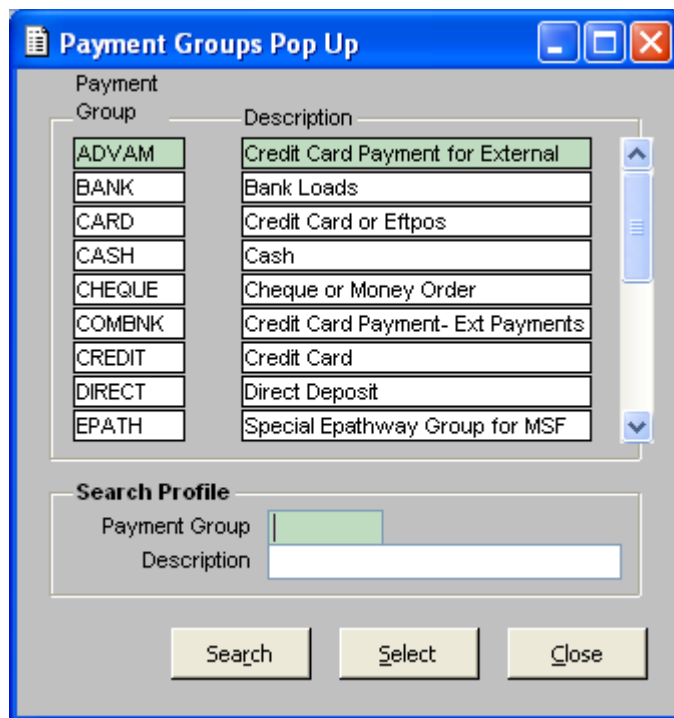
The user is able to nominate the Merchant Service Percentage for each Payment Type. The Merchant Service Percentage field allows the entry of up to seven decimal places so that a percentage of 1.004568 can be entered.

The Merchant Service Fee is optional and is only applied if the details entered are greater than zero.

See further details on [Merchant Service Fee](#).

## Payment Groups Pop Up

The Payment Groups Pop Up is used in ePathway Parameters to nominate a Payment Group (rather than a Payment Type as was the previous case). This allows a Council to have multiple Payment types (i.e. Card Types) available within ePathway.



The 'Payment Groups Pop Up' dialog box displays a list of payment groups and their descriptions. The list is as follows:

Payment Group	Description
ADVAM	Credit Card Payment for External
BANK	Bank Loads
CARD	Credit Card or Eftpos
CASH	Cash
CHEQUE	Cheque or Money Order
COMBNK	Credit Card Payment- Ext Payments
CREDIT	Credit Card
DIRECT	Direct Deposit
EPATH	Special Epathway Group for MSF

Below the list is a 'Search Profile' section with two input fields: 'Payment Group' and 'Description'. At the bottom are three buttons: 'Search', 'Select', and 'Close'.

*Payment Groups Pop Up***Payment Group/Description**

These fields display the active Payment Groups and their Descriptions which may be selected to populate the Payment Group field on the System Parameter Maintenance form (within ePathway Parameters).

**Search Profile – Payment Group/Description**

Enter a valid Payment Group Code and/or Description and select the Search button to perform a search over the existing Payment Groups.

## Transaction Groups

Transaction Groups Maintenance is used to nominate Miscellaneous Receipt Types. Users may create as many Transactions Groups as is required.

Example:

Transaction Group	Hire
Transaction Type	Court Hire, Hall Hire

**Note:** Only the Transaction Type level is presented to the Cashier within Receipt Entry. It is therefore recommended that its Group Code prefix the Transaction Type Code.

e.g.

Transaction Group	LIB	Library Receipts
Transaction Type	LIBFEE	Library Late Return Fee

### Transaction Groups Maintenance Form

This form allows the creation, maintenance and deletion of Transaction Groups.

To create a new Transaction Group record select the Insert button.

Group Code	Description	Active
HIRE	Hiring of Council Equipment	<input checked="" type="checkbox"/>
FEE	Council Fee	<input checked="" type="checkbox"/>

Buttons: Insert, OK, Cancel

*Transaction Groups Maintenance Form*

#### Group Code

This field shows the unique group code identifier. It can be up to 6 alphanumeric characters long.

#### Description

This field contains the detailed description of the transaction group. It can be up to 50 alphanumeric characters long.

#### Active

If this box is checked on then the Transaction Group is available to be used to create receipts.

If this box is checked off then the Transaction Group is no longer available to the system. Any Receipt record using this Transaction Group will remain as entered. Any receipt records being created will not have the Transaction Group available for selection.

 Making a Transaction Group inactive will also make all Transaction Types under that group inactive

#### Detail Button

Selecting the detail button activates the Transaction types Maintenance Form which enables the setting up and maintenance of transaction types.

## Transaction Type Filter Form

The screenshot shows a window titled "Transaction Type Filter". It contains four input fields: "Transaction Type Code", "Transaction Type Description", "Project Code", and "Default Amount". The "Project Code" field has a small ">>" button next to it. At the bottom of the window are three buttons: "New", "Search", and "Close".

*Transaction Type Filter Form*

### Transaction Type Code

Enter a Transaction Type Code upon which to base your search. Wildcard searching is available, e.g. H\*.

### Transaction Type Description

Enter a Transaction Type Description upon which to base your search. Wildcard searching is available, e.g. Hir\*

### Project Code

Enter a Project Code upon which to base your search. Alternatively, a Project Code may be selected from the Pop Up.

### Default Amount

Enter a Default Amount upon which to base your search.

## Transaction Type Selection Form

This form allows selection of a Transaction Type for maintenance by selecting the Modify button, or alternatively, a new Transaction Type can be created by selecting the New button.

The screenshot shows a window titled "Transaction Type Selection". It contains a table with the following columns: Type, Description, Project Code, Default Amount, Taxable (checkbox), Tax Code, and Active (checkbox). The table lists several transaction types, with the first one highlighted. At the bottom of the window are three buttons: "New", "Modify", and "Close".

Type	Description	Project Code	Default Amount	Taxable	Tax Code	Active
H1	Hiring of Tennis Court		40.00	<input checked="" type="checkbox"/>	CRCREC	<input checked="" type="checkbox"/>
H10	Hire of Mayoral Robes	OUTDOOR	60.00	<input checked="" type="checkbox"/>	CRCREC	<input checked="" type="checkbox"/>
H11	Hire of Cash Register	QL-PLAY	60.00	<input checked="" type="checkbox"/>	CRCREC	<input checked="" type="checkbox"/>
H12	Hire of hall	SS-HALLS	100.00	<input checked="" type="checkbox"/>	SSTAX	<input checked="" type="checkbox"/>
H14	Hire of Outdoor equipment	OUTDOOR	100.00	<input checked="" type="checkbox"/>	CRCREC	<input checked="" type="checkbox"/>
H2	Hiring of Swimming Pool		100.00	<input checked="" type="checkbox"/>	CRCREC	<input checked="" type="checkbox"/>
H3	Hiring of Chainsaw		20.00	<input checked="" type="checkbox"/>	CRCREC	<input checked="" type="checkbox"/>
H4	Hiring of Cherry Picker		80.00	<input checked="" type="checkbox"/>	CRCREC	<input checked="" type="checkbox"/>
H5	Hiring of Town Hall		200.00	<input checked="" type="checkbox"/>	CRCREC	<input checked="" type="checkbox"/>

*Transaction Type Selection Form*

### Type

This field displays the Transaction Type Code. This field is display only and cannot be maintained.

### Description

This field displays the Transaction Type Description. This field is display only and cannot be maintained.

**Project Code**

This field displays the Project Code assigned to this Transaction Type, as set up within Transaction Type Details Maintenance. This field is display only and cannot be maintained.

**Default Amount**

This field displays the Default Amount which has been set up for this Transaction Type within Transaction Type Details Maintenance. This field is display only and cannot be maintained.

**Taxable**

This flag will be checked on if the Taxable flag has been checked on in Transaction Type Details Maintenance, indicating that Tax is applicable for this Transaction Type. This field is display only and cannot be maintained.

**Tax Code**

This field displays the Tax Code as set up in Transaction Type Details Maintenance. This field is display only and cannot be maintained.

**Active**

This flag will be checked on if this Transaction Type has been made available to the system within Transaction Type Details Maintenance. This field is display only and cannot be maintained.

## Transaction Type Details Maintenance Form

This form contains the financial information for the Transaction Types. Default costs can be established for each Transaction Type on this form.

**Transaction Type Details Maintenance**

**Transaction Type Details**

Type: H8

Description: Hire of Council Cars (No Tax)

Narration: Non taxable Transaction Type

Project Code: >>

Default Amount: 100.00

Allow Negative: ☒

Taxable: ☐ Non-taxable Type: GST Free

Tax Code: >>

Active: ☒

**Account Details**

Ledger: QL QL Ledger (no offset project account)

Bank Account: CRC-DEBIT >>

Account Type: Receipting Debit Account

Revenue Account: CRC-CREDIT >>

Account Type: Receipting Credit Account

OK Cancel

*Transaction Type Detail Maintenance Form*

**Type**

This field contains the identifier for the Transaction Type.

This field is display only and may not be maintained.

**Description**

This field contains the Description of the Transaction Type.

This field is display only and may not be maintained.

**Narration**

This field allows a further description of the Transaction Type to be defined..

**Project Code**

This field enables a project code to be entered or selected from the pop up form. Project Codes are set up in the General Ledger Interface application.

**Default Amount**

This field contains the default amount for the Transaction Type.

When in Receipt Entry, if no amount is specified, then this amount will be used.

**Allow Negative**

If this field is checked on then negative receipts will be allowed.

**Taxable**

If this field is checked on then the specified tax rate will be applied to the Transaction Type.

See section on GST Requirements for more information. (3)

**Note:** Transaction Types for the Merchant Service Fee should be set to Taxable and the appropriate Tax Code selected.

**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 3 options available in the dropdown list. These are as follows:

- GST Free
- GST Exempt
- Division 81
- Input Tax
- Out of Scope
- Export Sales
- 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, below, are output in the Pathway Financial Transaction File in place of the previous 'N' value.

- N - GST Free
- X - GST Exempt
- 8 - Division 8
- I – Input Tax
- O – Out of Scope
- E – Export Sales
- Z - Undefined

**Tax Code**

Enter a predefined Tax Code or select one via the Pop Up. Tax Codes can be set up within the Tax module.

See section on GST Requirements for more information. (3)

**Active**

If this box is checked on then the Transaction Type is available to be used to create receipts.

If this box is checked off then the Transaction Type is no longer available to the system. Any Receipt record using this Transaction Type will remain as entered. Any receipt records being created will not have the Transaction Type available for selection.

**Ledger**

This field will display the ledger code which relates to the accounts specified in the Debit and Credit fields.

**Account**

This field is used to enter valid General Ledger accounts to which the debit or credit sides of the receipt are to be posted, e.g. Bank Account and Revenue Account.

**Account Type**

This field shows the description of the account selected.



# Receipting Authorities

Please refer to the Responsibility User Guide, for further documentation on Receipting Authorities.

## Assign Authorised Cashier Authority Options Form

This form is a Core Systems form which allows the ability to define security on certain authorised options. This form can be accessed to assign Cashier Authority options.

Assigning available options at this level provides the default set of available options. This may be overridden for individual users defined within the Responsibility structure assigned to the application.

*Assign Authorised Cashier Authority Options Form*

### Description

This field contains a description of the Receipting options which are being defined. For example: 'Receipting'. This field is display only and cannot be maintained.

### Available

This field contains a list of all the authorised options which are available for the Receipting application. The Select/Remove buttons may be used to assign these options .

### Assigned

This field contains a list of all the authorised options which have been assigned to the Receipting application. The related security (yes, no, password) may be assigned for each option. The Select/Remove buttons may be used to assign these options .

### Secured

This field enables you to assign the appropriate security level on each of the assigned authorised functions. The following options are available from the drop-down list:

No	This function is not secured and may be performed
Yes	This function is secured and may NOT be performed
Password	This function may only be performed with the appropriate password control.

(This feature is yet to be implemented).

**Select/Remove Buttons**

By Selecting the Select and Remove buttons, options may be assigned and unassigned as required.

**Move Buttons**

By Selecting the Move buttons, the listed options may be re-sequenced into the desired order of display.

# User Authorities

Please refer to the Responsibility User Guide, Chapter 5, for further documentation on User Authorities.

## Responsibility Group Selection Form

This form is utilised when defining security options for the Responsibility Structure linked to the selected application. This form enables options to be defined for each group within the Responsibility structure. The detail buttons on this form enable the actual Responsibility Structure users defined within each Responsibility group to be viewed.

The following should be considered when assigning parameter, maintenance or authority options to the Responsibility structure groups.

The Access Level assigned to each user will determine which groups required options to be defined.

For example - if users at the top of the structure are given an access level of Unrestricted - they will assume all responsibility assigned to those below them in the structure.

The ability therefore exists to define security at the lowest level of the structure only, with the higher levels assuming responsibility from those below.

Responsibility Group Selection	
Description	Receipting
<b>Responsibility Structure</b>	
REPT	Responsibility for Receipting ...
<b>Responsibility Group</b>	
HCASH	Head Cashier ...
CASHIER	Cashiers ...
Copy Modify Close	

*Responsibility Group Selection Form*

### Description

This field contains a description of the application options which are being defined. For example, Receipting. This field is display only and cannot be maintained.

### Responsibility Structure

This field contains the code and description associated with the Responsibility structure which is being utilised for assigning security. The detail button may be utilised to display this structure, its related groups and users.

### Responsibility Group

This field contains a list of ALL the groups within the selected Responsibility structure. The following functions may be performed for each group

Select the detail button alongside the group to view the user(s) which have been assigned to the group

Use the Modify button to select the group in order to assign the appropriate parameter, maintenance or authority options

Use the Copy button to copy the options which have been assigned to other groups. This is intended to assist in the initial set-up of the Responsibility Structure assigned options.

### **Copy Button**

By Selecting the copy button, assigned options may be copied from one Responsibility Group to another. The following steps are required to complete the Copy process -

- Highlight the group that you wish to copy assigned options from
- Select the Copy button - to initiate the copy process
- Select the group that you wish to copy assigned options to
- Confirm that your are copying from and to the correct groups

## Edit Extract Types

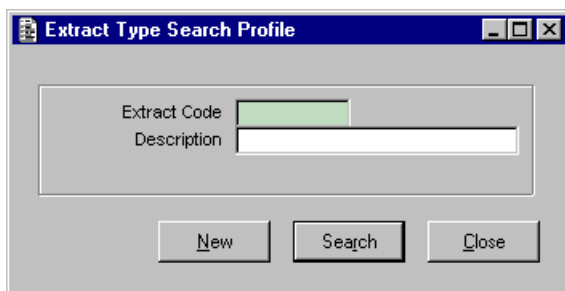
Please refer to The Word Processing User Guide Chapter 3 for further documentation on Extract Types.

The Extract Type Selection process enables the creation and modification of Extract Types. In Receipting, the only Extract Types which can be created are Allocation and Payment. These Extract Types will use the ALLOC and PAYMENT Extract Lists respectively.

### Extract Type Search Profile Form

The Extract Type Search Profile Form enables you to create a new Extract Type or select all Extract Types matching a certain criteria. The extraction of existing Extract Types requires the entry of a search criteria and use of the Search Button.

(Refer to the How to Use reference guide for further information regarding Advanced search profile techniques).



*Extract Type Search Profile Form*

#### Extract Code

Enter an Extract Code on which to base your search and use the Search Button to initiate the search.

Wildcard searching is available.

For example: P\* will extract all Extract Types with an Extract Code starting with P.

#### Description

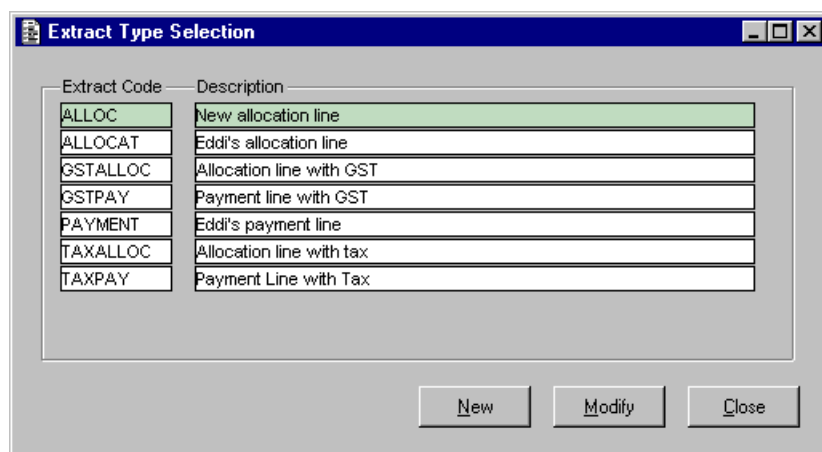
Enter a Description on which to base your search and use the Search Button to initiate the search.

Wildcard searching is available.

For Example: Property\* will extract all Extract Types with a Description starting with Property.

### Extract Type Selection Form

The Extract Type Selection Form will display where the search criteria matches more than one Extract Type. From this Form you may create a new Extract Type or select one of the listed Extract Types for modification. Only those Extract Types applicable to Receipting will be displayed here.



The Extract Type Selection Form displays a table of extract types with their codes and descriptions. The table has two columns: 'Extract Code' and 'Description'. The rows are as follows:

Extract Code	Description
ALLOC	New allocation line
ALLOCAT	Eddi's allocation line
GSTALLOC	Allocation line with GST
GSTPAY	Payment line with GST
PAYMENT	Eddi's payment line
TAXALLOC	Allocation line with tax
TAXPAY	Payment Line with Tax

At the bottom of the form are three buttons: 'New', 'Modify', and 'Close'.

*Extract Type Selection Form*

### Extract Code

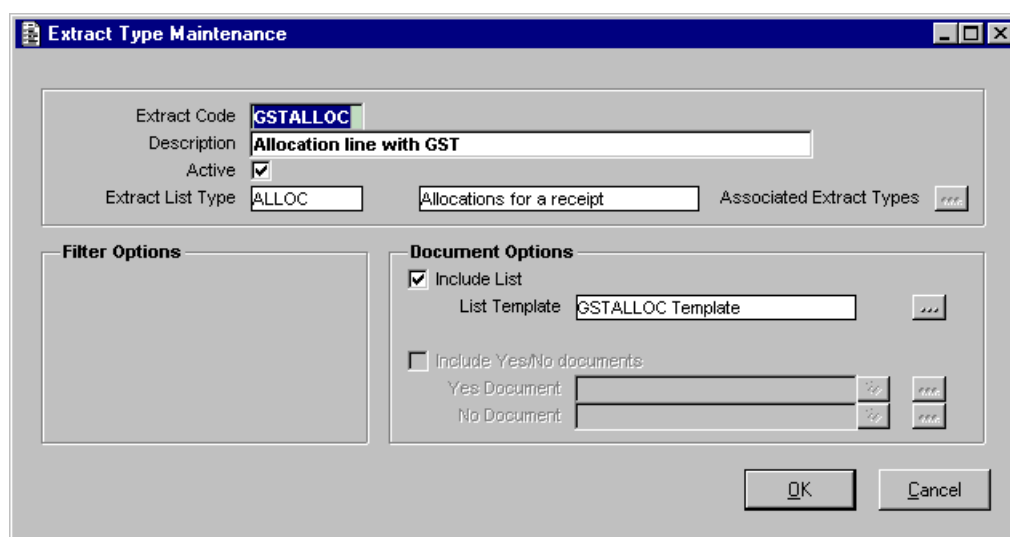
The Extract Codes are displayed for each Extract Type identified by the search criteria. Click on an Extract Type and select the Modify Button to amend an Extract Type

### Description

A further Description of each Extract code is displayed for each Extract Type identified by the search criteria.

## Extract Type Maintenance Form

Extract Types and their associated Documents can be created or modified from this Form. Extract Types may be deleted if the Documents have not yet been utilised in a Document Request process.



The Extract Type Maintenance Form is used to define details for an Extract Type. It includes the following fields and options:

- Extract Code:** GSTALLOC
- Description:** Allocation line with GST
- Active:** ☒
- Extract List Type:** ALLOC
- Associated Extract Types:** Allocations for a receipt
- Filter Options:** (Empty box)
- Document Options:**
  - ☒ Include List
    - List Template:** GSTALLOC Template
  - ☐ Include Yes/No documents
    - Yes Document:** (Empty field)
    - No Document:** (Empty field)

At the bottom are 'OK' and 'Cancel' buttons.

*Extract Type Maintenance form*

The Extract Type Maintenance Form is used to define the following details in relation to an Extract Type.

The Extract Code and Description and the related Extract List Type. The Extract List Types are system defined and can be selected from the Pop-Up Form.

There are no Filter Options for Receipting Extract Types.

There are no YES/NO Documents for Receipting Extract Types.

Entry into the available Word Processor product is available from this Form to enable the creation or modification of these Documents.

**Extract Code**

The Extract Code is an 8 character alpha numeric field that uniquely identifies each Extract Type.

This field is mandatory when entering a new Extract Type.

**Description**

The Description field gives further information regarding the Extract Type. This field is mandatory when entering a new Extract Type.

**Active**

If the Active checkbox is checked on, the Extract Type can be included within a Merge Type Document. If the checkbox is checked off, the Extract Type is no longer available to be incorporated into the Merge Type Documents.

**Extract List Type**

The Extract List Type determines what Data Extract fields can be included in the Extract Type List Template Document. These Data Extract fields are system defined along with the Extract List Types themselves.

**Document Options – Include List**

If the Include List checkbox is Active, a List Template document can be created. This checkbox is defaulted to Active when creating a new Extract Type.

**List Template**

This field contains the description of the List Template Document. Click on the Edit Document button to create or modify the Template via the relevant Word Processor package.

Refer to your Word Processor Manuals for further assistance in Creating the Document, inserting Merge fields and Include Statements.

**Edit Document Button**

By pressing this button, the Receipt Template can be created or modified via the relevant Word Processor package.

## **Document Maintenance Form (Extract Types)**

The Document Maintenance Form allows the setting up of Allocation and Payment line details for the receipt document. The layout of a receipt comprises Header details, followed by Allocation Line details, Payment Line details and Footer details. The Header and Footer details are user defined and can contain text and fields, in any layout desired. (These are covered in the section on Merge Type Maintenance.) The document length and width can also be specified to allow for different printers.

**Document Maintenance**

{A}	{Reference####}		{Taxamount#}	{Amount####}	{}
{Description#####}					
{Reg Sys Fee Trans#####}					

Field Name	Field Size
Application	3
Reference	75
Qualifier	25
Description	50
Amount	15
Taxamount	15
Taxlabel	15
Reg_Sys_Fee_Trans	

**Editing Options**

Width   
Header Lines  ☐ Rebuild Screen  
☒ Text Mode  
☐ Field Mode

**Field Details**

Field Name   
Field Size

Sample Allocation Line Extract Type including the REGSFEES Associated Extract

**Document Maintenance**

{Payment_Type#####}	{Amount####}
{Description#####}	

Field Name	Field Size
Description	50
Amount	15
BSB	10
Bank	16
Branch	16
Cheque_Drawer	25
Number	32
Expiry_Date	12
Remittance_Number	10

**Editing Options**

Width   
Header Lines  ☐ Rebuild Screen  
☒ Text Mode  
☐ Field Mode

**Field Details**

Field Name   
Field Size

Sample Payment Line Extract Type

### Printing GST on Allocation Line



An Allocation Line will have the GST amount and label (\*) printed if the Tax Label and Tax Amount fields have been selected for inclusion in the Extract Type.

If tax exists against the allocation line then the label and amount will be printed.

If no tax amount exists for the allocation line then the Tax Amount Label will not be printed.

Geac Computers Receipting Dept 27 Greenhill Road Wayville SA 5034		
Receipt No: 1999415128		Date: 14-NOV-2005
Cashier: Eddi Chicco		Time: 16:32:11
-----		
RC H4	Tax	Amount
Hiring of Cherry Picker	5.45	60.00 *
Cash		-60.00
Payment		
-----		
Receipt Amount:		60.00
Amount Tendered:		60.00
Change Given:		
Rounding Amount:		
TAX INVOICE : Total GST		5.45
-----		
PAYMENT RECEIVED WITH THANKS		
* Taxable Item		

*Sample Receipt showing the Tax Label (\*) against the allocation line*

### Document Template

This area allows selected fields to be placed on the template in the required layout for the Allocation or Payment lines. User-defined text as well as system defined fields can be placed on the template. Use the Text Mode and Field Mode radio buttons to switch between the two.

To add text to the document template, the user should select the Text Mode radio button, then place the cursor in the document where the text will begin, and begin typing.

To add a field to the document template, the user should select the Field Mode radio button, then select a field by clicking on it in the Field Name section, and then click in the required position in the document template. The field will be inserted in that position. If the field is too long, a message will alert the user to reduce the field size.

### Field Name

This field displays a list of fields available for selection for inclusion in the Allocation Line or Payment Line section of the receipt document.

### Field Size

This field displays the actual width of the fields in characters. If a field is too long to fit into the allocated space, then it may be made smaller. This will not, however, change the actual internal size of the field. It will only change how the field will appear in the receipt document. Any text which is longer than the modified field size will be truncated on the receipt.

### Editing Options - Document Lines

This field allows the user to enter a document length in lines. For A4 size documents a specific length e.g. 58 lines, should be entered, so that amounts can be carried forward from page to page. For continuous rolls, as in slip printers, where no definite page breaks occur, this field should be blank.

**Editing Options - Width**

This field allows the user to establish a document width, in characters. For A4 size pages this could be set to 100. For slip printers, a recommended width would be 45. Both Allocation Extract and Payment Extract should be set to the same width for the same receipt template.

**Editing Options - Lines**

This field allows the user to establish the number of lines to be allocated to the Allocation and Payment sections.

**Editing Options - Rebuild Screen**

This button should be selected in order to rebuild the screen, if changes have been made to either the Document Lines, Width or Lines fields.

**Text Mode/Field Mode**

The Text Mode button should be selected if the user wishes to enter text into the Allocation or Payment sections of the document.

The Field Mode button should be selected if the user wishes to select and place a field into the Allocation or Payment sections of the document.

**Field Details - Field Name**

This field displays the field name when the cursor is placed in a field on the document template.

**Field Details - Field Size**

This field displays the field size when the cursor is placed in a field on the document template. If the field size has been modified, then the modified size will display.

## Associated Extract Types

The Extract List Type, “REGSFEEES” (Regulatory Systems Fee Transactions for an Allocation), has been defined. It can be used as the basis for an Extract Type that details Application/Licensing Fees against a Receipt Allocation. The fields available in the new Extract List Type are as follows:

<u>Field Name</u>	<u>Size</u>	<u>Description of Field Information</u>
Fee_Tran_Amount	15	The Amount field as it appears in Transaction Maintenance, within Application Maintenance.
Fee_Tran_Tax_Amount	15	The Tax field as it appears in Transaction Maintenance, within Application Maintenance.
Fee_Type_Code	6	The Fee Code as defined in Application Fee Maintenance within Applications Parameters.
Fee_Type_Descr	50	The Fee Description as defined in Application Fee Maintenance within Applications Parameters.

In addition, a new field, “Reg\_Sys\_Fee\_Trans”, has been added to Extract List Type “ALLOC” (Allocations For A Receipt). It represents the new “REGSFEEES” Extract List Type.

### Extract Type Maintenance

In order for Application/Licensing Fee details to print on Receipts, a new Extract Type must be defined within Extract Type Maintenance, based on the Extract List Type “REGSFEEES”. This new Extract Type must then be associated with the existing one based on the “ALLOC” Extract List Type that is already used in printing the organisation’s Receipts. From the Extract Type Maintenance screen, select the Associated Extract Types button, and assign the “Regulatory Systems Fees” Extract Type as shown in the following figure.

The screenshot shows a window titled "Associated Extract Types". At the top, there are two input fields: "Extract Code" containing "ALLOC" and "Allocation Line" which is empty. Below these are two main panels. The left panel, titled "Available Extract Types", is currently empty. The right panel, titled "Assigned Extract Types", contains one entry: "REGSFEEES" with a corresponding description "Regulatory System Fees". Between the two panels are two buttons with arrows: one pointing right (to add) and one pointing left (to remove). At the bottom right of the window are "OK" and "Cancel" buttons.

*Example of associating an “Regulatory System Fees” Extract Type with an “Allocations” Extract Type.*

### Document Maintenance

The associated extract field (that represents an Extract List) is displayed below in both the Field List and the Document Template with white text on a dark blue background.

The screenshot shows the 'Document Maintenance' window. At the top, a document template is displayed with several fields. The field '(Reg\_Sys\_Fee\_Trans#####)' is highlighted with a dark blue background and white text. Below the template, there is a table with two columns: 'Field Name' and 'Field Size'. The table lists the following fields and sizes:

Field Name	Field Size
Application	3
Reference	75
Qualifier	25
Description	50
Amount	15
Taxamount	15
Taxlabel	15
Reg_Sys_Fee_Trans	15

To the right of the table is the 'Editing Options' section, which includes a 'Width' field set to 53, a 'Header Lines' field set to 6, and a 'Rebuild Screen' button. Below this is the 'Field Details' section, which has 'Field Name' and 'Field Size' input fields. At the bottom right are 'OK' and 'Cancel' buttons.

Example of an Extract List Field within Document Maintenance

Fields representing Extract Lists always occupy an entire line within the Document Template. If the Document Width is modified, these fields are resized appropriately. It is not possible to place an Extract List field on a line that contains another field, and vice versa. If an Extract List Field is placed on a line that contains only text, it will completely overwrite the text.

## Document Merging for the Internal Defined Editor

### Receipt Printing

Receipt Printing using the Internal Defined Editor caters for the processing of Associated Extract Types within Extract Types. This functionality is activated when an Extract List Field has been included in an Extract Type's Document Template in Document Maintenance, and a corresponding Extract Type has been selected from the list of Associated Extract Types.

When an Extract List Field is encountered during merging of an Extract Type document, the portion that has so far been merged is immediately incorporated in the final document, after checking for a potential page overflow. Processing of the Associated Extract Type document then commences. Within the "parent" Extract Type document, the line on which the Extract List Field appears is completely replaced by the Associated Extract Type document. If the Associated Extract Type document turns out to be empty, the line containing the Extract List Field in the "parent" document disappears altogether. Upon completion of the merging of the Associated Extract Type, the remainder of the "parent" Extract Type document will be merged.

## How to Set Up Extract/Merge Types using Associated Extract Types

### Creation of the Associated Extract Type

1. Select the Edit Extract Types option from the [Receipting][Receipting Parameters] menu.
2. Select the "New" button, and within Extract Type Maintenance, select an Extract List Type of REGSFEEES.
3. Type a suitable, unique Extract Code, and a Description along the lines of "Application Fee Transactions".
4. Select the "OK" button.

5. Set the Width to 80 (or whatever is appropriate for your document) and the Lines to 1, then select the "Rebuild Screen" button.
6. Select Field Mode, then place all four fields in appropriate positions within the one-line document (it will be necessary to shorten field Fee\_Type\_Descr).
7. Select the "OK" button to save the template, then "OK" again to save the Extract Type.

#### Creation of the Allocation Extract Type

1. From the Extract Type Selection screen, select the "New" button, and within Extract Type Maintenance, select an Extract List Type of ALLOC.
2. Type a suitable, unique Extract Code, and a Description along the lines of "Applications For A Receipt".
3. Detail out on the Associated Extract Types button. The Extract Type created earlier, based on List Type REGSFEEES, is in the list of Available Extract Types on the Associated Extract Types screen.
4. Double-click on the Extract Type created earlier so that it appears in the Assigned Extract Types list, then select the "OK" button.
5. Detail out against List Template to bring up the Document Maintenance screen. The field Reg\_Sys\_Fee\_Trans appears in the Field Name list. It has a dark blue background and the field name appears in white to indicate that it represents an Extract List. There is nothing in the Field Size.
6. Set the Width to 80 (or whatever was used previously) and the Lines to 7, then select the "Rebuild Screen" button.
7. Select Field Mode, then place all fields except Reg\_Sys\_Fee\_Trans in suitable positions in the template document, along with text descriptions, leaving the last line free.
8. Ensuring that Field Mode is once again selected, click on Reg\_Sys\_Fee\_Trans then click on a column in the middle of the last line of the template document. The entire last line is filled in with the name "Reg\_Sys\_Fee\_Trans" (padded out with hashes) against a dark blue background.
9. Select "OK" to accept the changes to the document template.

#### Creation of the Merge Type

From the [Receipting][Receipting Parameters] menu, select Edit Merge Types.

Create a new Merge Type, or modify an existing one, such that the Extract Type based on List Type ALLOC that was created earlier is included in the list of Extract Types. Also include an Extract Type based on List Type PAYMENT.

Detail out against the Template Document and create a document header and footer.

#### Receipt Printing

For those Allocations that are against Applications, all of the Fees should be correctly printed in the layout specified in the "Application Fee Transactions" Extract Type.

For those Allocations NOT against Applications, the line in the Extract Type's Document Template that represents the embedded Fee Transactions Extract Type will be excluded altogether.

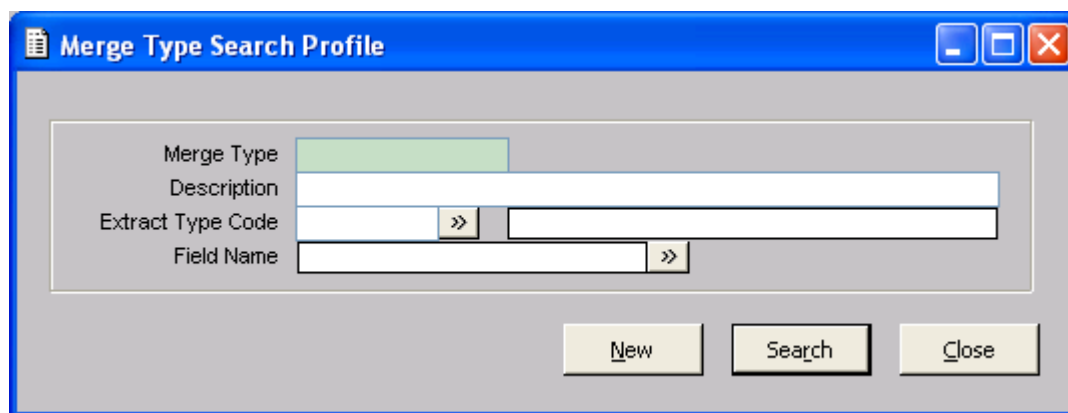
## Edit Merge Types

Please refer to The Word Processing User Guide Chapter 3 for further documentation on Merge Types.

The Merge Type Selection process enables the creation and modification of Merge Types. A list of existing Merge Types and their associated Description will display.

### Merge Type Search Profile Form

This form enables a search process to be performed on existing Merge Type documents, using the Merge Type Code and/or Description.



*Merge Type Search Profile Form*

#### Merge Type

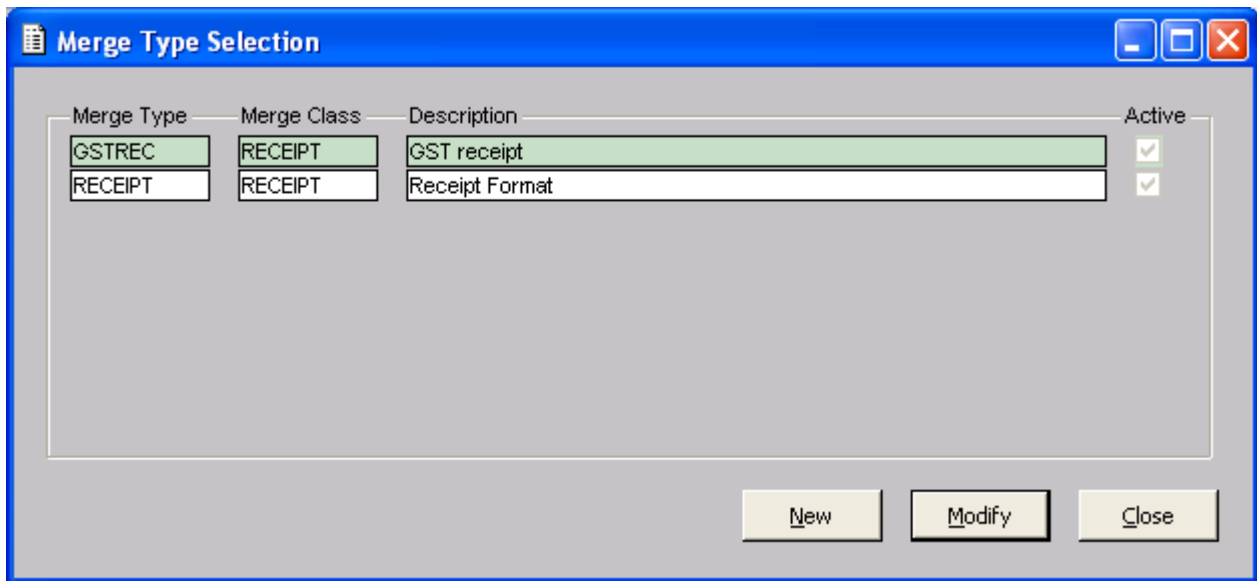
Enter a Merge Type (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

#### Description

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

### Merge Type Selection Form

The Merge Type Selection form displays the existing Merge Types. From this form you may create a new Merge Type or select one of the listed Merge Types for modification.



The image shows a software window titled "Merge Type Selection". It contains a table with four columns: "Merge Type", "Merge Class", "Description", and "Active". There are two rows of data. The first row has "GSTREC" in the Merge Type column, "RECEIPT" in the Merge Class column, "GST receipt" in the Description column, and a checked checkbox in the Active column. The second row has "RECEIPT" in the Merge Type column, "RECEIPT" in the Merge Class column, "Receipt Format" in the Description column, and a checked checkbox in the Active column. At the bottom right of the window are three buttons: "New", "Modify", and "Close".

Merge Type	Merge Class	Description	Active
GSTREC	RECEIPT	GST receipt	<input checked="" type="checkbox"/>
RECEIPT	RECEIPT	Receipt Format	<input checked="" type="checkbox"/>

*Merge Type Selection Form*

### **Merge Type**

The Merge Type codes are displayed for each Merge Type. Click on the required code and select the Modify Button to amend the Merge Type details

### **Description**

A further Description of each Merge Type code is displayed for each Merge Type.

## **Merge Type Maintenance Form**

Merge Types and their associated Documents can be created or modified from this form. Merge Types may be deleted if the documents have not yet been utilised.

*Merge Type Maintenance Form*

The Merge Type Maintenance Form is used to define the following details in relation to a Merge Type:  
Merge Class and additional details.

Options regarding the Printing and Editing of Documents.

The Data Fields and Extract Types (where applicable) for the Merge Type.

The Template Document for the Merge Type. This is the basic Document format, which is created via the nominated Word Processor Product.

### Merge Type

The Merge Type code is an 8 character alpha numeric field entered to uniquely identify each Merge Type. This field is mandatory when entering a new Merge Type.

### Description

The Description field gives further information regarding the Merge Type. This field is mandatory when entering a new Extract Type.

### Merge Class

The Merge Class identifies the type of document being created. For Receipts, the Merge Class will be RECEIPT.

### Active

If the Active checkbox is checked on, the Merge Type can be used to produce a Final document. If the checkbox is check off, the Merge Type is no longer available to produce Documents.

### Data Fields

This section contains a list of the selected Data Fields for the Merge Type. To view the Available Data Fields, to add or remove Data Fields to the Merge Type, click on the Fields button.

### Extract Types

This section contains a list of the selected Extract Types for the Merge Type. For Receipts, these will be Allocation and Payment Extract Types.



To view the Available Extract Types, to add or remove Extract Types to the Merge Type, press the Types button.

**Fields Button**

By pressing this button, the Extract Field Maintenance Form will display to enable selection or removal of Data Fields from the Available Data Field list.

**Types Button**

By pressing this button, the Extract Type Maintenance Form will display to enable the selection or removal of Extract Types from the Available Extract Types list.

**Description**

This field contains the description of the List Template document that is generated when a new Template is created. The Description is based on the Merge Type code. This Description is generated by the system for informational purposes only and cannot be maintained.

**Edit Document Button**

By pressing this button, the Template Document can be created or modified via the relevant Word Processor package.

**Created**

This field contains the date that the Initial Template document was created via the relevant Word Processor Product. This date is generated by the system for informational purposes only and cannot be maintained.

**Last Updated**

This field contains the date that the Template document was last maintained via the Word Processor Product. This date is generated by the system for informational purposes only and cannot be maintained.

**Detail Button**

Selection of the Detail Button displays the Document Maintenance Form where the header and footer details for the receipt document can be set up.

**Communication Type Button**

When the Communication Type button is selected, the user will be presented with a Pop Up Form listing all types created through the Name and Address parameters. The Merge Type/Communication Types Maintenance Form enables selection or removal of Data Fields from the Available Data Field list to the Assigned Data Field.

**Information Type Button**

When the Information Type button is selected, the user will be presented with a Pop Up Form listing all types created through the Name and Address parameters. The Merge Type/Information Types Maintenance Form enables selection or removal of Data Fields from the Available Data Field list to the Assigned Data Field.

## **Document Maintenance Form (Merge Types)**

The Document Maintenance Form allows the setting up of header and footer details for the receipt document. The layout comprises Header details, followed by Allocation Line details, Payment Line details and Footer details. The Header and Footer details are user defined and can contain text and fields, in any layout desired. The document length and width can also be specified to allow for different printers.

**Printing Total GST in Receipt Header or Footer**

The Total Tax Amount and Label will print on the receipt header or footer if the Total Tax Amount and Total Tax Label fields have been selected for inclusion in the Merge Type.

If tax exists against a receipt then the label and tax amount will be printed.

If no tax exists against a receipt then the label and tax amount will not be printed.

If the Total Tax field is included in the Merge Type then the Tax field must be included in the Allocation Line Extract Type.

**Document Maintenance**

(Reprint Text#####)

Pathway Receipting Department  
208 Greenhill Road  
Eastwood SA 5063

Receipt No: {Receipt } Date: {Receipt Da}  
Cashier: {Cashier#####} Time: {Receipt}

-----  
Tax Amount

Field Name Field Size

Address_Line_1	100
Address_Line_2	100
Address_Line_3	100
Amount_Tendered	15
Brought_Forward	15
Carried_Forward	15
Cashier	50
Change_Issued	15
Drawer	6

**Editing Options**

Document Lines Width 51  
Header Lines 9 Rebuild Screen

☒ Text Mode ☒ Header  
☐ Field Mode ☐ Footer

**Field Details**

Field Name  
Field Size

OK Cancel

Document Maintenance Form (Merge Types) showing header details

**Document Maintenance**

Receipt Amount: {Receipt\_Am}  
Amount Tendered: {Amount\_Ten}  
Change Issued: {Change\_Iss}  
Rounding Amount: {Rounding\_A}  
{Total\_Tax\_Label#####} {Total\_Tax\_}

PAYMENT RECEIVED WITH THANKS  
\* Taxable Item

{Receipt Name#####}  
{Address\_Line\_1#####}  
{Address\_Line\_2#####}  
{Address\_Line\_3#####}

Field Name Field Size

Address_Line_1	100
Address_Line_2	100
Address_Line_3	100
Amount_Tendered	15
Brought_Forward	15
Carried_Forward	15
Cashier	50
Change_Issued	15
Drawer	6

**Editing Options**

Document Lines Width 51  
Header Lines 15 Rebuild Screen

☒ Text Mode ☐ Header  
☐ Field Mode ☒ Footer

**Field Details**

Field Name  
Field Size

OK Cancel

Document Maintenance Form (Merge Types) showing footer details

### Document Template

This field displays either the header or footer sections of the document and allows for user defined text or selected fields to be entered. The header details will appear at the top of the receipt document. The footer details will appear at the end of the receipt document

To add text to the document template, the user should select the Text Mode radio button, then place the cursor in the document where the text will begin, and begin typing.

To add a field to the document template, the user should select the Field Mode radio button, then select a field by clicking on it in the Field Name section, and then click in the required position in the document template. The field will be inserted in that position. If the field is too long, a message will alert the user to reduce the field size.

**Field Name**

This field displays a list of fields available for selection for inclusion in either the header or footer sections of the receipt document.

**Field Size**

This field displays the actual width of the fields in characters. If a field is too long to fit into the allocated space, then it may be made smaller. This will not, however, change the actual internal size of the field. It will only change how the field will appear in the receipt document. Any text which is longer than the modified field size will be truncated on the receipt.

**Editing Options - Document Lines**

This field allows the user to enter a document length in lines. For A4 size documents a specific length e.g. 58 lines, should be entered, so that amounts can be carried forward from page to page. For continuous rolls, as in slip printers, where no definite page breaks occur, this field should be left blank.

**Editing Options - Width**

This field allows the user to establish a document width, in characters. For A4 size pages this could be set to 100. For slip printers, a recommended width would be 45.

**Editing Options - Lines**

This field allows the user to establish the number of lines to be allocated to the header or footer.

**Editing Options - Rebuild Screen**

This button should be selected in order to rebuild the screen, if changes have been made to either the Document Lines, Width or Lines fields.

**Text Mode/Field Mode**

The Text Mode button should be selected if the user wishes to enter text into the header or footer sections of the document.

The Field Mode button should be selected if the user wishes to select and place a field into the header or footer sections of the document.

**Header/Footer**

The header radio button should be selected to display or maintain the header section of the document. The Footer radio button should be selected to display or maintain the footer section of the document.

**Field Details - Field Name**

This field displays the field name when the cursor is placed in a field on the document template.

**Field Details - Field Size**

This field displays the field size when the cursor is placed in a field on the document template. If the field size has been modified, then the modified size will display.

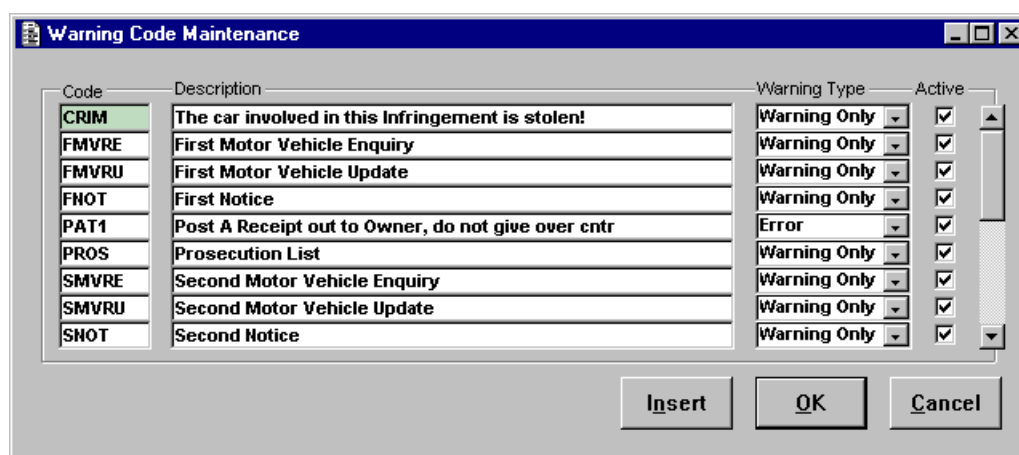
## Cashier Warnings

Cashier Warning Codes can be set up within various applications to provide a cashier warning at the time of receipting or in some instances prevent further processing of a transaction. These codes can be used by applications such as Rates, Licensing, Applications and Infringements.

Warning Messages can be set up within any of the above applications via Parameter Options - Cashier Warnings.

### Warning Code Maintenance Form

This form allows Cashier Warning Codes to be set up.



The screenshot shows a 'Warning Code Maintenance' window with a table of codes and their descriptions. The table has four columns: Code, Description, Warning Type, and Active. The 'CRIM' code is highlighted in green. Below the table are 'Insert', 'OK', and 'Cancel' buttons.

Code	Description	Warning Type	Active
CRIM	The car involved in this Infringement is stolen!	Warning Only	<input checked="" type="checkbox"/>
FMVRE	First Motor Vehicle Enquiry	Warning Only	<input checked="" type="checkbox"/>
FMVRU	First Motor Vehicle Update	Warning Only	<input checked="" type="checkbox"/>
FNOT	First Notice	Warning Only	<input checked="" type="checkbox"/>
PAT1	Post A Receipt out to Owner, do not give over cntr	Error	<input checked="" type="checkbox"/>
PROS	Prosecution List	Warning Only	<input checked="" type="checkbox"/>
SMVRE	Second Motor Vehicle Enquiry	Warning Only	<input checked="" type="checkbox"/>
SMVRU	Second Motor Vehicle Update	Warning Only	<input checked="" type="checkbox"/>
SNOT	Second Notice	Warning Only	<input checked="" type="checkbox"/>

*Warning Code Maintenance Form*

#### Code

This field allows a 6 letter code to be entered to identify a cashier warning.

#### Description

This field allows a description of the cashier warning to be entered.

#### Warning Type

Select a warning type from the drop down menu. The available options are:

- ☐ Warning only
- ☐ No Warning
- ☐ Error

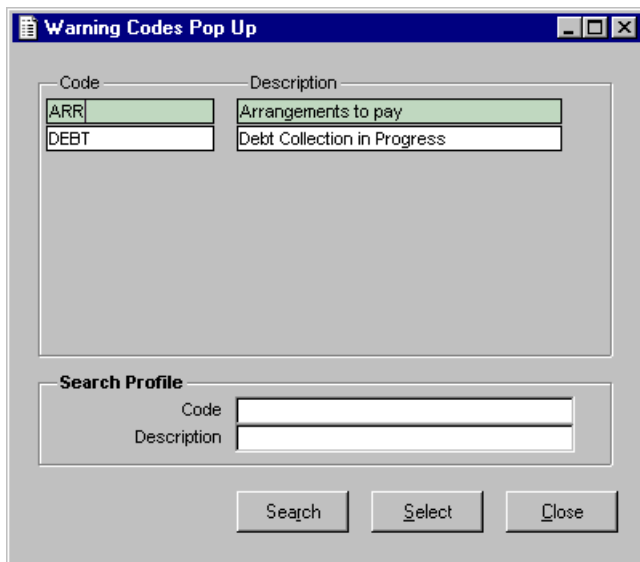
If 'Error' is selected, this will cause the receipting transaction to be interrupted and not allowed to proceed.

#### Active

Check this box on if you wish to make this warning code available.

### Warning Codes Pop Up Form

This form displays when the 'Set Cashier Warning' option is selected within various applications, e.g. Rates Maintenance. It allows a Warning Code to be attached to a record to alert a cashier of any information likely to affect the issuing of a receipt to the particular Ratepayer, Applicant etc.



The 'Warning Codes Pop Up' dialog box features a table with two columns: 'Code' and 'Description'. It includes a 'Search Profile' section with input fields for 'Code' and 'Description', and three buttons at the bottom: 'Search', 'Select', and 'Close'.

Code	Description
ARR	Arrangements to pay
DEBT	Debt Collection in Progress

**Search Profile**

Code

Description

*Warning Codes Pop Up form*

**Code**

This field displays the Warning Code as set up for this particular application.

**Description**

This field displays a description of the Warning Code.

**Search Profile - Code**

The Search Profile fields allow the user to search for a Warning Code. This is useful when there are more than 9 Warning Codes in the list. Wildcard searching is available.

## EFTPOS Terminal Identifier Maintenance

A new function is now available in the Receipting Module (as of Release 2.15) which provides the ability to identify all EFTPOS transaction payments in the Export file generated from Pathway for related City Councils to reconcile EFTPOS Payments with statements received from the relevant banks. The unique EFTPOS Terminal Identifier linked to each EFTPOS machine is used to reconcile with the bank statements.

In order to implement this functionality the following processes need to be followed:

### EFTPOS Terminal Identifier Maintenance

EFTPOS ID	Description	Active
ANZ1234A	EFTPOS Front Counter 2	<input checked="" type="checkbox"/>
ANZ1234C	EFTPOS Front Counter 3	<input checked="" type="checkbox"/>
ANZ1234D	EFTPOS Front Counter 4	<input checked="" type="checkbox"/>
ANZ1234E	EFTPOS Front Counter 5	<input checked="" type="checkbox"/>
ANZ1234F	EFTPOS Front Counter 6	<input checked="" type="checkbox"/>
ANZ1234G	EFTPOS Front Counter 7	<input checked="" type="checkbox"/>
ANZ1234H	EFTPOS Front Counter 8	<input checked="" type="checkbox"/>
ANZ1234I	EFTPOS Front Counter 9	<input checked="" type="checkbox"/>
ANZ1234J	EFTPOS Front Counter 10	<input checked="" type="checkbox"/>

Buttons: Insert, OK, Cancel

*EFTPOS Terminal Identifier Maintenance form*

Go to Receipting >> Receipting Parameters >> EFTPOS Terminal Identifier Maintenance. This EFTPOS ID field will allow entry of alpha numeric details (all uppercase) with a maximum of 15 characters.

### Payment Type Maintenance

Payment Type	Description	Payment Type Suffix	EFTPOS	Active
EFTPOS	Electronic Funds Transfer	Q	<input type="checkbox"/>	<input type="checkbox"/>
EPW	ePathway Payment	P	<input type="checkbox"/>	<input checked="" type="checkbox"/>
E1	Front counter Machine 1		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
E2	Front Counter Machine 2		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Buttons: Insert, OK, Cancel

*Payment Types Maintenance form*

An EFTPOS ID flag has been introduced to Payment Type Maintenance to indicate if a Payment Type uses an EFTPOS machine to perform a transaction. The Payment Type Suffix has been extended to 3 characters. Users will have the choice of entering a Payment Type Suffix or checking on the EFTPOS ID. These fields are mutually exclusive and only one can be used at any time.

## **Drawer Maintenance**

The screenshot shows the 'Drawer Maintenance' window. It contains the following fields and controls:

- Drawer ID: 100
- Drawer Description: Drawer 100
- Float Amount: 200.00
- Printer: NOTEPAD (with a selection arrow) and Note Pad
- Cashier Name: (empty field with a selection arrow)
- Payment Type: EFT (with a selection arrow) and eftpos transaction
- Default Receipt Format: TLRCPT (with a selection arrow) and Trigonas Receipt Format
- EFTPOS ID: ANZ1234A (with a selection arrow) and EFTPOS Front Counter 2
- Print Option: No Print (dropdown menu)
- Cheque Number Required: ☐
- Active: ☒

At the bottom right are 'OK' and 'Cancel' buttons.

*Drawer Maintenance form*

A new field "EFTPOS ID" has been added to Drawer Maintenance as the default EFTPOS machine to do transactions for the drawer. If a default EFTPOS machine has been set for a drawer, the EFTPOS ID will be required when a Cashier signs on to this drawer.

## **Cashier Sign on**

The screenshot shows the 'Cashier Sign On' window. It contains the following fields and controls:

- Cashier Name: Eddi Chicco
- Drawer ID: EC1 (with a selection arrow) and EC1
- Bank Reference: 029282
- Sign on: 05-Jul-2004 16:48:46
- EFTPOS ID: EFTPOS1 (with a selection arrow) and Eftpos 1

At the bottom right are 'OK' and 'Cancel' buttons.

*Cashier Sign On form*

When a Cashier signs on, once a drawer is selected, the EFTPOS machine defaulted to the drawer will be displayed to the Cashier. The cashier will have the option to use the default EFTPOS machine or change to another EFTPOS machine. If there is no default EFTPOS ID for the drawer, the EFTPOS ID field will not be mandatory.

## Receipt Entry

**Receipt Entry**

Receipt Number: 1999412587    Cashier: Eddi Chicco    Date/Time: 05-Jul-2004 16:50:21    Previous Receipt:    Previous Change:   

Print Option: Print    Drawer: EC2    Cashier Default Overrides:   

Allocation Reference: RC    Qualifier: H3    Description: Hiring of Chainsaw    Payment Type:    Amount: 50.00

**Allocation Line**

Application: RC    Miscellaneous Rece   

Allocation Reference:   

Qualifier:   

Amount Paid:   

Description:   

**Recipient Information**

Recipient Name:   

Address:   

**Payment Line**

Amount Tendered:   

Payment Type: EFTPOS    Eftpos   

EFTPOS ID: EFTPOS1   

Number:   

Date Expired:   

Rounded Total: 50.00    Total: 50.00

Buttons: Add, Receipt Defaults, Receipt Maintenance, Void, Suspend, Accept, Cancel

At Receipt Entry, if the Payment Type selected uses an EFTPOS machine to do transactions, the payment line EFTPOS ID field will be **mandatory**. If an EFTPOS ID is provided upon Cashier Sign On, the EFTPOS ID will be defaulted into the Payment Line EFTPOS ID field. However, if an EFTPOS ID is not provided at Cashier Sign on, an EFTPOS ID can be selected via the Pop Up button.

## EFTPOS Terminal Identifier Maintenance Form

This form allows EFTPOS Terminal Identifiers to be set up for use in Receipt Entry. (See further details under previous heading 79)

**EFTPOS Terminal Identifier Maintenance**

EFTPOS ID	Description	Active
EFTPOS1	Eftpos 1	<input checked="" type="checkbox"/>
EFTPOS2	Eftpos 2	<input checked="" type="checkbox"/>

Buttons: Insert, OK, Cancel

*EFTPOS Terminal Identifier Maintenance Form*

### EFTPOS ID / Description



These fields allow entry of an EFTPOS Identifier and Description. The EFTPOS ID field allows entry of alpha numeric details (all uppercase) with a maximum of 15 characters.

**Active**

Check this flag ON to make the Identifier active and available for use within Receipting.

## Credit Card System Maintenance

The following forms are available in Receipting Parameters to allow a council to set up details for their nominated Online Credit Card Validation System.

**Note:** Online Credit Card Validation is an authorised function. This means that it will only function if the Council is authorised to use it. If customers do not have this option and require the ability to use it then it is advisable that they contact their account manager to organise the purchase of this function.

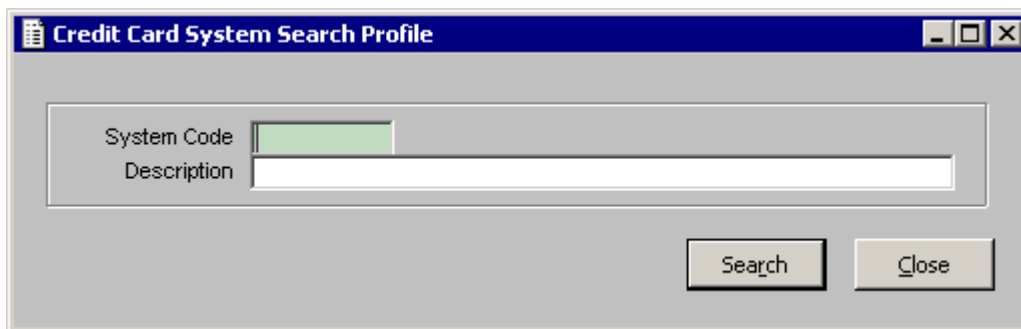
See further details on [Online Validation of Credit Card Details](#)

### Credit Card System Search Profile

This form allows the user to enter a System Code and/or Description on which to search for an existing Credit Card System.

**Note:** This is an Authorised Function. If you are not authorised to this function this form will be unavailable.

See further details on [Online Validation of Credit Card Details](#)



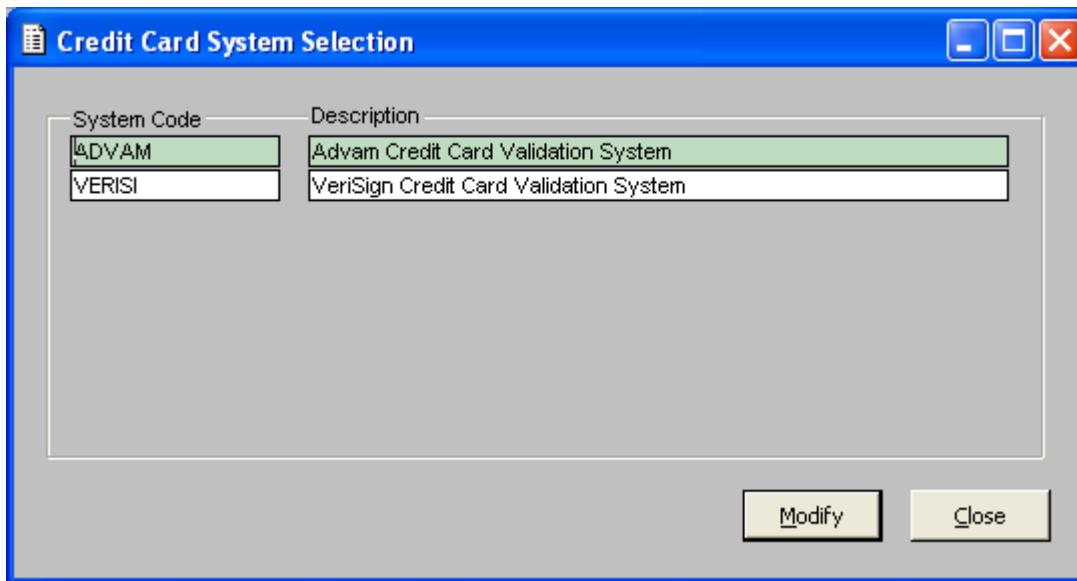
*Credit Card System Search Profile form*

#### System Code/Description

The System Code and Description fields are available for searching. Enter details and click the Search Button. Wildcard searching is available.

### Credit Card System Selection Form

The Credit Card System Selection form allows the user to select a Credit Card System to maintain.



System Code	Description
ADVAM	Advam Credit Card Validation System
VERISI	VeriSign Credit Card Validation System

*Credit Card System Selection form*

### System Code/Description

These fields display the Code and description details for the various Credit Card Systems available within Pathway.

## Credit Card System Maintenance Form

This form holds details of the Credit Card Validation System in use by a Council.

**Note:** This is an Authorised Function. If you are not authorised to this function this form will be unavailable.

See further details on [Online Validation of Credit Card Details](#)

Currently (as as Release 3.03) Pathway supports the Versign and the ADVAM Credit Card Validation Systems.

System Code	VERISI
Description	VeriSign Credit Card Validation System
Vendor	GeacPathway
User Identifier	GeacPathway
Password	Pathway217
Host Address	payflow-test.verisign.com.au
Host Port	443
Partner	VSA
Time out	30
Tender	C
Active	<input checked="" type="checkbox"/>

More OK Cancel

*Credit Card System Maintenance form for Verisign*

The following fields contain information about the Credit Card Validation System:

SYSTEM CODE	(Pathway defined)
DESCRIPTION	(user defined)
USERID	(user defined)
PASSWORD	(user defined)
HOSTADDRESS	(user defined)
HOSTPORT	(user defined)
TIMEOUT	(user defined)
PARTNER	(user defined)
TENDER	(user defined)
VENDOR	(user defined)

System Code	ADVAM
Description	Advam Credit Card Validation System
Vendor	<CouncilAdvamAccount>
User Identifier	<AdvamUserId>
Password	<AdvamPassword>
Host Address	demo-gateway.advam.com
Host Port	443
Partner	
Time out	
Tender	
Active	<input checked="" type="checkbox"/>

More OK Cancel

*Credit Card System Maintenance form for ADVAM*

The Vendor field must be set to the ADVAM Account Number that has been allocated to Council by ADVAM.

The User Identifier and Password fields must be set to the ADVAM Operator Identifier and Password allocated to Council by ADVAM (both fields are case-sensitive).

The Host Address field must be set to gateway.advam.com (if the field is defaulted to demo.gateway.advam.com, and is not changed, transactions will be sent to the ADVAM test server and not to the ADVAM production server).

Selection of the 'More' button displays the Credit Card System Additional Parameter Maintenance form.

## Credit Card System Additional Parameter Maintenance form

Selecting the More button on the Credit Card system Maintenance form displays the Credit Card System Additional Parameter Maintenance form which allows further parameters to be set up.

Parameter	Value
FAILOVER_HOST_NAME	demo-gateway2.advam.com
LINK_TEST_URL	/linktest.php
POST_URL	/gateway.php
XML_URL	/ws/V2/xml.php
XML_SCHEMA_URL	/ws/V2/Advam.xsd
SOAP_URL	/ws/V2/soap.php
SOAP_WSDL_URL	/ws/V2/AdvamGateway.wsdl
NEW_PARM_1	Value 1
NEW_PARM_2	Value 2

*Credit Card System Additional Parameter Maintenance form*

The **FAILOVER\_HOST\_NAME** parameter field must be set to **gateway2.advam.com** (if the field is defaulted to **demo.gateway2.advam.com**, as shown above, and is not changed, transactions will be sent to the Advam backup test server and not to the Advam backup production server if the primary Advam server is not available).

(During Receipt Entry, when processing a Payment Line with a Payment Type that defines online validation, the online transaction will be sent as an XML request to the primary Advam server defined by the *Host Address* field on the Credit Card System Maintenance form. If no valid XML response is returned (e.g. if the connection attempt fails because the primary Advam server is not available for some reason), the XML request will be sent to the backup Advam server. If this attempt to send the request also fails, an error message will be issued. If a valid XML response is received, either on the first attempt or the second, it will be examined to determine whether the request was approved or declined, and processing will continue accordingly.)

## ONLINE CREDIT CARD VALIDATION VIA ADVAM (PROXY SERVER)

Online credit card validation via Advam now allows the specification of proxy server connection details (as of Release 3.05).

If the Internet connection used to communicate with Advam is via a proxy server, the proxy server connection details should be set as described below.

### Setting up the Proxy Server Connection Details

The proxy server connection details are held in the Integration System Parameters, and are used throughout Pathway where required. The proxy server connection details are maintained via the System Administration ► Integration ► System Parameter Maintenance option from the Pathway menu (using either the smart client or the thick client):-

The screenshot shows the 'System Parameter Maintenance' window. At the top, there's a status bar with 'Close', 'Save', and 'Undo Edit' buttons. Below it, a message states: 'Details for this existing item have not been modified yet. [CSYI\_00057]'. The 'Options' section contains four product selection fields: 'Document Management Product' (GENCON, Generic EDMS Connector), 'Accounts Receivable Product' (empty), 'Work Order Product' (AMWRK, r Work Orders & Asset Management), and 'Delivery Point Identifier Product' (QASAU5, QuickAddress Pro Web). The 'Proxy Server' section has a 'Use Proxy Server' checkbox (checked), and three text fields: 'Server Name', 'User Id', and 'Password'. Below this is a 'Server Integration Management' table with 2 records sorted by Service Name.

	Service Name	Service Description	Application Server	Redirection Active
►	CIFV1030	Trim Context Document Management Processing	ADELGO03 - Pathway Application Server (Development)	<input checked="" type="checkbox"/>
	CIFV1050	DataWorks Document Management Processing	ADELGO03 - Pathway Application Server (Development)	<input checked="" type="checkbox"/>

Fig 1 – Integration System Parameter Maintenance (Form CIFG9000)

To define the proxy server connection details and indicate that a proxy server is in use, check the *Use Proxy Server* checkbox on. The *Server Name*, *User Id* and *Password* fields will then become enabled.

The *Server Name*, *User Id* and *Password* fields are all mandatory when *Use Proxy Server* is checked on.

When *Password* is entered or modified, an additional field *Confirm Password* will appear:-

This screenshot shows the 'Proxy Server' section with the 'Use Proxy Server' checkbox checked. The 'Server Name' field contains 'adelgo01', 'User Id' contains 'proxyuser', and 'Password' contains a masked value. A 'Confirm Password' field is now visible next to the password field, both with red error icons.

*Fig 2 – Proxy Server Password Confirmation*

Continue typing the password, then retype the same value in the *Confirm Password* field. *Password* and *Confirm Password* must be identical.

Press the Save button on the form toolbar to store the proxy server connection details in the database.

Pathway will then use the specified proxy server connection details when sending online credit card validation requests to Advam.

To stop using the proxy server connection details, simply check the *Use Proxy Server* checkbox off. Note that this will suppress the proxy server connection details for all Pathway functions that use them, not just Advam online credit card validation.

## Merchant Service Fee

A new function is now available at Receipt Entry (as at Release 2.18) to charge the Merchant Service Fee that is applicable to transactions involving Credit Cards. The amount of the Merchant Service Fee is calculated based on the Amount Tendered and the Credit Card Type used. The Merchant Service Fee Rate can vary for different Credit Card Types.

Also refer to [Online Receipting Enhancements](#) for changes made to Merchant Service Fee processing.

### Payment Types

The Payment Types Maintenance form now allows the user to select a Transaction Type that can be set as the Merchant Service Fee code to use in the generation of the Allocation Line details. The user is able to nominate the Merchant Service Percentage for each Payment Type. The Merchant Service Percentage field allows the entry of around five decimal places so that a percentage of 1.2545 can be entered.

**Note:** The Merchant Service Fee details are optional and are only applied if details entered are greater than zero.

The screenshot shows the 'Payment Types Maintenance' window. At the top, there are fields for 'Payment' (set to 'CARD') and 'Credit Card'. Below this is a table with columns: 'Payment Type', 'Description', 'Payment Type Suffix', 'EFTPOS', 'Online Validation', and 'Active'. The table lists several payment types: AMEX, BAIK, VISA, MAST, TELSTR, ACCESS, and BIZGAT, each with a corresponding description and suffix. Below the table, there is a section for 'Merchant Service Fee Details' which includes a 'Transaction Type' field (set to 'MSF') and a 'Percentage' field (set to '1.25 %'). There is also a text field for 'Merchant Services Fee'. At the bottom right, there are buttons for 'Insert', 'OK', and 'Cancel'.

Payment Type	Description	Payment Type Suffix	EFTPOS	Online Validation	Active
AMEX	American Express Card	A	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BAIK	Bank Card	B	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
VISA	Visa Card	V	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MAST	Master Card	M	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
TELSTR	Telstra Card	L	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ACCESS	Access Card		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BIZGAT	Bizgate Payment	G	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Merchant Service Fee Details**

Transaction Type: **MSF** >> Merchant Services Fee

Percentage: **1.25 %**

Buttons: Insert, OK, Cancel

*Payment Types Maintenance form showing Merchant Service Fee details*

### Transaction Types

The Transaction Type needs to be set as Taxable and the appropriate Tax Code selected. The Tax Code details are used to determine the GST to calculate when the 'TAXABLE' indicator set on.



Transaction Type Details Maintenance showing tax details applicable to the Merchant Services Fee

### Merchant Fee Calculation – On Line Receipting

When the Payment Type is used on a Receipt, the Transaction Type is used to generate an additional Allocation Line. The amount against the Allocation Line is calculated in the following manner:

Allocation Line Amount = Merchant Service Fee + Tax Rate of Tax Code against Transaction Type \* Merchant Service Fee

Where:

Merchant Service Fee = Amount of Payment Line \* Merchant Service Fee Percentage

And the Tax Rate is calculated when the “Taxable” indicator is set against the Payment Type.

For Example:

Customer pays \$1040.00 for Rates

A Payment Type of Credit Card is used where the Payment Type has a 1.25% Merchant Fee associated.

Merchant Service Fee =  $1040.00 * 1.25 / 100$   
= 13

Therefore the Receipt would be:

Allocation Line – Rates Payment	\$1040.00	Tax (10% Inclusive) = \$94.54
Credit Card Payment	\$1053.00	
Merchant Service Fee	\$13.00	Tax = \$1.18

### Receipt Entry

Receipt Entry allows a cashier to determine the Merchant Service Fee that will be charged if a credit card is used. This is achieved by accessing the Payment Type Pop Up. The Pop Up has been changed so that for each Payment Type that charges a Merchant Service Fee the amount that will be charged will be displayed as well as the percentage. This is calculated based on the Payment amount on the Receipt.

**Payment Types Pop Up**

Payment Type	Description	Merchant Service Fee
A	Change and Rounding	
AMEX	American Express	\$0.22 (2.000%)
AMEX2	American Express Payment	
B	Cash change no rounding	
BC	Bank Cheque	
C	cash no change , rounding	
C1	Cash - no rounding	
C2	Cash , no change, rounding	
CASH	Cash	

**Search Profile**

Payment Type

Description

*Payment Types Pop Up showing Merchant Service Fee field*

The Payment Type Pop Up form will display the Merchant Service Fee that will be charged as well as the percentage.

The Merchant Service Fee will be added to the Receipt as an Allocation Line, as shown below:

**Receipt Entry**

Receipt Number: 1000003015    Cashier: Eddi Chicco    Date/Time: 02-Feb-2005 16:29:49    Previous Receipt: 1000003014

Print Option: Print    Drawer: EAM    Cashier Default Overrides: ...    Previous Change: \$ 0.00

Allocation Reference	Qualifier	Description	Payment Type	Amount
RC	H5	Hiring of Town Hall		200.00
RC	MSF	Merchant Services		2.75
		Payment	American Expr	-202.75

**Allocation Line**

Application: RC >> Miscellaneous Rece

Allocation Reference:

Qualifier:

Amount Paid:

Description:

**Recipient Information**

Recipient Name:

Address:

**Customer Payment**

Surname or Company:

Given Names:

**Payment Line**

Amount Tendered:

Payment Type: CASH >> Cash

Rounded Total: 0.00    Total: 0.00

*Receipt Entry showing the Merchant Service Fee Allocation Line*

## Merchant Service Fee – External Receipting

This is an AUTHORISED Function (i.e. 'Merchant Fee - External & ePathway')

**Note:** The previously existing 'Merchant Service Fee' AUTHORISED Function must be switched ON for this new authorised function to be used.

As of Release 3.03, Pathway Receipting has extended the Merchant Fee processing that is currently available with on-line receipting to the following functions:

- External Receipting
- ePathway Receipting
- Offline Receipting

Since each Council has differing and in some cases multiple providers of payment information (and each of these providers may have different methods of identifying the Merchant Service Fee), Pathway has been tailored to cater for various scenarios.

Currently with On-line Receipting, the application of the Merchant Fee is controlled by the Payment Type. For the purposes of External Receipting, it is not always possible for Pathway to know what payment type is applicable for each transaction that is processed by the bank. In some instances this information is not available within the supplied file.

Additionally, different Card Types or payment suppliers may apply a different Merchant Charge.

### Release 3.05 Modifications (also included in Release 3.03 and 3.04 as fixes)

Modifications to this functionality (in Release 3.05) have been incorporated to adhere to new guidelines. Details of these changes are as follows:

In certain circumstances, tax will be applicable to Merchant Service Fees.

Under new guidelines from the Taxation Office:

If the initial Fee Amount is taxable then the MSF should also be taxable - conversely if the initial Fee Amount is not taxable then the MSF should not be taxable.

Previously, Online Receipting and the pre-existing MSF functionality did not support this requirement, and tax would be applied simply if the Payment Type itself was taxable. This has now been modified so that the Initial Fee/Allocation Line is checked to see if it is taxable. Additionally, in the past no attempt was made to apportion tax on the MSF in the case of Applications and Licensing. This is, only the portion of tax applied to the Initial Fee should be applied to the MSF amount. For example, if an Application Fee was \$200.00 (with 1% MSF (i.e. \$2.00)), and only \$100.00 of the Application Fee had tax applied to it, the MSF should only have tax applied to half of it (i.e. \$1.00).

Note: The amount of tax calculated is then added to the Tax Account that is stored against the Tax Code to which the fee is linked, and the same amount is subtracted from the Merchant Service account code.

Note: The Merchant Service Transaction Code and % is linked to the Payment Type and is accessed from menu option Receipting >> Receipting Parameters >> Payment Group Filter >> Payment Group Selection >> Payment Group Maintenance >> Payment Types Maintenance. The relevant Tax Code is stored at the relative Module System Accounts Parameters.

Additionally, the MSF tax amount should be regarded as inclusive (rather than added) to the calculated MSF amount. This is, assuming tax is 10%, this is achieved by calculating 1/11th of the Merchant Service Fee

where Tax is involved and subtracting this amount from the Merchant Service Fee and adding the 1/11th amount to the relevant tax account code associated with the fee code.

For example, previously if an Application Fee was \$100.00, the total payment amount would have been \$101.10. This is, \$100.00 Fee, \$1.00 MSF and \$0.10c MSF tax. This has now been deemed as incorrect and the total payment amount should in fact be \$101.00. Assuming the tax is 10%, the process now calculates 1/11th of the Merchant Service Fee, subtracts this from the MSF prior to posting the two amounts (i.e.  $\$1.00 = 0.91c + 0.09$ ) to the appropriate accounts.

NOTE: If sites want tax to be applicable to MSF, they should ensure that the MSF rate allows for it. This is why it is common to see MSF rates of 1.1% or 2.2% for example.

## EXTERNAL RECEIPTING

External Receipting has been modified to attempt to cater for this requirement.

The processing needs will be determined by the content of the file that is received by Council for processing, and how the merchant fee has been applied.

When a customer pays via an external provider the provider generates the actual Merchant Service Fees applicable based on the allocation line/fee being paid by the user. Council would have previously negotiated this fee with the relevant provider. For example a Merchant Service Fee of 1.2% of the transaction when paying for Rates for \$100.00 via a Visa Card the Merchant Service Fee would be \$1.20, making the total transaction \$101.20.

Some providers just send the total of \$101.20 as one total whereas others will send the two amounts separately – some of these will be detailed on the one line file, others will include the MSF as a separate line as part of the payment, and yet others may just provide a total at the end of the file that identifies what has been paid as a Merchant Service Fee for all of the payments received on that file.

Pathway now allows Councils to nominate a method of identifying how the file currently being imported contains the information. Additional selections are now provided on the External Import Receipt Control form to allow for this. Specifically, to identify whether Merchant Service Fees are applicable and further how they are included in the file there is a new 'Drop Down' selection to allow Council to select the relevant option.

As per existing functionality, a 'Payment Type' nominated on this screen will apply to all entry lines on the external file. Previously this Payment Type was mandatory however for this authorised functionality this parameter is now 'optional'. The reason for the Payment Type now being optional is that the Payment Type may now be specified on the Bank Tape format. This ultimately allows Pathway to cater for different Payment Types (and MSF rates) per line in the file.

Note: If no Payment Type is nominated on the 'External Receipt Import Control', a warning message will prompt the user to ensure that Payment Type is defined within the Bank Tape Format. It should also be noted that if a Payment Type exists on the external file (i.e. Bank Tape), then this will be used (and take precedence over a Payment Type nominated for entire file). If a Payment Type does not exist on the external file, Pathway will check for a Payment Type nominated (on control form) to apply to the entire batch. If neither is provided, the import process will fail with an error.

#### Merchant Service Fee Method:

There are 5 methods of how the Merchant Service Fee may (or may not) be included in the extract file:

- MSF not included – No Merchant Service Fees included in the file.
- MSF included in paid amount - The Merchant Service Fee is included in the paid amount and the Total Amount paid versus the total of the Merchant Service Fee paid gets calculated.
- MSF included as a separate field - The Merchant Service Fee is included as a separate field on the same line as the Amount being paid.
- Separate MSF total at the end of file - The Merchant Service Fee as a total is included at the end of the file as a separate record.
- Separate MSF charge line - The Merchant Service Fee is added to the file as a separate charge line. It is assumed that the line will have a different transaction type or other identifier that can be distinguished as the Merchant Service Fee.

For a more detailed description of these settings please see Merchant Service Fee variations  
[Additional Fields required for External Receipt Format](#)

It is entirely possible for the Provider to add different % MSF fees for different Card Types, e.g. American Express, Diners Club, MasterCard & VISA. The only way that the External Receipting process could handle this is if the file provided contains a Payment Type. Furthermore, this Payment Type on the External File needs to be linked to a current Payment Type within Pathway. This 'mapping' of Payment Types is done specifically using a new 'Identifier' field whereby a Council can nominate the Payment Type identifier as reflected in the incoming file.

To achieve these requirements, a new importable field in the Menu - >> Receipting >> Receipting Parameters >> External Receipting Parameter >> Bank Tape Formats menu option has been defined. This will allow the system to determine where the Payment Type is held on the external input file. This new field has the same selections as other fields on the input file to identify where in the file this field is held plus a Detail button to allow for the matching of the External Input file 'Payment Types' with the Payment Types

held within the Pathway Parameter menu >> Receipting >> Receipting Parameters >> Payment Group Filter >> Payment Types.

Note: The Pathway Payment Types hold the relevant Merchant Service Fee Transaction Type and % charged.

In addition to the new 'Payment Type' field, 2 other new fields will now be available. There is now an MSFEE field and a TOTALMSF field. These fields will enable the various MSF Methods to appropriately determine the relevant MSF amounts.

System Administrator Menu - Production >> Receipting >> Receipting Parameters >> External Receipting Parameter >> Import Field Maintenance

Field Name	Description	User Defined Description
DATETIME	Date/Time	
OFFLINEREF	Offline Reference	
ADDFLD1	Additional Field 1	Alternative Reference
ADDFLD2	Additional Field 2	Code
ADDFLD3	Additional Field 3	Particular
ADDFLD4	Additional Field 4	Additional Field 4
PAYTYP	Payment Type	
MSFEE	Merchant Service Fee	
TOTALMSF	Total Merchant Service Fees	

System Administrator Menu - Production >> Receipting >> Receipting Parameters >> External Receipting Parameter >> Bank Tape Formats

Bank Format Code: EXTEPA  
Description: External/ePathway format

Import Format: ☒ Comma Separated (CSV) ☐ Fixed Width  
Comma Separated Options: Text Qualifier (default)

Importable Fields	Selected	Source File	Value	Field	From	To	Format
QUALIFIER	Allocation Qualifier						...
ALLCDSCR	Allocation Descripti						...
OFFLINEREF	Offline Reference						...
ADDFLD1	Alternative Referen						...
ADDFLD2	Code						...
ADDFLD3	Particular						...
ADDFLD4	Additional Field 4						...
TOTALMSF	Total Merchant Ser						...
	BANKPREFIX	Detail	1	1			...
	REFERENCE	Detail	1	2			...
	AMOUNT	Detail	1	5			...
	DATETIME	Detail	1	4			...
	PAYTYP	Detail	1	3			...
	MSFEE	Detail	1	6			...

From the above screen selecting the Payment Type detail button will invoke the new Payment Type Selection. See below:

**Payment Type Selection**

Bank Format: EXTEPA  
Description: External/ePathway format

Available		Selected		Payment Type Identifier
SECURE	Secure Payment	AMEXCC	Amex Card Type for CCARD Gr	A
HL	Helen's test	DINECC	Diners Club Type for CCARD Gr	D
PATSP	pats payment with no suffix	VISACC	Visa Card Type for CCARD Gr	V
EPATH1	Special ePathway Payment Typ	BANKCC	Bank Card Type for CCARD Gr	B
EPATH2	Special ePathway Payment Typ	MASTCC	Master Card Type for CCARD G	M
AMEXAD	Amex Card Type for ADVAM P			
DINEAD	Diners Club Card Type for ADV			
VISAAD	Visa Card Type for ADVAM Pa			
MASTAD	Mastercard Card Type for ADV			

OK Cancel

### Allocation Line and Tax Considerations

**Note:** Information received from the Australian Taxation Office advises that if the initial fee is 'taxable' then the relating Merchant Service Fee should also contain a taxable portion.

To enable Council to identify the Taxable amount of the Merchant Service Fee the Process External Receipts Form has been enhanced to review each fee paid (of payment received) and identify if tax is applicable.

Assuming the tax % is 10% this is achieved by calculating 1/11<sup>th</sup> of the Merchant Service Fee where Tax is involved and subtracting this amount from the Merchant Service Fee and adding the 1/11<sup>th</sup> amount to the relevant tax account code associated with the fee code.

### Merchant Service Fee Variations

#### **MSF is not included:**

There is no Merchant Service Fees held on the External Bank Input file. This implies that the file will be processed as a standard file and Payment Type is to be specified for entire file.

#### **MSF included in paid amount:**

The Merchant Service Fee field is included in the total amount for the record. This implies that there are no separate amounts identifying the two amounts. Pathway utilise the 'Payment Type' included in the file to determine the MSF. The Merchant Service Fee will be calculated using the Merchant Service Fee % linked to the Payment Type Parameter settings in the Pathway Parameter menu >> Receipting >> Receipting Parameters >> Payment Group Filter >> Payment Types. The system will then deduct the appropriate amount from the payment line based on the % amount set up in the Merchant Service Fee portion of the 'Payment Types Maintenance' form.

If the fee being paid includes a tax component then the resultant calculation by the provider would automatically include a tax component on the Merchant Service Fee. Please see [Taxation Calculations](#) section below for more details.

#### **MSF included as a separate field:**

The Merchant Service Fee is a separate field in the record. This implies that the amount stored in the record is to be added to the relevant Merchant Service Fee transaction code to which the Payment Type is linked via Parameter settings in the Pathway Parameter menu >> Receipting >> Receipting Parameters >> Payment Group Filter >> Payment Types.

If the fee being paid includes a tax component then the resultant calculation by the provider would automatically include a tax component on the Merchant Service Fee. Please see [Taxation Calculations](#) section below for more details.

***Separate MSF total at the end of file:***

The Merchant Service Fee is included in a bulk total field at the end of the file and is identified as such a record. This implies that each line of the file is processed to determine the Merchant Service Fee amount. Once the individual Merchant Service Fee amount has been calculated the amount will be subtracted from the bulk total Merchant Service Fee store at the end of the imported file.

If the fee being paid includes a tax component then the resultant calculation by the provider would automatically include a tax component on the Merchant Service Fee. Please see [Taxation Calculations](#) section below for more details.

***Separate MSF charge line:***

The Merchant Service Fee is entered as a separate record in the file. This implies that where there is no tax component, the amount from the Merchant Service Fee record will be added to the Merchant Service Fee account.

If the fee being paid includes a tax component then the resultant calculation by the provider would automatically include a tax component on the Merchant Service Fee. Please see [Taxation Calculations](#) section below for more details.

Tax Calculations

In Licensing and Applications there is the possibility that an Allocation line being paid contains several fees. Some of those fees may contain a taxable portion whilst other may not.

Each fee being paid will therefore be interrogated to identify if there is a tax component on that fee. If there is, the Merchant Service Fee is calculated based on the amount of the fee and the tax portion further calculated on the resultant Merchant Service Fee. The amount of tax calculated is then added to the Tax Account that is stored against the Tax Code to which the fee is linked, and the same amount is subtracted from the Merchant Service account code.

[Note: Should the method of calculating the inclusive or exclusive tax methods change in the future the process would have to be reviewed and potentially be amended.](#)

Note: The Merchant Service Transaction Code and % is linked to the Payment Type and is accessed from menu option Receipting >> Receipting Parameters >> Payment Group Filter >> Payment Group Selection >> Payment Group Maintenance >> Payment Types Maintenance

The relevant Tax Code is stored at the relative Module System Accounts Parameters.

External Receipt Import Reporting

The reports produced by the 'Process External Receipt Control' form when using Validate Detailed, Validate Summary, Validate & Update Detailed and Validate & Update Summary will contain additional columns identifying the Merchant Service Fee and Tax Amount per record as well as totals of the Merchant Service Fee added to the relevant Account Code and the relevant Tax Account Code.

## Merchant Service Fee – ePathway



## EPATHWAY RECEIPTING

### Pathway Parameters

As with External Receipting ePathway Receipting/Payments did allow for Merchant Service Fees to be calculated. To allow for this to occur, several changes have been made within ePathway and Pathway.

If Councils wish to apply differing Merchant Service Fees (for each credit card they allow to be used when making a payment), a method of identifying which credit card attracts what % Merchant Service Amount was required.

The ePathway System Parameter Maintenance screen has been amended (see System Administration >> ePathway >> Payments Parameters >> Payments System Parameters). For sites wishing to now collect Merchant Service Fees via ePathway, they must now nominate a Payment Group (rather than a Payment Type as it was previously). This allows a Council to have multiple Payment Types (i.e. Card Types) available within ePathway.

Drawer ID	EPW	>>	ePathway Receipts
Cashier Name	EPATHWAY	>>	ePathway Administrator
Payment Group	COMBIK	>>	Credit Card Payment- Ext Payments
Next Reference	5005		

OK Cancel

Once a Payment Group is nominated, a Payment Types detail button will be available and all of the Types relevant to the Group will be accessible. The following screen displays all of the Payment Types (for the relevant Group) as they are seen from the Pathway Parameter menu >> Receipting >> Receipting Parameters >> Payment Group Filter >> Payment Types. This Payment Types screen displays various details including the MSF rate applicable.

**Payment Types Maintenance**

Payment Group

COMBNK

Credit Card Payment- Ext Payments

Payment Type	Description	Payment Type Suffix	EFTPOS	Online Validation	Active
AMEXCC	Amex Card Type for CCARD Group		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DINECC	Diners Club Type for CCARD Group		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
VISACC	Visa Card Type for CCARD Group		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BAHKCC	Bank Card Type for CCARD Group		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MASTCC	Master Card Type for CCARD Group		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Merchant Service Fee Details**

Transaction Type

MSFA

>>

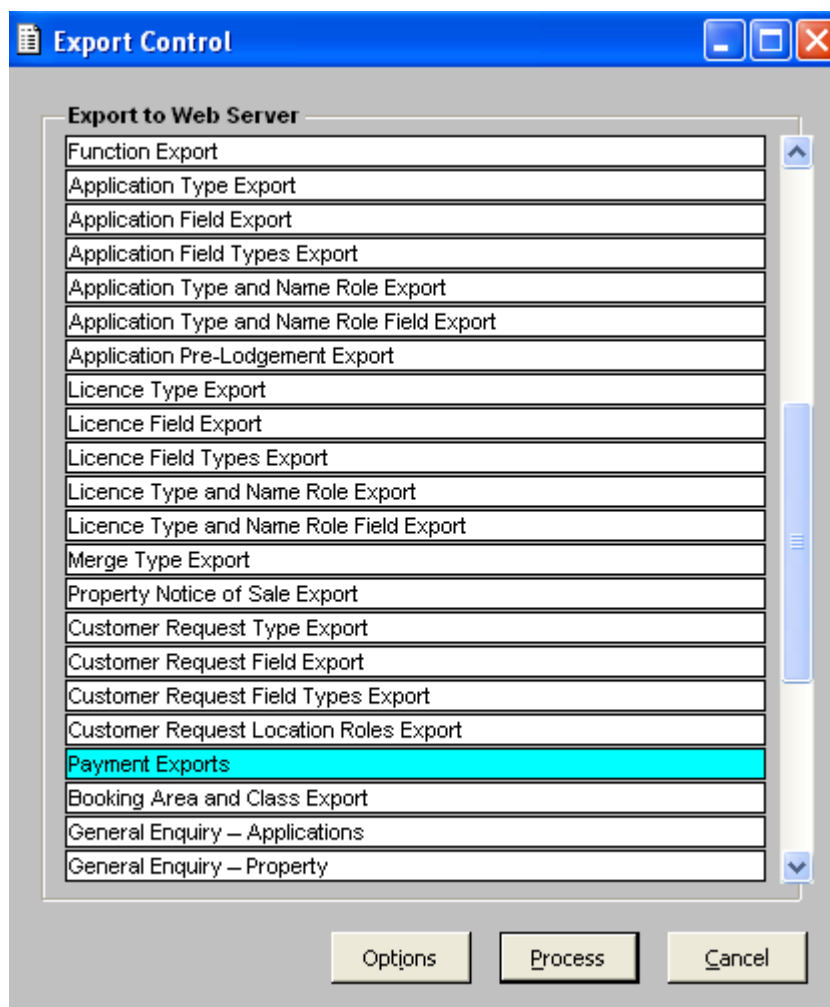
Percentage(%)

3.000

Merchant service Fee Amex

Close

Once the required Payment Group/Types are defined for ePathway, these are to be exported to ePathway as part of the standard Payment Export function. See below:



### ePathway Parameters

To allow the flexibility of multiple Payment Types (and hence multiple MSF rates), it was necessary to re-design the Card Types Maintenance screen. Within System Parameters, Card Types Maintenance consists of the following features:

- System defined Card Types (non-configurable e.g. VISA)
- User definable Card Type descriptions
- An Identifier field used to map an ePathway Card Type to a Payment Gateway Card Type in the situation where a Payment Gateway requires a Card Type to be passed. This basically replaces the previously existing functionality whereby Card Types were defined by council against the 'EPATH' Payment Type (initial data).

**Note: Currently this field will be relevant to CommWEB (DPS) sites only – and these sites will be required to set up these Identifiers immediately following the Release 0303 deployment.** For example, the CommWEB Gateway may expect 'VS' in the case of a VISA credit card type – therefore 'VS' will be required within this identifier field.

- Payment Type dropdown available to map Pathway Payment Types (which are imported from Pathway) to ePathway Card Types. **Sites will be required to set these up immediately following Release 0303 deployment. These are mandatory and ePathway Payments will not be supported otherwise.**

The ePathway System Administrator will be able to access the Card Types screen via Configuration >> System Parameters >> *Card Types (hyperlink)*

This page displays all Credit Card Types available in ePathway. An administrator may update the Description and Active fields.  
 Note: Some Payment Gateways require the Card Type therefore the purpose of the Identifier field is to represent what is actually sent to the Payment Gateway for each Card Type. (Please refer to your Payment Gateway documentation).  
 Note: Payment Type is only relevant to sites authorised to apply Merchant Service Fees.

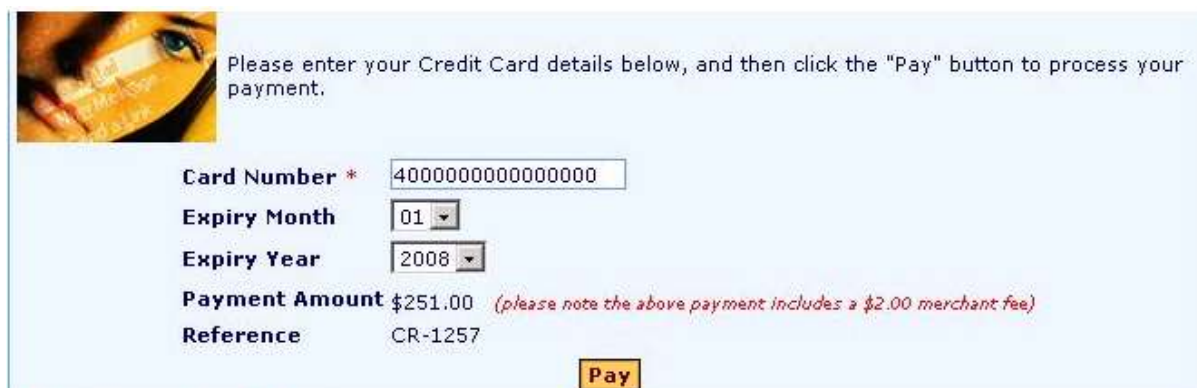
Card Type				
Card Type	Description	Identifier	Payment Type	Active
AMEX	Amex Card		Amex Card ▾	<input checked="" type="checkbox"/>
BANKCARD	Bank Card		Bank Card ▾	<input type="checkbox"/>
DINERS	Diners Card		Diners Card ▾	<input checked="" type="checkbox"/>
MASTERCARD	Master Card		Master Card ▾	<input checked="" type="checkbox"/>
VISA	Visa Card		Visa Card ▾	<input checked="" type="checkbox"/>

Save Cancel

The above Card Types will be used for both Card Number validation and subsequently the calculation of MSF. See Card Number Validation section for more details on this.

### ePathway Processing

As per standard functionality, a customer will initiate and lodge an ePathway transaction (e.g. an Application or Certificate). As one of the final stages of this transaction, the customer will be prompted to enter details into the Payment Entry screen. Once a customer has entered their Card Number (and leaves this field - to update the Card Expiry Date for example) the Merchant Service Fee calculation will take place and will be displayed as follows:



Please enter your Credit Card details below, and then click the "Pay" button to process your payment.

Card Number \* 4000000000000000

Expiry Month 01 ▾

Expiry Year 2008 ▾

Payment Amount \$251.00 *(please note the above payment includes a \$2.00 merchant fee)*

Reference CR-1257

Pay

**Note:** If no Merchant Service Fee is required to be charged then the screen will remain the same.

### Card Number Validation

The Payment Gateway will (as always) determine Card Type based upon the Card Number passed. However, ePathway will now use the Card Number entered (by a user) to do some initial validation prior to invoking the Pathway Gateway. Specifically, the Card Number will be checked to see if it is valid and if it is not, an error message will be presented to the user. This will in effect prevent invalid Card Numbers from being passed to the Payment Gateway. If the Card Number is valid, the Payment Type relating to the Card Type will be used to determine the MSF rate applicable to the payment amount.

Previously, some Payment Gateways required that ePathway prompted for Card Type as the first step in Payment Entry. Due to this enhancement, it is now unnecessary to prompt a user for Card Type as ePathway will now determine the Card Type based on the Card Number.

**NOTE:** An exception to this is the uTransact Payment Gateway which will still prompt for Card Type prior to invoking the Payment Gateway. In this case the payment entry and validation take place externally within the Payment Gateway itself.

Once the Pay button is clicked, standard processing will invoke the Payment Gateway and subsequently Pathway. This is, once the payment has been accepted via the Payment Gateway advising that funds have been transferred to the Council's Banking Account, Pathway will then process the Payment Amount and Merchant Service Fee. If the fee being paid is taxable, the Merchant Service Fee will also potentially contain a taxable component.

Please see [Taxation Calculations](#) section above for more details.

## OFFLINE RECEIPTING

### Offline Receipts

Receipts that are entered through Offline Receipting Module may also attract a Merchant Service Fee. The entry of a receipt in Offline Receipting will process in the same manner as On-line Receipting. The Payment Type therefore will be used to determine if the Merchant Service Fee is applicable and which Transaction Type and percentage will be used to apply the fee to the receipt. This will create a multi-line receipt.

No additional processing is required when the receipts are loaded into the External Receipting Module.

## ONLINE RECEIPTING ENHANCEMENTS

### On-Line Receipts

The previously existing MSF functionality did not sufficiently cater for the Tax calculation requirements set out for us by the ATO. Specifically, Pathway On-Line Receipts previously:

- a) Did not attempt to 'apportion' the MSF taxation amount based upon the amount of tax applicable to the original fee (i.e. as relevant for Applications and Licensing), and
- b) Would always calculate tax on MSF if a Taxable Transaction Type was associated to the Payment Type. This is incorrect as a further check should be made to see if the original fee incurs tax. Tax should only be applied to MSF if the original fee is 'taxable'.

These two issues have also been addressed as part of this Authorised Function thus promoting consistency between External Receipting and both Off-Line and On-Line Receipting.

Please see [Taxation Calculations](#) section above for more details.

# Cashier Functions

The following topics are covered in this section:

[Sign On](#)

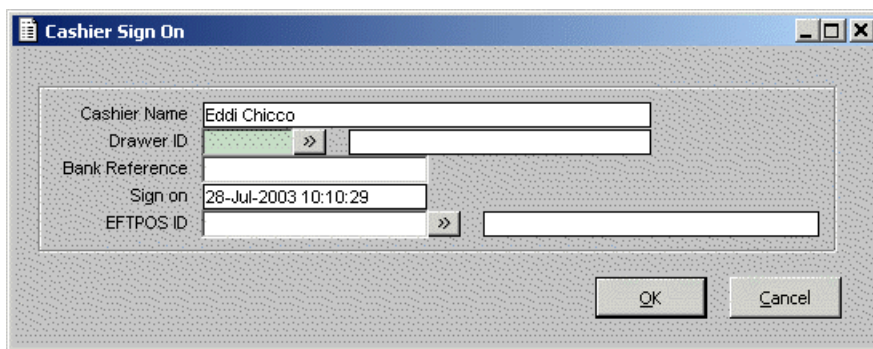
[Sign Off](#)

# Sign On

## Cashier Sign On Form

This form is used to sign cashiers on to a drawer for the purposes of receipting.

If a cashier is not signed onto a drawer, then they will be unable to process any receipts. Only one cashier may be signed on to a given drawer at a given time.



*Cashier Sign On Form*

### Cashier Name

This field will default to the name of the current logged in user.

This field is display only and may not be maintained.

### Drawer ID

This field is where the cashier selects the drawer that they wish to be signed on to.

Double clicking in the field or pressing F2 will initiate the Pop Up form.

### Bank Reference

This field is used to enter a bank reference which is recorded on the payment allocation record when a receipt is processed. A 12 character (alphanumeric) entry is allowed. (Any characters entered will be converted to Uppercase).

If the parameter "Banking Reference Mandatory" is checked on in Receipting Parameters, and a Banking Reference, which has been used before on a drawer which has been banked, is entered into this field, then an error message will display advising the user that this Banking Reference has already been used. An alternative Banking Reference will be required in this situation.

### Sign On

This field shows the time and date at the time of the user pressing Cashier Sign On from the menu.

This field is display only and may not be maintained.

### EFTPOS ID

This field allows a default EFTPOS ID to be entered for the Drawer or selected from the Pop Up. If a Drawer is set up to use EFTPOS then this ID will be defaulted into this field. It can, however, be overridden here or during Receipt Entry. (This covers the situation where the Cashier on Drawer A, whose EFTPOS machine is broken, is able to raise receipts while using an EFTPOS machine linked to Drawer B.)



If no Payment Type has been set up to use EFTPOS then this field will be hidden on this form.

**Note:** This field will be mandatory if an EFTPOS ID has been set up at the Drawer parameters. In other words, if there is no EFTPOS ID set up at the Drawer level, then no EFTPOS ID will default into this field when a Drawer is selected. In this case the EFTPOS ID field will not be mandatory in Cashier Sign On.

[See further details under EFTPOS Terminal Id Maintenance (79)]

## Drawer Pop Up Form

This form enables a Drawer to be selected when performing searches, or signing onto a drawer. The Drawer parameters are user-defined via the Drawer Maintenance form.

Drawer ID	Drawer Description
EXTERN	External Receipts Drawer
FISHC	Cathy Fish
GB	Graham's Drawer
GREG	gww drawer
HELEN	helen's test drawer, do not use
HLEX	helen's external receipt
JSC	John's Drawer
KTAYL	Karen Taylor's Drawer
_IU	HELEN'S DRAWER

**Search Profile**

Drawer ID

*Drawer Pop Up Form*

### Drawer ID

This field contains a list of all available Drawer IDs.  
This field is display only and cannot be maintained.

### Drawer Description

This field contains a list of all available descriptions.  
This field is display only and cannot be maintained.

### Search Profile - Drawer ID

Enter a Drawer ID code (or part thereof) on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field

# Sign Off

## Cashier Sign Off Form

This form displays a list of drawers which are signed on by cashiers.

Clicking the Sign Off button will activate another form requiring the cashier to enter the exact amount of money held in that drawer. The drawer will only be Signed Off when a drawer is perfectly balanced.

Cashier Name	Drawer ID	Description	Sign on
David Brooks	3	Drawer 3	30-Jan-1998 09:38:51

Cashier Name: David Brooks

Sign Off OK Cancel

*Cashier Sign Off Form*

### Cashier Name

This field displays the names of all cashiers currently signed onto a drawer.

This field is display only and cannot be maintained.

### Drawer ID

This field displays the Drawer IDs of all drawers currently signed on to.

This field is display only and cannot be maintained.

### Description

This field displays the description of all drawers currently signed on to.

This field is display only and cannot be maintained.

### Sign On

This field displays the Sign On date and time of all drawers currently signed on to.

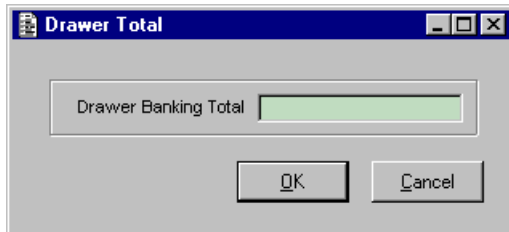
This field is display only and cannot be maintained.

### Cashier Name

This field can be used in a similar way to a search profile. Selecting different names will show only those drawers signed on to by that person. Selecting the "All" option will show all drawers that have been signed on .

## Drawer Total Form

This form is used when a cashier wishes to sign off. The cashier is required to enter the exact amount of money held in their drawer minus the float amount. The drawer will only be Signed Off when a drawer is perfectly balanced.

A screenshot of a software window titled "Drawer Total". The window has a blue title bar with standard minimize, maximize, and close buttons. Inside the window, there is a label "Drawer Banking Total" followed by a green rectangular input field. Below the input field, there are two buttons: "OK" and "Cancel".

*Drawer Total Form*

### Drawer Banking Total

This field is used for the cashier to enter the amount of money they have held in their drawer, minus the float. The drawer will only be Signed Off when a drawer is perfectly balanced.

# Receipt Maintenance

Before receipting any monies a cashier must be signed on to at least one drawer.

The following functions are available from Receipt Entry:

Creation of new Receipts

Reversals of previously accepted Receipts

Transfers of previously accepted allocation lines

Voiding of non-accepted Receipts

Suspension of Receipts not yet accepted.

The following topics are covered in this section:

[Receipt Entry](#)

[Online Validation of Credit Card Details](#)

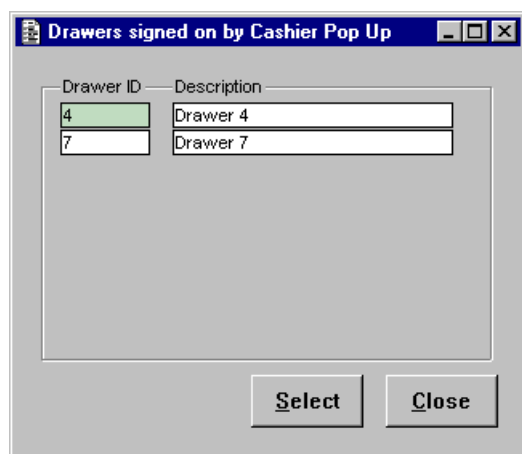
[Receipt Entry Defaults](#)

[Reversals and Transfers](#)

# Receipt Entry

## Drawer signed on by Cashier Pop Up Form

This form will appear if the cashier attempting to enter the Receipt Entry form is signed on to two or more drawers. It will give the option to the cashier to select which drawer they wish to process receipts from.



Drawer ID	Description
4	Drawer 4
7	Drawer 7

Select Close

*Drawers Signed on by Cashier Pop Up Form*

### Drawer ID

This field contains a list of all available Drawer IDs.

This field is display only and cannot be maintained.

### Description

This field contains a Description for the associated Drawer ID.

This field is display only and cannot be maintained.

## Suspended Receipt Selection Form

This form displays when a receipt has been suspended by the cashier on a particular drawer, and the cashier attempts to go into Receipt Entry using that drawer. This form will not display if there are no Suspended Receipts.

A Receipt is Suspended from the moment it is first entered until it is accepted in Receipt Entry. The process of suspending a receipt is used to store receipt details when they are not ready to be accepted into the system. This may be the case when a cashier is in the middle of entering receipt details and is called away to do something else. Selecting the Suspend button in Receipt Entry will also store the details of that receipt without updating any transaction/General Ledger files.

This function provides the ability for the cashier to come back to that receipt at a later stage and edit, accept or void the receipt.

Receipt Number	Recipient Name	Date/Time	Total Amount
401799		13-Jan-2003 14:37:22	0.00
401800		13-Jan-2003 14:49:10	0.00
401801		13-Jan-2003 14:49:40	300.00
401802	Mr Henry Kutek	13-Jan-2003 14:52:44	0.00

New Modify Close

*Suspended Receipt Selection Form*

### Receipt Number

This field shows the receipt numbers of receipts that have been suspended.

This field is display only and cannot be maintained.

### Recipient Name

This field shows the Recipient Name of receipts that have been suspended.

This field is display only and cannot be maintained.

### Date/Time

This field shows the Date/Time of receipts that have been suspended.

This field is display only and cannot be maintained.

### Total Amount

This field shows the total amount of the allocations lines of receipts that have been suspended.

This field is display only and cannot be maintained.

 **Note:** This field does not allow for payments made against the allocation lines. It only shows the total of the allocation lines.

## Receipt Entry Form

This form is used by Cashiers to process Receipts. Both Allocation Line and Payment Line details need to be entered on the Receipt Entry form in order that a receipt can be accepted. These details can be added separately using the ADD button after each entry and then selecting the ACCEPT button, or alternatively, both Allocation and Payment Line details can be entered together and the ACCEPT button selected to process the receipt.

**Note:** Once a receipt is accepted, the details are written to the file CFITRAN. However, a record is not added to CFITRAN for zero Animal transactions.

### Transaction Limits

If Transaction Limits have been set up as described below, a warning will display to Cashiers, in Receipt Entry, if all transactions from a Payment Group reach the pre-defined transaction limit. A warning message will only be displayed if the following conditions are met:

4. The Payment Group transaction limit has been set at the Receipting System Parameter level
5. The selected Drawer has the 'Apply Transaction Limit' flag turned ON
6. The Payment Group has the 'Apply Transaction Limit' flag turned ON

See [Transaction Limits for Payment Line Defaults](#).

Note: Payment Limits are reset when The Bank Deposit Report is run over the Drawer.

Note: Transaction Limits do not apply when validating and updating External Receipts.

See [Merchant Service Fee](#)

**Receipt Entry**

Receipt Number: 0    Cashier: Amanda Morris    Date/Time: 05-Oct-2004 13:38:30    Previous Receipt:    Previous Change:    Print Option: No Print    Drawer: AMANDA    Cashier Default Overrides:    Allocation Reference:    Qualifier:    Description:    Payment Type:    Amount:    Rounded Total:    Total:    Move:    Add:    Receipt Defaults:    Receipt Maintenance:    Void:    Suspend:    Accept:    Cancel

**Allocation Line**

Application: RC    Miscellaneous Rece    Allocation Reference:    Qualifier:    Amount Paid:    Description:    Recipient Information:    Recipient Name:    Address:    Customer Payment:    Surname or Company:    Given Names:    Payment Line:    Amount Tendered:    Payment Type: CASH    Cash

Receipt Entry Form

### Receipt Number

This field shows the Receipt Number of the receipt being processed. The receipt number will be allocated when the first line is added to the receipt. This field is display only and cannot be maintained.

### Print Option

This field reflects the default settings of the drawer in Drawer Maintenance. If the print option is set to No Print for the drawer, then the print option in Receipt Entry will show No Print. This field can be changed to Print or Batch by the cashier if so desired.

Users have a choice of the following:

- Print: This option will print the receipt when the receipt is accepted. It will also allow the receipt to be reprinted via Batch Processing (with the status set to Issued or All)
- No Print: This option will not print the receipt. Nor will the receipt be able to be printed via Batch Processing. However, the receipt may be printed via Receipt Enquiry by selecting the Print button.
- Batch: This option will submit the receipt to be printed by a batch job. The receipt will initially be picked up and



printed by Batch Processing with the status set to New. Subsequently, a status of Issued will print the receipt.

Note: Merge Type Security is not applied to the generation of Receipts during Receipt Entry. Any User with authority to access Receipting is assumed to have rights to any Receipt Merge Type. In other words, a Receipt should be generated and printed successfully regardless of the User's current Merge Type User Authority. Note, however, that the Batch Printing of Receipts will verify that the User has at least 'Create' or 'Change' authority.

**Cashier Name**

This field shows the name of the cashier signed on to the drawer.

This field is display only and cannot be maintained.

**Drawer**

This field shows the Drawer Code of the drawer currently in use.

This field is display only and cannot be maintained.

**Date/Time**

This field shows the date and time of when the individual receipt creation process was commenced.

**Cashier Default Overrides**

The cashier may set up Overriding Receipt Details for their current Receipt Entry session by clicking the detail button and entering details in the Cashier Drawer Overriding Maintenance form. The label for this field will be bold if overriding details exist.

**Previous Receipt**

This field displays the Previous Receipt number. This is useful when a cashier has just completed a receipt and is yet to start a new one.

Note: If the Receipt Entry session is exited and reentered, these details will be lost and the field will be blank.

**Previous Change**

This field displays the Change given for the last Receipt. As Change details are displayed only in the Task Bar during Receipt Entry, it could be useful to be able to retain the details of the Receipt Change after the Receipt has disappeared from the screen.

Note: If the Receipt Entry session is exited and reentered, these details will be lost and the field will be blank.

**Allocation Reference**

These fields represent the Allocation Reference for an Allocation Line. It consists of the Application Code and the Allocation Reference.

These fields are for display only and cannot be maintained.

The Allocation Line will include any GST amounts if tax is applicable. See section on GST Requirements (in Overview) for more information. (3)

**Qualifier**

This field further identifies the debt to which this receipt will be applied.

**Description**

This field represents the description for either the Allocation Line or Payment Line. For Payment Lines, the description field defaults as "Payment". The contents of this field can be edited.

At an Allocation Line level, the description will default to the description of the transaction that is being used. If a description is entered into the description field in the Allocation Line frame, then that description will be shown rather than the default.

As of Release 2.15, when adding a Rates receipt when separate assessments are being used for Rates and Water Billing, the allocation line description field is defaulted with the text 'Rates Receipt' for Rates Assessments and 'Water Receipt' for Water Billing Assessments. If separate assessments are not being used for Rates and Water Billing, the allocation line description field will continue to be populated with the Property Location Description. However, as before, if the user enters text in the allocation line description field, this text will be used to populate the allocation line description instead.

**Payment Type**

This field represents the Payment Type used to pay the receipt. This field is for display only and cannot be maintained. See details on [Merchant Service Fee](#).

**Amount**

This field displays the amount of each individual Payment or Allocation Line.

The contents of this field can be maintained.

If the amount is modified to a negative amount and the Transaction Type does not allow negative amounts, then when the cashier tabs out of the field, a message will display to alert the cashier that "A negative Amount is not allowed on this type of Allocation Line"

If the Payment Line is a Credit Card Payment which has been through the Online Validation process (Authorised Function) the Amount will not be able to be changed to an amount greater than the amount authorised. The amount is able to be reduced, however.

**Detail Button**

The detail button displays the Allocation or Payment Line Maintenance Forms.

**Rounded Total**

This field displays the amount owing with rounding applied. This amount will vary depending on whether the parameters are set to round up, down, to the closest, or none.

This field is updated each time the Total Amount field is updated with the addition of applying rounding if the receipting parameters indicate that rounding should apply.

If multiple payment types are used then the total rounded amount will be calculated each time a payment type is created.

**Total Amount**

This field displays the Total Amount of the receipts. That is, Allocation Line amounts minus Payment Line Amounts, to give a figure which is the balance of the receipt.

**Allocation Line - Application**

Enter the Application Code for the debt which is about to be paid or use the Application Code popup to make a selection.

A Bank Prefix value may also be entered as the Application identifier, i.e. If the Application Code is 'RA' and the Bank Prefix value is '50' then entering '50' in this field will validate this and return 'RA' as the Application.

**Allocation Line - Allocation Reference**

This is the reference for the application, e.g. For Miscellaneous Receipts, a Transaction Type can be entered here. For a Rates Receipt, the Assessment number would be entered here.

Alternatively, by entering the Application Code e.g. AN, and then selecting the ADD button, an application specific form displays to facilitate entry of the Allocation Line details.

**Animal Receipting**

The format for the Allocation Reference for a new registration e.g. new dog registration, is as follows:  
Transaction Type Animal Type/Class e.g. NDOG/DOMEST

A new dog which is in the system, but without registration details is as follows:

Transaction Type - Animal Reference/Class e.g. N-123/DOMEST

A registration renewal for an existing dog can be entered as follows:

Transaction Type Animal Type-Animal Reference/Class e.g. RDOG-20/DOMEST

*Example:*

Application	AN	
Allocation		
Reference	Nxxx	** Where xxx is the Animal Type e.g. Dog
	Nxxx/aaa	** Where aaa is the Animal Class e.g. De-sexed
	P99999	** Where 99999 is the Animal Reference Number
	R99999	** Where 99999 is the Animal Reference Number
Qualifier	99999	** Where 99999 is the disc number
	99999/xxxx	** Where xxxx is the registration period
** Where	<b>N</b>	New Registration
	<b>P</b>	Replacement
	<b>R</b>	Renewal

\*\* Leave the Allocation Reference blank and press enter or click on the Add button to perform an Animals search.

### **Bookings Cash Receipting**

The Bookings Management module allows two forms of Receipting - Debtors and Cash.

Bookings Cash receipting utilises the following:

- Receipting Application – BK
- Reference – Booking Number (mandatory)
- Qualifier – Invoice Number (optional)

If no Qualifier is specified then the 'Amount Owing' will be for the entire Booking and any payments will be allocated against any eligible outstanding Fees in ascending date order. If a Qualifier is specified, then the 'Amount Owing' will be for that Invoice only, and any payments will be allocated against any eligible outstanding Fees in ascending date order for that Invoice.

If money remains after the invoice has been paid off, then the money will be processed to any additional invoices that are outstanding. If there is still an amount remaining then the amount will be moved to "Overpayments".

Receipt Reversals and Transfers are conducted via Receipting with The Bookings Management module managing the transaction.

### **Rates Receipting**

Enter the Rates Assessment Number in the Allocation Reference field e.g. 709

If receipting is allowed against an old assessment number, then the Legacy Reference Type (as set up in Rates Parameters) can be entered into the Allocation Reference field. e.g. OLD

If the Amount field is left blank then the amount from the Rates assessment will be defaulted into the Amount field.

*Example:*

Application	RA
Allocation	9999999
Reference	

\*\* Where 9999999 is the Assessment number

\*\* Leave the Allocation Reference blank and press enter or click on the Add button to perform an Assessment search.

### **Infringements Receipting**

Enter the Infringement Type and Number in the Allocation Reference field e.g. PK/261-1.

Example:

Application	IF	
Allocation Reference	xxxxx/9999999	** Where xxxxx = IF Type ** Where 999999 = IF Number

\*\* Leave the Allocation Reference blank and press enter or click on the Add button to perform an Infringements search.

### **Infringement Instalment Plan Payments**

To facilitate the receipting of payments towards Instalment Plans, a standard prefix can be used when entering an Allocation Reference for a Plan. The prefix to be used is INSTAL/. This prefix combined with the Plan Number is used to create the complete Allocation Reference for a Plan, e.g. INSTAL/64. However, if entering a reference to a specific infringement ticket which is attached to a Plan, the processing of the Allocation line details will proceed as if it is being applied to the respective Instalment Plan.

### **Applications and Licensing Receipting**

Enter the Application Number (all components) in the Allocation Reference field or enough to recognise it as a unique number, e.g. MTEST/14/2003/AFF

Example:

Application	AP	
Allocation Reference	XXX/999/yy///zzz	** Where xxx = Application Class ** Where 999 = Application Num. ** Where yy = Application Year ** Where zzz = Application Type
	PP	**Where PP = Prepayment

\*\* Leave the Allocation Reference blank and press enter or click on the Add button to perform an Applications search.

For Staged and Amended Applications the following format will apply:

CLASS/NUMBER/YEAR/STAGED/AMENDED/TYPE

Although a site may not use some or all of these fields as part of their numbering code the following must apply.

A Class and Number are always mandatory when keying a reference. The other fields may be replaced by using slashes to save keying the whole field.

Fields after the search criteria has been met may be ignored if not required.

Examples are as follows:

Example of a Class called "DEV" has been used for all applications listed below.

Application No:	29/1998/COM/A
Reference To Key:	DEV/29///A/COM

Explanation:

Class/Number/// (3 slashes, first to separate, second to ignore year and third to ignore staged)A/COM

Application No: 29/1998/COM/1

Reference To Key: DEV/29//1

Explanation:

Class/Number// (2 slashes, first to separate, second to ignore year /1

Adding the /COM to the first two examples narrows the selection down to that specific type. The /COM may be left off, however the user would be presented with a selection form with other types matching the criteria.

Alternatively if the user wishes to search for an application once the add button is selected the user will now be prompted for a class. They are then able to select Number, Year, Staged Number, Amended Number and Application Type. If the user does not know the full details of the application number they may simply click on the search button and find the application via the application search profile.

As of Release 3.03, a new Allocation Reference can be used by the cashier instead of an Application or Licence Number. The Allocation reference is the TPK for the Application or Licence, e.g. 187646. This number can be found on the Application Data Maintenance form (or Licence Data Maintenance form) as the Application Key (or Licence Key). The reference number may also include a Check Digit (system generated) that will be validated at the point of receipt entry, e.g. 1882257 (no brackets). If a match is found, the formatted Application / Licence Number is returned in the Allocation Reference field and the Key is returned as the qualifier.

### **GL and PR Receipting**

Enter the Credit Account details in the Allocation Reference field.

Example:

Application	GL	
Allocation Reference	9999999	<b>** Where 9999999 is the Account Number</b>

**\*\* Leave the Allocation Reference blank and press enter or click on the Add button to perform an Account search.**

### **Miscellaneous Receipting**

Enter a Transaction Type in the Allocation Reference field.

Example:

Application	RC	
Allocation Reference	xxx	<b>** Where xxx is the Transaction Type</b>

**\*\* Leave the Allocation Reference blank and press enter or click on the Add button to perform a Transaction Type search.**

### **Accounts Receivable Receipts**

Enter a Debtor Number in the Allocation Reference field.

Example:

Application	AR	
Allocation Reference	9999999	<b>** Where 9999999 is the Debtor Number</b>
Qualifier	999999	<b>** Where 999999 is the Invoice Number</b>

**\*\* Leave the Allocation Reference blank and press enter or click on the Add button to perform an Account search.**

### **Registers Receipts**

Enter a Register Number in the Allocation Reference field.

Example:

Application	RG	
-------------	----	--

Allocation Reference      XXX/9999999      *\*\* Where XXX is the Register Code and  
9999999 is the Register Number*

*\*\* Leave the Allocation Reference blank and press enter or click on the Add button to perform a Registers search.*

### **Debtors Receipts**

Enter an Assessment Number in the Allocation Reference field.

*Example:*

Application      xx\*  
Allocation Reference      9999999      *\*\* 9999999 is the Debtor Assessment  
Number*

*\*\* Leave the Allocation Reference blank and press enter or click on the Add button to perform a Debtors search.*

\* Where xx is      **DR**      Debtors Receipt  
                         **DWS**      Debtors WorkSmart Receipt  
                         **DAP**      Debtors Applications Receipt  
                         **DLC**      Debtors Licensing Receipt

### **Debtors Receipts allocated to a Category**

It is now possible to allocate a Debtors receipt to debts for a specific Category. This can be done by entering the Debtor Number and Category Code into the Allocation Reference in the format xxxxx-zzzz where xxxxx is the Debtor Number, zzzz is the Category Code and '-' is the separator between the two pieces of information. Only Categories relevant to the Debtor Type of the Debtor are allowed to be entered.

### **Receipting directly to a WorkSmart Request Number**

*(Applies only to sites that use the WorkSmart application)*

The Debtors Applications Receipt (DWS) Receipting Application allows a cashier to receipt to a particular Debtor and WorkSmart Request Number. This can be done by entering "DWS" in the Application, the Debtor Number in the Allocation Reference and the WorkSmart Request Number in the Qualifier.

### **Receipting directly to a Payment Reference – Pathway Applications/Licensing**

The Debtors Applications Receipt (DAP) Receipting Application allows a cashier to receipt to a particular Debtor and Applications Payment Reference. This can be done by entering "DAP" in the Application, the Debtor Number in the Allocation Reference and the Payment Reference in the Qualifier.

Similarly, the Debtors Licensing Receipt (DLC) Receipting Application allows a cashier to receipt to a particular Debtor and Licensing Payment Reference. This can be done by entering "DLC" in the Application, the Debtor Number in the Allocation Reference and the Payment Reference in the Qualifier.

### **Receipting to an Invoice Number**

The Debtors Receipt (DR) Receipting Application allows a cashier to receipt to a particular Debtor and Invoice Number. This can be done by entering "DR" in the Application, the Debtor Number in the Allocation Reference and the Invoice Number in the Qualifier.

### **Receipting to a Specific Line of an Invoice**

Receipt Entry has been enhanced to allow a cashier to allocate a Debtors receipt to a specific Line of an Invoice. This can be done by entering the Debtor Number in the Allocation Reference and both the Invoice and Line Numbers (separated by a '/') in the Qualifier.

For example, if a cashier wanted to allocate a receipt to Line Number 2 of Invoice Number 15918 for Debtor 213220, the following details would be entered (refer also to the screen shown below):-

Application: DR  
Allocation Reference: 213220  
Qualifier: 15918/2

If an Amount Paid is not entered it will automatically default to the amount outstanding of the nominated Invoice Line. An error message will be displayed if the nominated Line Number does not exist for the nominated Invoice Number.

#### General Information

A Receipt can only be allocated to an Invoice Number or Category or WorkSmart Request Number, not to a combination of them.

#### Overpayment messages

Overpayment messages for Debtors receipts have been tailored to take into account the allocation of the receipt. When determining whether or not the receipt is an overpayment the balance that is compared to the receipt amount is derived according to the following table:

Debtor Receipt Allocation	Balance Used
Debtor	Debtor Balance.
Category	Category Balance (for the Debtor).
WorkSmart Request Number	WorkSmart Request No. Balance (for the Debtor).
Invoice Number (not sourced from WorkSmart)	Invoice Balance (for the Debtor).
Invoice Number (sourced from WorkSmart)	WorkSmart Request No. Balance (for the Debtor).
Invoice Number(sourced from Pathway Applications or Licensing)	Debtor Balance and the Payment Reference associated with the Invoice Number

The overpayment messages for WorkSmart and Category receipts prompt the Cashier as to whether they wish to proceed (by responding 'Yes') or to re-enter the details (by responding 'No').

In addition, overpayment messages for both Rates and Debtors receipts have been tailored to not include the balance of any Disputed transactions if the system has been set up to prevent payments being apportioned to Disputed transactions (refer to the Rates and Debtors Release Information for further details).

#### Default Receipt Amounts

The amount that is automatically defaulted into the receipt line amount when it is left blank has been modified to take into account the allocation of the receipt and whether the system has been set up to prevent payments being apportioned to Disputed transactions. This amount is the same amount used to check whether the receipt is an overpayment as described in the 'Overpayment messages' section immediately above.

#### **Allocation Line - Qualifier**

This field further identifies the debt to which this receipt will be applied. If project codes have been set up for this reference, a project code can be selected from the Pop up form.

#### Animal Receipting

Enter the Disc Number - Duration/Period Code in the Qualifier field e.g. 5-1/1999

The Duration component can be omitted e.g. 5/1999

If a Registration Disc is the only component entered then the Default Costs (as set up in Animal Registration Parameters) are used. If a Registration Disc and Duration are entered, then the Current Costs for the given duration are used.

If a Registration Disc and Period Code are entered, then the costs with the lowest duration are used.  
If a Registration Disc, Duration and Period Code are entered, then you are specifying one unique record.

If 'Issue Disc with Notice' is checked on in the Animal Registration Parameters and a renewal notice has been issued, then there is no need to enter any details in the Qualifier field as the Registration Disc number will be retrieved from the Animal Application. However, if no renewal notice has been issued, then a Registration Number will need to be entered in the Qualifier field.

If 'Issue Disc with Notice' is checked off, then a unique Registration Disc number will need to be entered in the Qualifier field.

In the case of Australia Post payments, the following will apply:

If 'Issue Disc with Notice' is checked on in the Animal Registration Parameters then Receipting will pay off the registration details. If the registration record is not there then it will be created.

If 'Issue Disc with Notice' is checked off, then Receipting will create an occurrence on LANBANK which will allow the Bulk Disc Allocation process to be run. This process will allocate discs for all the registration records that are contained in the LANBANK entity.

#### Rates Receipting

A new assessment number should normally be entered into the Allocation Reference field and the Qualifier field left blank. However, if receipting is allowed against an old assessment number, and the Legacy Reference Type has been entered into the Allocation Reference field, then the Reference Number should be entered into the Qualifier field, e.g. 404

#### Debtors Receipting

Receipting directly to a Payment Reference – Pathway Applications/Licensing:

The Payment Reference (entered in the Qualifier) is mandatory when entering a Debtors Applications or Debtors Licensing receipt.

Receipting to an Invoice Number:

The Invoice Number (entered in the Qualifier) is optional when entering a Debtors receipt.

Receipting directly to a WorkSmart Request Number:

*(Applies only to sites that use the WorkSmart application)*

The WorkSmart Request Number (entered in the Qualifier) is mandatory when entering a Debtors WorkSmart receipt.

#### Infringements Receipting

Enter the Registration Number in the Qualifier field e.g. RVF474

#### GL and PR Receipting

The Qualifier field accepts the Project Code. If an override on the Bank Account is required then the user must select GL or JC as the application and then use the ADD button. The only place to provide the override bank account is on the GL/JC receipt entry form.

#### Miscellaneous Receipting

If a default Project Code has been set up in Transaction Type Details Maintenance (Parameters), then it will default into the Qualifier field.

A default Project Code can be overridden by entering \* in the Qualifier field and selecting a Project Code from the pop up. The default Project Code can also be overridden by typing an alternative Project Code in the Qualifier field ( e.g. BUILDING).

If no default Project Code has been set up, then this field is a free format field.

#### **Allocation Line - Amount Paid**

This field represents the amount of the allocation. If nothing is entered into this field and Add is pressed, then the system will use the default specified for the particular Transaction Type for a Miscellaneous Receipt, or amount owing for a Rates Assessment etc.

Zero allocation lines may be created for the Animal Registration module only. This functionality is used when registering guide dogs etc.

If a negative amount is entered and the Transaction Type does not allow negative amounts, then when the Add button is selected, a message will display to alert the cashier that "A negative Amount is not allowed on this type of Allocation Line"

#### **Allocation Line - Description**

This field represents the description of the allocation. In a Miscellaneous Receipt, if nothing is entered into this field and Add is pressed, then the system will use the default specified for the Transaction Type.

#### **Payment Line - Amount Tendered**

This field represents the amount that will be paid for the particular Payment Type.



If a Negative receipt is entered and there are not enough funds in the Payment Group, then a negative receipt cannot be issued. The message "Insufficient funds available for receipt" will display. Zero Payment Lines may only be created for the Animal Registration module to allow certain animals, such as guide dogs, to be registered for free.

### Balance Amount

This field is utilised when Receipt Entry defaults are used to allow a single payment (e.g. cheque) to be used to pay off a number of receipts. This field displays the balance amount of the Receipt default. This amount will be carried over from receipt to receipt until the balance is reduced to zero. (see section on 159 (Receipt Entry Defaults) for further details).

### Payment Line - Payment Type

This field reflects the default settings of the drawer in Drawer Maintenance. If the Payment Type is set to CASH for the drawer, then the Payment Type field in Receipt Entry will show CASH. This field can also be changed from the default to another Payment Type. Payment Types are set up in parameters and may be similar to the following:

- CASH - Cash
- CQ - Cheque
- CR – Credit Card
- DD – Direct Debit
- EFTPOS – Eftpos

See also details on [Merchant Service Fee](#).

### EFTPOS ID

This field will display when a Payment Type is selected which is set up to use EFTPOS. This field will be mandatory. If an EFTPOS ID is provided upon Cashier Sign On, the EFTPOS ID will be defaulted into this field. However, if an EFTPOS ID is not provided at Cashier Sign ON, there will be no EFTPOS ID defaulted but the Cashier will be required to select one via the Pop Up.

When a receipt is accepted and processed, entries are written to the Ledger Export File (CFITRAN) using the Banking Reference supplied at sign on with the appropriate Payment Type Suffix appended. In order to cater for EFTPOS, the existing rules for populating the Bank Reference have been modified.

For a single payment line:

- 1) If the selected Payment Type for the payment line uses an EFTPOS machine, the Bank Reference in the receipt header and payment line is populated with the EFTPOS ID selected at Receipt Entry.
- 2) If the selected Payment Type for the payment line does not use an EFTPOS machine, the Bank Reference in the receipt header (BANKREF.CRCRCPT) and payment line (BANKREFS.CRCPAYL) is populated with the Cashier Sign On Banking Reference with the appropriate Payment Type Suffix appended.
- 3) If a Cashier Sign On Banking Reference is not provided, there is no need to populate the Bank Reference. The Bank Reference in the receipt header (BANKREF.CRCRCPT) and payment line (BANKREFS.CRCPAYL) is not populated.

For multiple payment lines:

- 1) If the Cashier Sign On Banking Reference is not provided, there is no need to populate the Bank Reference. The Bank Reference in the receipt header (BANKREF.CRCRCPT) and payment line (BANKREFS.CRCPAYL) is not populated.
- 2) Populating the Bank Reference for Payment Line (BANKREFS.CRCPAYL)
  - If an EFTPOS transaction is involved for the payment line, the BANKREFS.CRCPAYL field is populated with the related EFTPOS ID.
  - If the payment line doesn't involve an EFTPOS transaction, the payment line BANKREFS.CRCPAYL field is populated with the Cashier Sign ON Banking Reference and the appropriate Payment Type Suffix appended.
- 3) Populating the Bank Reference for Receipt Header (BANKREF.CRCRCPT)

- If all Payment Types have values set up in Payment Type Suffix and the suffixes are the same, the Bank Reference will be the Cashier Sign On Banking Reference with Payment Type suffix.
- If all Payment Types use EFTPOS transactions and the EFTPOS IDs are the same, the Bank Reference will be the EFTPOS ID selected at Receipt Entry
- For the situations other than the above two, the Bank Reference will be the Cashier Sign On Banking Reference with the suffix of 'X'.

When a receipt is accepted and processed, entries are written to the Ledger Export File (CFITRAN) using the Banking Reference at the Receipt Header (BANKREF.CRCRCPT). If EFTPOS transactions are involved upon accepting a receipt, the EFTPOS machine ID recorded as the Bank Reference in the receipt header will be passed through to the Ledger Export File (CFITRAN), it will allow all EFTPOS transactions to be totalled by machine on the Bank Deposit Receipt Dissection Report.

Note: The receipt header Bank Reference will always be passed to the CFITRAN record for the rounding line regardless of the rounding line Payment Type. However, the Bank Reference in the payment line for the rounding line will be populated by the Cashier Sign On Bank Reference and Payment Type suffix.

### Payment Line - Number

This field is setup in the Payment Groups Maintenance form to appear depending on the Payment Type selected. It can be used for credit card numbers, cheque numbers etc.

Where a Payment Group has Display Number field Control ON, then the number that is recorded will be encrypted. This takes effect from the moment the credit card details are written to the database.

Note: The number that is entered must comply with the Encrypt Display Template in order to be accepted, i.e. if the Template is ####\*\*\*\*\*####, then the number entered must consist of 16 digits.

If a Receipt is suspended, then the number is displayed in its entered format to allow the user to edit the details if required. However, the number will still be written in its encrypted format to the database when the receipt is accepted.

If Online Credit Card Validation is ON, when a Receipt is reversed, Pathway will call VeriSign for the reversal process. The credit card number details will be decrypted in this process to be sent across. This process is transparent to the user and the credit card number will not be visible. The credit card number will remain encrypted in the database during this process.

### Payment Line - Drawer

This field is setup in the Payment Groups Maintenance form to appear depending on the Payment Type selected. It can be used to enter the drawer of cheques.

If 'Default Recipient to Drawer' has been flagged on in System Parameters, then the Recipient Name (if entered) will be defaulted into this field. Where payment details have already been added to the Receipt, changing the Recipient details will not update any payment lines that have already been added with Drawer details. Any new payment lines that are added will use the Recipient Name details that are displayed. Where a payment line uses details held in "Receipt Defaults" these will be used instead of Recipient Name details.

### Payment Line - Date Expired

These fields are setup in the Payment Groups Maintenance form to appear depending on the Payment Type selected. They can be used for the expiration of credit cards and other cards. The first field will accept the month, e.g. 08 or 8. The second field will accept the year, e.g. 2000 or 00.

### Payment Line - BSB

This field is setup in the Payment Groups Maintenance form to appear depending on the Payment Type selected. It is used for the BSB number of cheques etc

### Payment Line - Bank

This field appears if and only if the BSB field appears. When a BSB number is entered which corresponds with a record in the Bank Details Maintenance form, the Bank and Branch relating to that BSB number will appear.

**Payment Line - Branch**

This field appears if and only if the BSB field appears. When a BSB number is entered which corresponds with a record in the Bank Details Maintenance form, the Bank and Branch relating to that BSB number will appear

**Payment Line - Remittance Number**

This field is setup in the Payment Groups Maintenance form to appear depending on the Payment Type selected. It is used in association with payment by cheque.

**Recipient Name**

This field can be used to enter the Name of the person for whom a receipt is being processed. If this field is filled out, it is possible to have that information displayed on the printed receipt.

If a name is linked to the Application record being receipted to, then the name will be extracted into this field.

If more than one name is linked then these names will be concatenated and extracted into this field.

If the Receipt is a Registers receipt then this field will pick up the names assigned to the first Name link.

(Note: If there are two or more Name link fields in the Register being receipted to, the process will only look at the first name field and retrieve details from it.)

**Address**

This field can be used to enter the Address of the person for whom a receipt is being processed. If this field is filled out, it is possible to have that information displayed on the printed receipt.

If a name is linked to the Application record being receipted to, then the default address will default into this field. If an overriding mailing address exists for the name then this will be used instead.

**Customer Payment**

The Customer Payment option will be available where the Customer Payment Authorised Function is in use, and the Receipting System Parameter has been set to 'Use Customer Payments'. Customer Payments allows a cashier to search for a Name and be presented with the amounts currently owed to council.

Additionally, the ALL ACCOUNTS view may be selected to show ALL Items that may be paid.

Enter the Name details required. Alternatively click on the popup to be taken to a Customer Payment Name search form.

**Add Button**

Click this button to process the receipt once allocation and payment lines have been assigned.

**Receipt Defaults Button**

Selection of this button displays the Receipt Payment Line Details form. For further details on this function please refer to the section on Receipt Entry Defaults (159).

**Reversals/Transfers Button**

Click this button to activate a search form from which to select the completed receipt you wish to reverse or transfer. See the section on Reversals/Transfers for details on how to proceed.

**Void Button**

Click this button to void a receipt which has not yet been accepted. The receipt status will then be 'Voided by User'.

**Suspend Button**

Click this button to suspend a receipt which has not been completed and you wish to continue processing at a later time. See the section on Suspended Receipts.

**Accept Button**

Click this button to accept and process a completed receipt. A new receipt number is allocated and the receipt is printed.

**Cancel Button**

Click this button if you wish to cancel a receipt before it is accepted. A receipt number will be allocated, but the status will become 'Voided by User'.

## Cashier Drawer Overriding Maintenance Form

The Cashier Drawer Overriding Maintenance form allows a cashier to set overriding defaults to apply during Receipt Entry. These settings will override the default cashier/drawer settings while remaining in Receipt entry and until the cashier drawer is signed off.

**Note:** If the Supervisor Drawer Enquiry is used to sign off a drawer which has Cashier Default Overrides set up, then the overriding defaults will be cleared.

**Cashier Drawer Overriding Maintenance**

Drawer ID: EC2  
Cashier Name: Eddi Chicco  
Sign on: 29-Aug-2003 11:49:21

**Default Details**

Application: RC  
Print Option: Print  
Payment Type: CASH  
EFTPOS ID: EFTPOS2  
Bank Reference: 290803B

**Cashier Default Overrides**

Application: AN  
Print Option: No Print  
Payment Type: EFTPOS  
EFTPOS ID: EFTPOS1  
Bank Reference: 28082003  
Date/Time:

OK Cancel

*Cashier Drawer Overriding Maintenance Form*

### Drawer ID

The Drawer ID field displays the default Drawer ID and description.

### Cashier Name

The Cashier Name field displays the name of the Cashier signed on to the Drawer.

### Sign On

This field displays the Date and Time at which the Drawer was signed on.

### Default Details – Print Option

The default Print Option is sourced from the Drawer parameters.

### Default Details – Payment Type

The default Payment Type is sourced from the Drawer parameters.

### Default Details – EFTPOS ID

The default EFTPOS ID is sourced from the Cashier Drawer sign on details.

### Default Details – Bank Reference

The default Bank Reference is sourced from the Cashier Drawer sign on details. All characters will be in Uppercase.

**Cashier Default Overrides – Application**

The user is able to select an overriding Application which will be effective for the Receipt Entry duration.

**Cashier Default Overrides – Print Option**

The user is able to select an overriding Print Option which will be effective for the Receipt Entry duration.

The options are:

- None
- Batch
- No Print

The default option is set to 'None'.

**Cashier Default Overrides – Payment Type**

The user is able to select an overriding Payment Type which will be effective for the Receipt Entry duration.

The user is able to key in the details or select a Payment Type from the Pop Up. Alternatively, the field may be left blank.

**Cashier Default Overrides – EFTPOS ID**

The user is able to select an overriding EFTPOS ID which will be effective for the Receipt Entry duration.

The user is able to key in the details or select an EFTPOS ID from the Pop Up. Alternatively, the field may be left blank. (Any characters which are keyed in are converted to uppercase).

**Cashier Default Overrides –Bank Reference**

The user is able to key in a Bank Reference of up to 12 characters/digits which will be effective for the Receipt Entry duration. Alternatively, the field may be left blank.

**Cashier Default Overrides – Date/Time**

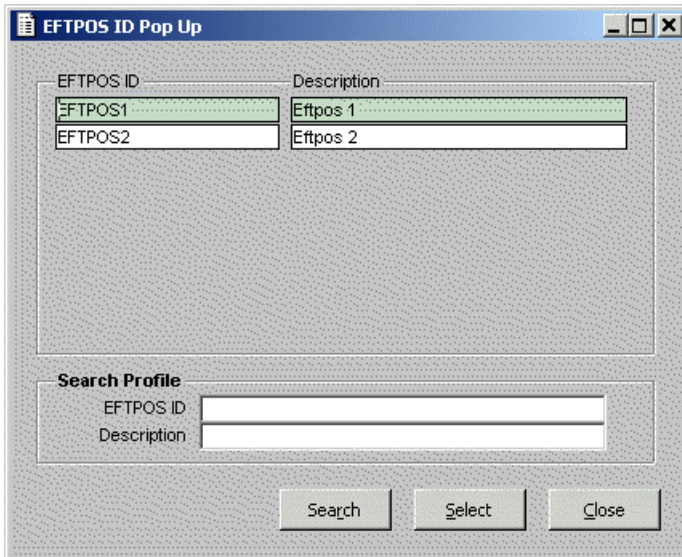
The user is able to enter / select an overriding Date/Time which will be effective for the Receipt Entry duration. If a Cashier drops out of Receipt Entry the overriding Receipt Date will be cleared.

Double-clicking in the field or pressing F2 will display the Calendar where a date/time may be selected.

The Overriding Receipt Date/Time field will display if you are authorised to edit the Receipt Date/Time, otherwise it will be hidden.

**EFTPOS ID Pop Up Form**

The EFTPOS ID Pop Up Form allows selection of an EFTPOS ID from the displayed list.

*EFTPOS ID Pop Up Form***EFTPOS ID / Description**

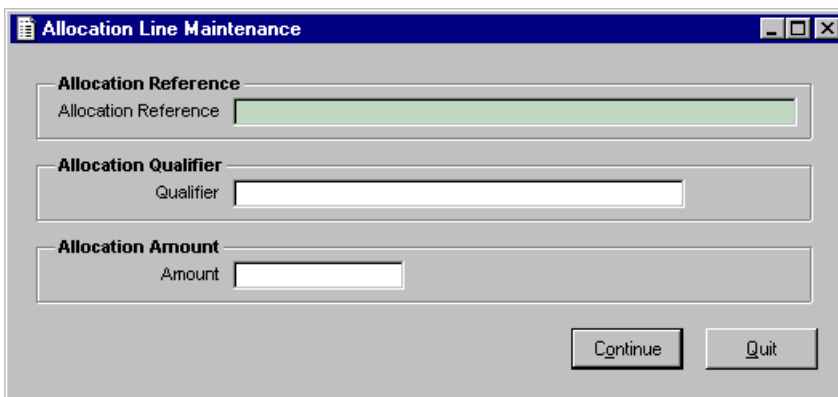
These fields display any previously defined EFTPOS IDs and Descriptions.

**Search Profile – EFTPOS ID / Description**

The Search Profile fields enable the user to search for a specific occurrence or group. Wildcard searching is available. This feature is useful when there are more than 9 occurrences to search through.

**Allocation Line Maintenance Form**

This form is the User Defined Allocation Maintenance form which is used to change Allocation Line details before they are accepted for a user defined Receipt Type. For example, an incorrect Application Reference may have been keyed in and this facility provides the opportunity to change it.

*Allocation Line Maintenance Form***Allocation Reference**

This field allows an Allocation Reference to be entered and maintained for the User Defined Receipt.

**Qualifier**

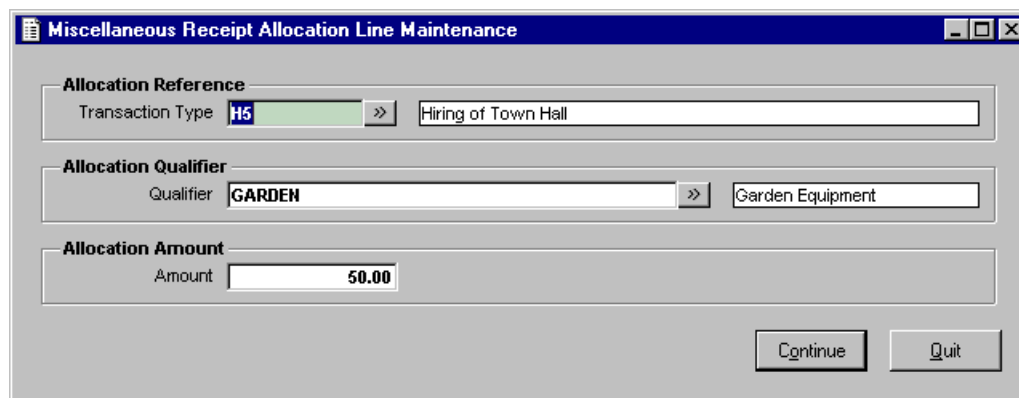
This field allows a Qualifier to be entered and maintained for a User Defined Receipt.

**Amount**

This field allows an Amount to be entered and maintained.

## Miscellaneous Receipt Allocation Line Maintenance Form

This form allows Allocation Line details to be entered for a Miscellaneous Receipt. If a Transaction Type has been allocated a Project Code, then this Project Code (which can be overridden) will default into the Qualifier field upon selection of the Transaction Type. If no default Project Code has been defined, then the Qualifier field becomes a free format field, receives no validation, and will not accept a Project Code. Entry of details into this field is optional.



*Miscellaneous Receipt Allocation Line Maintenance Form*

### Transaction Type

This field allows a Transaction Type to be keyed in, or, alternatively, to be selected from the Pop Up.

### Qualifier

This field allows a Qualifier or Project Code to be keyed in, or, alternatively, to be selected from the Project Code Pop Up. Once a Transaction Type has been selected, the Qualifier/Project Code will display if it has been set up within Transaction Type Parameters. This field is 40 characters long.

The Project Code Pop Up will only display Project Codes from within the same ledger.

### Amount

This field allows a Payment Amount to be entered. If a default amount has been set up for the Transaction Type, then it will default into this field. This field can be maintained.

If a negative amount is entered and the Transaction Type does not allow negative amounts, then when the Add button is selected, a message will display to alert the cashier that "A negative amount is not allowed on this type of Allocation Line, original Allocation Line is not changed."

## Animal Allocation Line Maintenance Form

This form facilitates the entry of an Animal Receipt into the Receipting system. It will display when ADD is selected on the Receipt Entry form (once the Application Type has been entered).

**Animal Allocation Line Maintenance**

**Allocation Reference**

Animal Reference: 18 >> Softy

Animal Type: DOG >> Dog Registrations

Type: R >> Renewal

Reg. Class Code: STER >> Sterilized Animal

**Allocation Qualifier**

Disc Number:

Duration: 1 >> 2001 01-Jan-2001 - 31-Dec-2001

**Allocation Amount**

Amount:

Continue Quit

*Animal Allocation Line Maintenance Form*

### Animal Reference

This field allows the Animal Reference to be keyed in if known, or, alternatively, selected from the Pop Up.

### Animal Type

For a New Registration, the Animal Type needs to be keyed in, or selected from the Pop Up. For an existing animal, the Animal Type will default into the field once the Animal Reference is entered.

### Type

This field allows a Registration Type to be keyed in, or, alternatively, selected from the Pop Up. Registration Types are set up within Animal Parameters, and relate to New Registrations, Renewals, Replacements etc.

### Reg. Class Code

This field allows a Registration Class Code to be keyed in, or, alternatively, selected from the Pop Up. Class Codes are set up within Animal Parameters, and relate to Sterilised Animal, Unsterilised Animal, Guide Dog etc.

### Disc Number

This field allows a Disc Number to be entered. This field is mandatory, and must be entered before exiting this form.

### Duration

For a New Registration, a duration must be keyed in, or, alternatively, selected from the Registration Cost Pop Up. For an existing animal, the duration, as set up in the parameters, will default into these fields once an Allocation Reference is selected. These fields display the duration (in years), the year and the registration period.

### Amount

This field allows an Allocation Amount to be entered. A zero amount may be entered here if the transaction is for an animal which is required to be registered but no fee is required, e.g. guide dog.

## Receipt Application Selection Form

This form facilitates the entry of an Application Receipt into the Receipting system. It will display when ADD is selected on the Receipt Entry form (once the Application Type has been entered).



**Receipt Application Selection**

**Class Details**  
Description: Master Test Class

**Application Details**  
Number: [ ]  
Year: [ ]  
Staged Number: [ ]  
Amendment Number: [ ]  
Application Type: [ ] >> [ ]

**Amount to be Allocated**  
Amount: [ ]

**Options**  
☐ Search  
☐ Prepayment

Continue Quit

*Receipt Application Selection Form***Class Description**

The Class will be defaulted into this field from the previous Class Selection form. This field is display only and cannot be maintained.

**Application Number**

An Application Number can be keyed in, if known. Alternatively, a search can be conducted using the Search Button. This field is mandatory.

**Year**

Enter the Year of the Application.

**Staged Number**

Enter the Staged Number of the Application, e.g. 1,2 or 3 etc.

**Amendment Number**

Enter the Amendment Number of the Application, e.g. A, B or C etc.

**Application Type**

Enter the Application Type Code, if known, or use the Pop Up to select one.

**Allocation Amount**

Enter the Amount to be allocated.

**Options - Search Button**

Selection of the Search button displays the Application Search Profile form.

**Options - Prepayment**

Selection of the Prepayment button displays the Prepayments Maintenance form.

**Receipt Licence Selection Form**

This form facilitates the entry of a Licence Receipt into the Receipting system. It will display when ADD is selected on the Receipt Entry form (once the Application Type has been entered).

**Receipt Licence Selection**

**Class Details**  
Description: Licence - Accrual R209

**Licence Details**  
Number:   
Year:   
Staged Number:   
Amendment Number:   
Licence Type:  >>

**Amount to be Allocated**  
Amount:

**Options**  
☐ Search  
☐ Prepayment

*Receipt Licence Selection Form***Class Description**

The Class will be defaulted into this field from the previous Class Selection form. This field is display only and cannot be maintained.

**Licence Number**

A Licence Number can be keyed in, if known. Alternatively, a search can be conducted using the Search Button. This field is mandatory.

**Year**

Enter the Year of the Application.

**Licence Type**

Enter the Licence Type Code, if known, or use the Pop Up to select one.

**Allocation Amount**

Enter the Amount to be allocated.

**Options - Search Button**

Selecting this button displays the Licence Search Profile form.

**Options - Prepayment**

Selecting this button displays the Pre Payments Maintenance form

**Rates Allocation Line Maintenance Form**

This form facilitates the entry of a Rates Receipt into the Receipting system. It will display when ADD is selected on the Receipt Entry form (once the Application Type has been entered).

*Rates Allocation Line Maintenance Form*

The Rates Allocation Line Maintenance form can be accessed from Receipt Entry by firstly entering 'RA' in the Application field and pressing 'Add', or by selecting the detail button alongside an existing receipt line.

The Dispute button has been added to allow the Cashier to view or maintain the Disputed transactions for the selected Assessment, and will invoke the 'Disputed Transaction Maintenance' form (refer below). This requires the Assessment Number to first be entered.

The Disputed Transaction Maintenance/Enquiry form is accessed via the 'Dispute' button on the Rates Allocation Line Maintenance form within Receipt Entry.

Rate Type	Transaction Type	Punc Root	Tran Date	Transaction Ref	Disputed	Amount	Applied	Balance
ORDINARY	FINE-A		30-Jun-2004		<input type="checkbox"/>	81.22	0.00	81.22
ORDINARY	GENR		01-Jul-2004		<input type="checkbox"/>	1,179.85	0.00	1,179.85
ORDINARY	RATE-A		30-Jun-2003		<input type="checkbox"/>	60.78	0.00	60.78
ORDINARY	RATE-A		30-Jun-2004		<input type="checkbox"/>	1,179.85	0.00	1,179.85
RUNDLE	FINE-A		30-Jun-2004		<input type="checkbox"/>	109.99	0.00	109.99

Transaction Type	Receipt No.	Tran Date	Transaction Ref	Amount	Applied	Balance

**Search Profile**

Rate Type:

Category:

Transaction Type:

Paid Status:

**Totals**

6,767.50	0.00	6,767.50
Pending Discount		0.00
Other Pending		0.00
Pending Balance		6,767.50

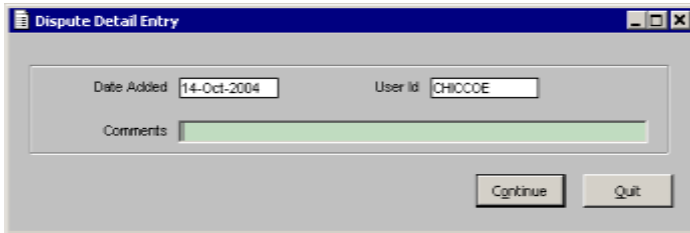
*Disputed Transaction Maintenance*

This form initially displays all of the unpaid (i.e. not fully apportioned) transactions. If required, the Cashier can change the 'Paid Status' in the Search Profile to either 'Paid' or '(All)' and click on the Search button to view/maintain other transactions for the Assessment.

Each disputable transaction will have a checkbox present that will be checked on if the transaction is Disputed, or checked off otherwise.

If the Cashier does not have authority to maintain Disputed transactions the form title will read 'Disputed Transaction Enquiry' and the 'Disputed' column will be display only. Otherwise, the form title will be 'Disputed Transaction Maintenance' and the 'Disputed' column will be maintainable, allowing a transaction to be flagged as Disputed/Not Disputed.

When exiting the form by pressing OK, if any transactions have had their Disputed flag turned on a new Dispute Detail Entry form is displayed prompting the Cashier to enter a reason for the Dispute/s.



#### *Dispute Detail Entry*

The Date Added and User Id are not maintainable and will default to today's date and the User Id of the Cashier respectively. The Comments are mandatory and are used to record the reason why the transaction/s are now Disputed. A maximum of 50 characters is allowed.

When Continue is pressed the following actions occur:-

- The displayed information is saved against each transaction that has just been changed to Disputed. This information can later be viewed against the relevant transactions via the 'Detail' button on the Disputed Transaction Maintenance/Enquiry form, or by Rates staff within Assessment Maintenance/Enquiry.
- For each transaction that has just been changed to no longer be Disputed, the date this occurred and the relevant User Id of the Cashier will be recorded.
- Apportionment is invoked so that payments to transactions that are now Disputed are directed to other debts and/or overpayments depending on the Rates system parameters and the presence of other outstanding debts. For transactions that are no longer Disputed any overpayments will be directed to those transactions. Refer to the Rates Release Information for further details. The message frame displays 'Performing Apportionment – Please wait...' whilst apportionment is in progress followed by 'Processing complete' when it has completed.
- Depending on the Rates system parameters an e-mail may be automatically sent to Rates staff informing them transactions for the Assessment have been maintained, along with the details of the transactions.

#### Transaction Detail for Disputable Transactions

The Transaction Detail screen which is accessed via the Detail button on the Disputed Transaction Maintenance form displays the Disputed flag for Disputable transactions along with any Dispute Details associated with the transaction.

**Transaction Detail**

Primary Location: BEEHIVE CORNER BUILDING\*, 8 Rundle Mall, ADELAIDE SA 5001  
 Assessment Number: 7 | 5  
 Rating Period: 2004/2005  
 Rate Type: ORDINARY  
 Category: GEN  
 Transaction Type: FINE-A  
 Group: Fine  
 Generation Run: 2004/2005  
 Supp Rate Notice Gen Run: 2004/05 Rates Generation

Purpose: Levied  
 Transaction Ref:  
 Reason:  
 Disputed: ☒

Transaction Date: 30-Jun-2004  
 Posting Date: 15-Mar-2004 09:24:59  
 Pay by Date: 31-Aug-2004

Quantity:  
 Rate:  
 Consumption:  
 Late Levy Period:  
 Amount: 81.22  
 Tax Amount:  
 Apportioned: 0.00  
 Paid: 0.00  
 Balance: 81.22

Buttons: Apportionment, Continue, Quit

*Transaction Detail – Disputable Transaction*

The Disputed flag indicates whether the transaction is currently Disputed. The Dispute Detail button allows any details associated with the Disputed flag to be displayed via the Dispute Detail Enquiry form.

**Dispute Detail Enquiry**

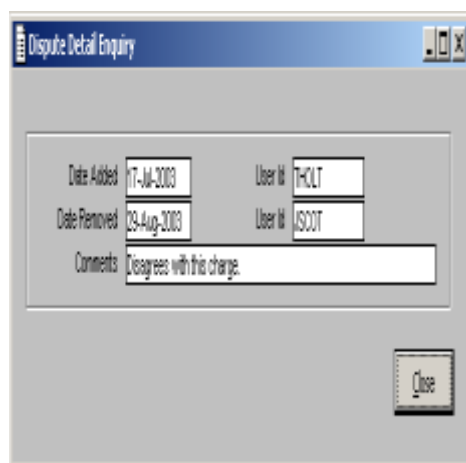
Date Added: 29-Aug-2003  
 User Id: THCLT

Comments: Refuses to pay

Close

*Dispute Detail Enquiry – Disputed Transaction*

The details show the Date the transaction was Disputed, the User Id who flagged the transaction as Disputed and the entered comments. For transactions that are not currently Disputed but previously were Disputed, the date that the Disputed flag was removed and the User Id who removed the flag are also displayed.

The screenshot shows a window titled "Dispute Detail Enquiry". It contains a form with the following fields: "Date Added" with the value "17-Jul-2003", "User Id" with the value "THOLT", "Date Removed" with the value "29-Aug-2003", and "User Id" with the value "JSCOT". There is a "Comments" field with the text "Disagree with this charge." and a "Close" button at the bottom right.

*Dispute Detail Enquiry – Previously Disputed Transaction*

### Assessment Number

This field allows an Assessment Number to be entered along with a Check\_Digit, if applicable. A search may be conducted by selecting the Pop Up button adjacent to the Check Digit field.

### Allocation Amount

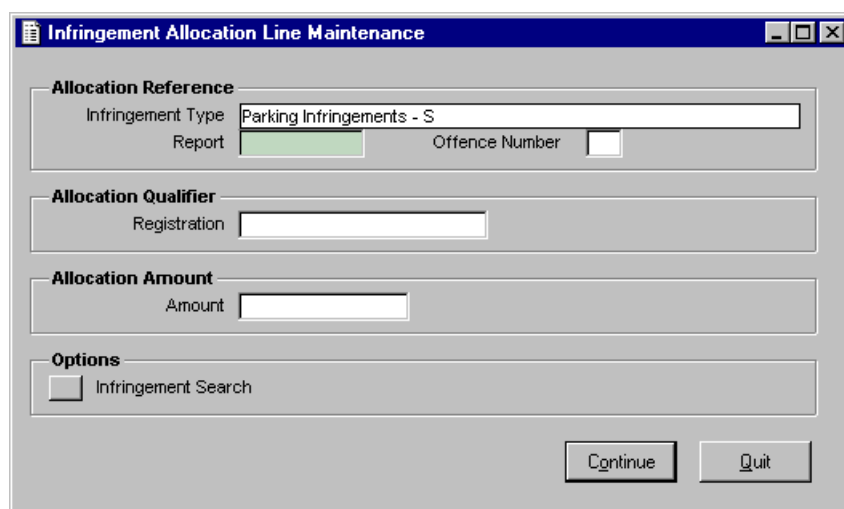
Enter the Allocation amount for the receipt (in dollars and cents).

## Infringement Allocation Line Maintenance Form

This form facilitates the entry of an Infringement Receipt into the Receipting system. It will display when ADD is selected on the Receipt Entry form (once the Application Type has been entered).

The Infringement Allocation Line Maintenance Form displays from within Receipt Entry when an Application of IF is entered and no other details. The Infringement Type Pop Up form is displayed to select the type of Infringement that is being receipted. After selecting the Infringement Type the Allocation Line form is displayed.

From this form you are able to search for an Infringement or create a Pre-payment.

The screenshot shows a window titled "Infringement Allocation Line Maintenance". It contains several sections: "Allocation Reference" with fields for "Infringement Type" (value: "Parking Infringements - S"), "Report" (a green button), and "Offence Number" (a text field); "Allocation Qualifier" with a "Registration" field; "Allocation Amount" with an "Amount" field; and "Options" with an "Infringement Search" checkbox. At the bottom right are "Continue" and "Quit" buttons.

*Infringement Allocation Line Maintenance Form*

### Infringement Type

The Infringement Type which was selected on the previous Pop Up form is displayed in this field. This field cannot be maintained. If the Infringement Type needs to be changed then you must Quit from the Allocation form and re-select the correct Infringement Type from the Infringement Type Pop Up Form.

### Infringement Number

Enter in the Infringement Number which is to be receipted. A check will be done to see if the Infringement has been entered into the system. If the Infringement is not found then you will be prompted as to whether to make the receipt a Pre-payment.

### Offence Number

This field only displays if multiple Offences are being used for the Infringement Type being receipted. If you wish to nominate a particular Offence for a Multiple Offence Infringement, then enter the particular Offence Number in this field. If this field is left blank and the Infringement entered is a Multiple Offence, then when the form is accepted, one or more Offences may be selected from the Infringement Selection form.

### Registration

The Registration for the Vehicle is entered into this field. A Registration is only required if the Parameter in the Infringement Type has been set to force entry of a Registration Number. Otherwise the field is optional.

**Note:-** The Registration field is only displayed when receipting Parking Infringements. For other types of Infringements the field is not displayed.

### Allocation Amount

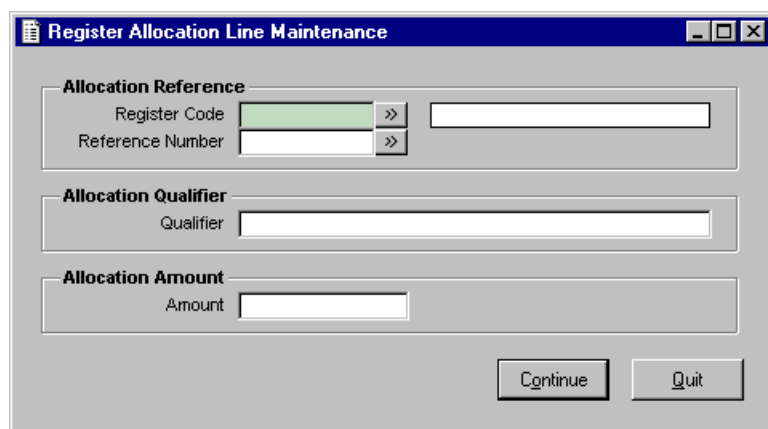
The Amount of the Infringement can be entered into this field. If left blank and the Infringement has been entered into the system, then the amount recorded on the Infringement will be brought back into receipting as the Amount to be receipted.

### Options - Infringement Search

Selection of the Infringement Search Button will display the Infringement Search Profile Form for the Infringement Type that you had selected previously. From the Search Profile Form you are able to search for Infringements and select the Infringement(s) required.

## Registers Allocation Line Maintenance Form

This form facilitates the entry of a Registers Receipt into the Receipting system. It will display when ADD is selected on the Receipt Entry form (once the Application Type has been entered).



*Registers Allocation Line Maintenance Form*

### Register Code and Description

When receipting to a Register Reference it is necessary to qualify the Register Reference with the Register Code that it belongs to. Enter in the Register Code into this field or use the Pop Up to select a valid Register Code that has a receipting link. The Pop Up will show all Register Codes that have a receipting link. It is not necessary for the Cashier to be authorised to the Register Code to be able to receipt to it.

### Reference Number

If the Reference Number is known then it can be entered into this field. If the Reference Number is not known then use the Pop Up to select a valid Reference Number for the Register Code selected.

A Reference Number cannot be entered without first selecting the correct Register Code for the Reference Number. If no Register Code has been nominated and the Reference Number Pop Up is selected, the Register Code Pop Up form will be displayed first to allow a Register Code to be selected. Upon selecting the required Register Code the Register Entry Enquiry form will be displayed to allow searching of the required Reference Number. It should be noted that if the Cashier does not have authority to a Register Code, then they are still able to search for the appropriate Register Reference Number but they will not see any details of the Register entry.

### Qualifier

The Qualifier field can be used to enter in additional information for the allocation line. This can also be left blank.

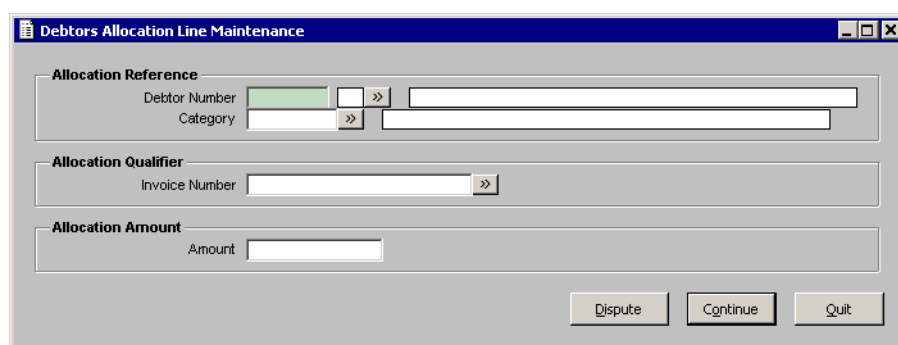
### Amount

When a Reference Number has been selected where the Outstanding Balance field within the Register has been setup as a CALC field, then the outstanding amount for the selected Reference Number will default into this field. If the Register has not defined the Outstanding Balance field then this field will be blank on selection of a Reference Number and it will be necessary for the Cashier to enter in an amount.

If the Amount has been defaulted in, the Cashier can override the dollar value.

## Debtors Allocation Line Maintenance form

When adding a receipt for a Debtor the ability exists to pay a specified invoice.



*Debtors Allocation Line Maintenance Form*

### Allocation Reference – Debtor Number

This field contains a nine-digit Assessment Number that has been automatically allocated when the Assessment was created. The one-digit check digit number that is used in conjunction with the Assessment Number to ensure that digits of the Assessment number are not keyed incorrectly when maintenance on an Assessment is being performed or receipts are being entered is also displayed.

### Allocation Qualifier – Invoice Number

Enter into this field the Invoice Number that the payment is to be allocated to. The detail button may also be used to display a list of the invoices for the selected Debtor.



The Document Selection screen accessed via the Invoice Number Pop-Up has been modified to exclude the amounts for any Disputed Invoices, depending on the setting of the new 'Apportion to Disputed Debts' system parameter.

Also UR may be entered to force the receipt to be manually apportioned.

### Allocation Amount - Amount

Enter the amount to be allocated to the Debtor and if entered the Invoice number.

### Dispute Button

The Dispute button has been added to allow the Cashier to view or maintain the Disputed transactions for the selected Debtor, and will invoke the 'Disputed Transaction Maintenance' form. This requires the Debtor Number to first be entered.

### Debtors Receipts allocated to a Category

The Category and Description fields have been added for the purpose of being able to allocate a Debtors receipt to a Category. This is equivalent to entering a Debtor and Category Code in the Allocation Reference field on the Receipt Entry screen. The Category Pop-Up may be used to select from a list of valid Categories for the Debtor.

### Debtors Receipts allocated to a WorkSmart Request Number

*(Applies only to sites that use the WorkSmart application)*

Enhancements have been made to cater for receipting to Debtors WorkSmart debts (DWS), Debtors Pathway Applications debts (DAP) and Debtors Pathway Licensing debts (DLC). See further details under [Debtors Receipts](#).

### Invoice Number Pop-Up

The Document Selection screen accessed via the Invoice Number Pop-Up has been modified to exclude the amounts for any Disputed Invoices, depending on the setting of the new 'Apportion to Disputed Debts' system parameter.

Also, previously if you double clicked on an Invoice it would not be automatically selected. This problem has now been corrected.

### Flag Debtors Transactions as Disputed

The Dispute button has been added to allow the Cashier to view or maintain the Disputed transactions for the selected Debtor, and will invoke the 'Disputed Transaction Maintenance' form (refer below). This requires the Debtor Number to first be entered.

The Disputed Transaction Maintenance/Enquiry form is accessed via the 'Dispute' button on the Debtors Allocation Line Maintenance form within Receipt Entry.

Doc./Receipt No.	Date	Trans. Type	Debt Type	External Reference	Dispute	Amount	Applied	Balance
4773	21-Sep-2004	INV	FEE1ABK1	41	<input type="checkbox"/>	300.00	0.00	300.00
4777	21-Sep-2004	INV	FEE2ABK	37	<input type="checkbox"/>	200.00	30.00	170.00
4777	21-Sep-2004	INV	FEE2ABK	37	<input type="checkbox"/>	280.00	79.00	201.00
4777	21-Sep-2004	INV	FEE2ABK	37	<input type="checkbox"/>	567.00	67.00	500.00
4777	21-Sep-2004	INV	FEE2ABK	37	<input type="checkbox"/>	180.00	45.00	135.00
4777	21-Sep-2004	INV	FEE4ABK	37	<input type="checkbox"/>	210.87	111.00	99.87
4772	20-Sep-2004	INV	FEE2ABK	36	<input type="checkbox"/>	90.00	0.00	90.00
4720	14-Sep-2004	INV	FEE2ABK	27	<input type="checkbox"/>	200.00	0.00	200.00
4720	14-Sep-2004	INV	FEE2ABK	27	<input type="checkbox"/>	200.00	0.00	200.00

Search Profile: Document Number:  Property Debt: ☐  
 Paid Status: **Unpaid**  
 External Reference:

Totals: 11,551.30    498.53    11,052.77

Buttons: Apportionment, Receipt, Detail, Search, Continue, Quit

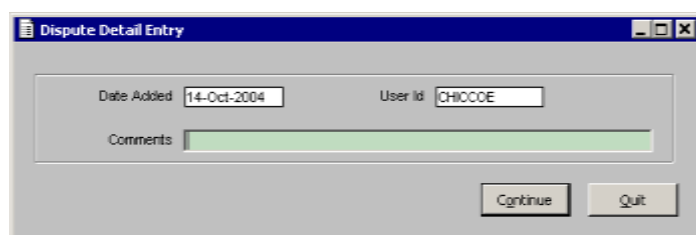
Disputed Transaction Maintenance

This form initially displays all of the unpaid (i.e. not fully apportioned) transactions. If required, the Cashier can change the 'Paid Status' in the Search Profile to either 'Paid' or '(All)' and click on the Search button to view/maintain other transactions for the Debtor.

Each disputable transaction will have a checkbox present that will be checked on if the transaction is Disputed, or checked off otherwise.

If the Cashier does not have authority to maintain Disputed transactions the form title will read 'Disputed Transaction Enquiry' and the 'Disputed' column will be display only. Otherwise, the form title will be 'Disputed Transaction Maintenance' and the 'Disputed' column will be maintainable, allowing a transaction to be flagged as Disputed/Not Disputed.

When exiting the form by pressing OK, if any transactions have had their Disputed flag turned on a new Dispute Detail Entry form is displayed prompting the Cashier to enter a reason for the Dispute/s.



*Dispute Detail Entry*

The Date Added and User Id are not maintainable and will default to today's date and the User Id of the Cashier respectively. The Comments are mandatory and are used to record the reason why the transaction/s are now Disputed. A maximum of 50 characters is allowed.

When Continue is pressed the following actions occur:-

- The displayed information is saved against each transaction that has just been changed to Disputed. This information can later be viewed against the relevant transactions via the 'Dispute Detail' button on the Disputed Transaction Maintenance/Enquiry form, or by Debtors staff within Debtor Maintenance/Enquiry.
- For each transaction that has just been changed to no longer be Disputed, the date this occurred and the relevant User Id of the Cashier will be recorded.
- Apportionment is invoked so that payments to transactions that are now Disputed are directed to other debts and/or overpayments depending on the Debtors system parameters and the presence of other outstanding debts. For transactions that are no longer Disputed any overpayments will be directed to those transactions. Refer to the Debtors Release Information for further details. The message frame displays 'Performing Apportionment – Please wait...' whilst apportionment is in progress followed by 'Processing complete' when it has completed.
- Depending on the Debtors system parameters an e-mail may be automatically sent to Debtors staff informing them transactions for the Debtor have been maintained, along with the details of the transactions.

#### Transaction Detail for Disputable Transactions

The Transaction Detail screen which is accessed via the Detail button on the Disputed Transaction Maintenance form displays the Disputed flag for Disputable transactions along with any Dispute Details associated with the transaction.

**Transaction Detail**

Primary Location: 10 Albert Place, ADELAIDE SA 5001  
 Debtor Number: 22558 0  
 Current: Current

Debt Type: FEE1ABK1  
 Category: DEBTORS  
 Generation Run: 20SEP2003  
 Property Debt: ☐  
 Batch Number: 1321  
 Document Number: 4773  
 Transaction Type: INV Invoice  
 Transaction Date: 21-Sep-2004  
 Transaction Ref.: 649  
 Posting Date: 21-Sep-2004 14:12:52  
 Pay by Date: 01-Oct-2003  
 Disputed: ☐  
 External Source: ABK  
 External Reference: 41  
 Revenue Account: QL ABK - REVENUE  
 Bookings Revenue Account:   
 Comments: A Fair

Fee Code 1 (GST Free) (ABK, FUNCTIONS):   
 Debtors:   
 20-Sep-2003:   
 Last Statement Date:   
 Last Statement Amount:   
 Quantity:   
 Rate:   
 Amount: 300.00  
 Tax Amount:   
 Apportioned: 0.00  
 Paid: 0.00  
 Balance: 300.00

Buttons: Apportionment, Quit

*Transaction Detail – Disputable Transaction*

The Disputed flag indicates whether the transaction is currently Disputed. The Dispute Detail button allows any details associated with the Disputed flag to be displayed via the Dispute Detail Enquiry form.

**Dispute Detail Enquiry**

Date Added: 29-Aug-2003  
 User Id: THOLT  
 Comments: Refuses to pay

Close

*Dispute Detail Enquiry – Disputed Transaction*

The details show the Date the transaction was Disputed, the User Id who flagged the transaction as Disputed and the entered comments. For transactions that are not currently Disputed but previously were Disputed, the date that the Disputed flag was removed and the User Id who removed the flag are also displayed.

**Dispute Detail Enquiry**

Date Added: 17-Jul-2003  
 Date Removed: 29-Aug-2003  
 User Id: THOLT  
 User Id: JSCOT  
 Comments: Disagrees with this charge.

Close

*Dispute Detail Enquiry – Previously Disputed Transaction*

## Debtors Receipts

**Note:** Information relating to WorkSmart is only applicable for sites that use the WorkSmart product. Information relating to Debtors Applications receipts and Debtors Licensing receipts is only applicable for sites that are to use the Debtors module to hold debts raised from Pathway Applications and/or Licensing.

### NEW RECEIPTING APPLICATIONS

Three new Receipting Applications have been created to cater for receipting to specific types of Debtors debts. Namely:-

DWS	Debtors WorkSmart Receipt
DAP	Debtors Applications Receipt
DLC	Debtors Licensing Receipt

**Note:** The new DWS Receipting Application supersedes the prior functionality whereby receipts allocated to a specific WorkSmart Request Number where entered using the DR (Debtors Receipt) Receipting Application. Further details are included below.

### RECEIPT ENTRY

#### Receipting directly to a Payment Reference – Pathway Applications/Licensing

The new Debtors Applications Receipt (DAP) Receipting Application allows a cashier to receipt to a particular Debtor and Applications Payment Reference. This can be done by entering “DAP” in the Application, the Debtor Number in the Allocation Reference and the Payment Reference in the Qualifier.

Similarly, the new Debtors Licensing Receipt (DLC) Receipting Application allows a cashier to receipt to a particular Debtor and Licensing Payment Reference. This can be done by entering “DLC” in the Application, the Debtor Number in the Allocation Reference and the Payment Reference in the Qualifier.

Refer to the following examples:

The screenshot shows the 'Receipt Entry' window with the following fields and values:

- Receipt Number:** 0
- Cashier:** Tim Holton
- Date/Time:** 19-Feb-2004 09:14:31
- Print Option:** No Print
- Drawer:** TIM
- Cashier Default Overrides:** (empty)
- Previous Receipt:** (empty)
- Previous Change:** (empty)

The main table has columns: Allocation Reference, Qualifier, Description, Payment Type, Amount. It is currently empty.

**Allocation Line:**

- Application: DAP (selected from dropdown)
- Allocation Reference: 15632
- Qualifier: 1424
- Amount Paid: 150.00
- Description: (empty)

**Payment Line:**

- Amount Tendered: (empty)
- Payment Type: CASH (selected from dropdown)

**Recipient Information:**

- Recipient Name: (empty)
- Address: (empty)

**Summary:**

- Rounded Total: (empty)
- Total: (empty)

**Buttons:** Add, Receipt Defaults, Receipt Maintenance, Void, Suspend, Accept, Cancel.

*Receipt Entry – Debtors Applications Receipt*

**Receipt Entry**

Receipt Number: 0    Cashier: Tim Holton    Date/Time: 19-Feb-2004 09:35:14    Previous Receipt:    Previous Change:   

Print Option: No Print    Drawer: TIM    Cashier Default Overrides:   

Allocation Reference	Qualifier	Description	Payment Type	Amount

**Allocation Line**

Application: DLC    Debtors Licensing F  
Allocation Reference: 213974  
Qualifier: 2722  
Amount Paid: 240.00  
Description:   

**Payment Line**

Amount Tendered:     
Payment Type: CASH    Cash

**Recipient Information**

Recipient Name:     
Address:   

Rounded Total:    Total:   

Buttons: Add, Receipt Defaults, Receipt Maintenance, Void, Suspend, Accept, Cancel

*Receipt Entry – Debtors Licensing Receipt*

The Payment Reference (entered in the Qualifier) is mandatory when entering a Debtors Applications or Debtors Licensing receipt.

When entering a Debtors Applications or Licensing receipt, the following applies:-

- If no amount is entered, the amount outstanding for the Debtor and Payment Reference is automatically calculated and defaulted into the Amount.
- If the Amount entered is greater than the amount owing for the Debtor and Payment Reference a warning message will appear informing the cashier that "The amount tendered is greater than the amount owing for Debtor 15632 and Payment Reference 1424. Receipt balance of \$119.00 will remain unallocated. Continue?" The cashier then has the option of accepting the payment or changing it.

The Debtors Allocation Line Maintenance form (displayed when either (a) an Application of "DAP"/"DLC" is entered in the Application and the Add button is pressed, or (b) the detail button alongside a DAP/DLC Allocation Line displayed in the upper section of the form is pressed), appears as follows for Debtors Applications and Licensing receipts:-

*Debtors Allocation Line Maintenance – Debtors Applications/Licensing Receipt*

The same rules mentioned previously also apply when entering/maintaining details on the Debtors Allocation Line Maintenance form.

#### Receipting to an Invoice Number – Pathway Applications/Licensing

The existing Debtors Receipt (DR) Receipting Application still allows a cashier to receipt to a particular Debtor and Invoice Number. This can be done by entering “DR” in the Application, the Debtor Number in the Allocation Reference and the Invoice Number in the Qualifier.

Refer to the following example:-

*Receipt Entry – Debtors Receipt*

The Invoice Number (entered in the Qualifier) is still optional when entering a Debtors receipt.

If the entered Invoice Number was raised via Pathway Applications or Licensing, the following applies:-

- If no amount is entered, the amount outstanding for the Debtor *and the Payment Reference associated with the Invoice Number* is automatically calculated and defaulted into the Amount.
- If the Amount entered is greater than the amount owing for the Debtor *and the Payment Reference associated with the Invoice Number* a warning message will appear informing the cashier that “The amount tendered is greater than the amount owing for Debtor 15632 and Payment Reference 1424 (related to Invoice Number 2919). Receipt balance of \$79.00 will remain unallocated. Continue?” The cashier then has the option of accepting the payment or changing it.

The Debtors Allocation Line Maintenance form (displayed when either (a) an Application of “DR” is entered in the Application and the Add button is pressed, or (b) the detail button alongside a DR Allocation Line displayed in the upper section of the form is pressed), appears as follows for Debtors receipts:-

*Debtors Allocation Line Maintenance – Debtors Receipt*

The same rules mentioned previously also apply when entering/maintaining details on the Debtors Allocation Line Maintenance form.

#### Receipting directly to a WorkSmart Request Number

The new Debtors Applications Receipt (DWS) Receipting Application allows a cashier to receipt to a particular Debtor and WorkSmart Request Number. This can be done by entering “DWS” in the Application, the Debtor Number in the Allocation Reference and the WorkSmart Request Number in the Qualifier.

**Note:** This replaces the previous functionality whereby a cashier could receipt to a particular Debtor and WorkSmart Request Number using the Debtors Receipting Application (DR) and entering xxxxx/yyyy in the Allocation Reference, where xxxxx was the Debtor Number and yyyy was the WorkSmart Request Number.

Refer to the following example:

The screenshot shows the 'Receipt Entry' window with the following details:

- Receipt Number:** 0
- Cashier:** Tim Holton
- Date/Time:** 19-Feb-2004 11:48:00
- Print Option:** No Print
- Drawer:** TIM
- Previous Receipt:**
- Previous Change:**
- Cashier Default Overrides:**
- Allocation Reference:**
- Qualifier:**
- Description:**
- Payment Type:**
- Amount:**
- Allocation Line:**
  - Application:** DWS (selected) >> Debtors WorkSmart
  - Allocation Reference:** 213974
  - Qualifier:** WS00001
  - Amount Paid:** 225.00
  - Description:**
- Payment Line:**
  - Amount Tendered:**
  - Payment Type:** CASH (selected) >> Cash
- Recipient Information:**
  - Recipient Name:**
  - Address:**
- Buttons:** Add, Receipt Defaults, Receipt Maintenance, Void, Suspend, Accept, Cancel

*Receipt Entry – Debtors WorkSmart Receipt*

The WorkSmart Request Number (entered in the Qualifier) is mandatory when entering a Debtors WorkSmart receipt.

When entering a Debtors WorkSmart receipt, the following applies:-

- *As per previous functionality*, if no amount is entered, the amount outstanding for the Debtor and WorkSmart Request Number is automatically calculated and defaulted into the Amount.
- *As per previous functionality*, if the amount entered is greater than the amount owing for the Debtor and WorkSmart Request Number a warning message will appear informing the cashier that "The amount tendered is greater than the amount owing for Debtor 213974 and WorkSmart Request Number WS00001. Receipt balance of \$5.00 will remain unallocated. Continue?" The cashier then has the option of accepting the payment or changing it.

The Debtors Allocation Line Maintenance form (displayed when either (a) an Application of "DWS" is entered in the Application and the Add button is pressed, or (b) the detail button alongside a DWS Allocation Line displayed in the upper section of the form is pressed), appears as follows for Debtors WorkSmart receipts:-



*Debtors Allocation Line Maintenance – Debtors WorkSmart Receipt*

The same rules mentioned previously also apply when entering/maintaining details on the Debtors Allocation Line Maintenance form.

#### Receipting to an Invoice Number – WorkSmart

As mentioned previously, the existing Debtors Receipt (DR) Receipting Application still allows a cashier to receipt to a particular Debtor and Invoice Number.

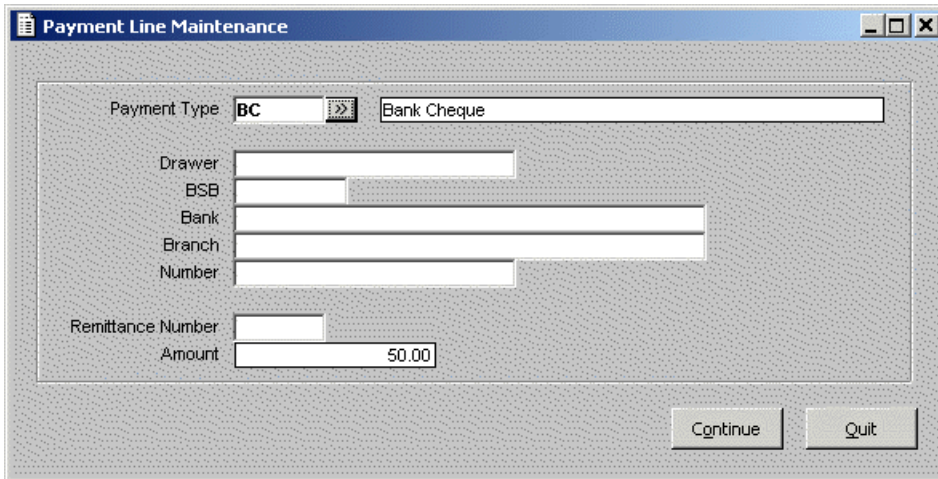
If the entered Invoice Number was raised via WorkSmart, the following applies:-

- *As per previous functionality*, if no amount is entered the amount outstanding for the Debtor *and the WorkSmart Request Number associated with the Invoice Number* is automatically calculated and defaulted into the Amount.
- *As per previous functionality*, if the amount entered is greater than the amount owing for the Debtor *and the WorkSmart Request Number associated with the Invoice Number* a warning message will appear informing the cashier that “The amount tendered is greater than the amount owing for Debtor 213974 and WorkSmart Request Number WS00001 (related to Invoice Number 2381). Receipt balance of \$3.00 will remain unallocated. Continue?” The cashier then has the option of accepting the payment or changing it.

The Debtors Allocation Line Maintenance form for Debtors WorkSmart Receipts (displayed when either (a) an Application of “DR” is entered in the Application and the Add button is pressed, or (b) the detail button alongside a DR Allocation Line displayed in the upper section of the form is pressed) no longer has the ability to enter a WorkSmart R

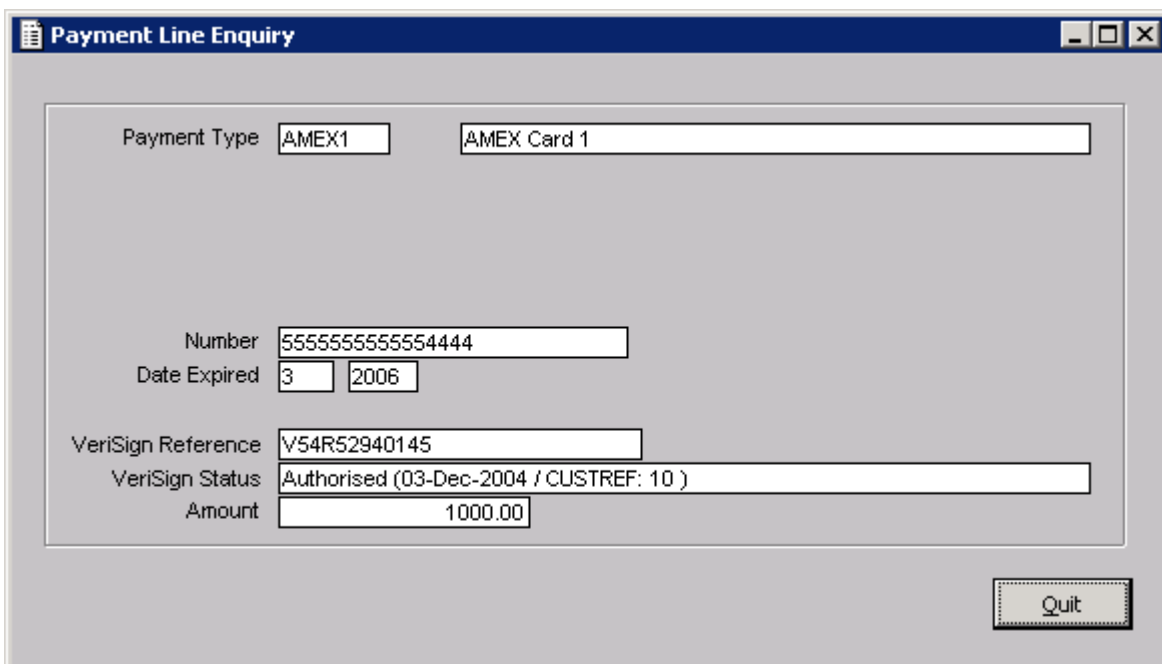
## Payment Line Maintenance Form

This form is used to change Payment Line details before they are accepted. For example, an incorrect Credit Card Expiry Date may have been keyed in and this facility provides the opportunity to change it.



The screenshot shows a software window titled "Payment Line Maintenance". It contains several input fields: "Payment Type" with a dropdown menu showing "BC" and a text field showing "Bank Cheque"; "Drawer" with a text field; "BSB" with a text field; "Bank" with a text field; "Branch" with a text field; "Number" with a text field; "Remittance Number" with a text field; and "Amount" with a text field showing "50.00". At the bottom right, there are two buttons: "Continue" and "Quit".

*Payment Line Maintenance Form (Cheque)*



The screenshot shows a software window titled "Payment Line Enquiry". It contains several input fields: "Payment Type" with a dropdown menu showing "AMEX1" and a text field showing "AMEX Card 1"; "Number" with a text field showing "5555555555554444"; "Date Expired" with two text fields showing "3" and "2006"; "VeriSign Reference" with a text field showing "V54R52940145"; "VeriSign Status" with a text field showing "Authorised (03-Dec-2004 / CUSTREF: 10 )"; and "Amount" with a text field showing "1000.00". At the bottom right, there is a button labeled "Quit".

*Payment Line Enquiry Form (Credit Card with Online Validation)*

Note: If an Encryption Display Template has been used on the Number field on the above Receipt, it is not applied on this form as the user needs to be able to modify any details on this form before accepting the Receipt.

The screenshot shows the 'Payment Line Maintenance' window. It contains the following fields and values:

Payment Type	ACCESS	>>	Access Card
EFTPOS ID	EFTPOS1	>>	Eftpos 1
BSB	101010		
Bank	ANZ		
Branch	Glenside		
Number	101918		
Date Expired	2	2005	
Amount	20.00		

Buttons: Continue, Quit

*Payment Line Maintenance form (EFTPOS)*

If the Payment Line uses a Payment Type which incurs a Merchant Service Fee, detailing out on the Payment Line displays the Payment Line Maintenance form where the Payment type and Payment Amount cannot be modified.

The screenshot shows the 'Payment Line Maintenance' window for a transaction type with a merchant service fee. It contains the following fields and values:

Payment Type	MASTER	Mastercard
Number	191817	
Date Expired	6	2006
Amount	101.66	

Buttons: Continue, Quit

*Payment Line Maintenance form using a Transaction Type with Merchant Service Fee*

### Payment Type

This field shows the Payment Type that was selected in the Receipt Entry process. This field can be changed if required. A new selection may be keyed in or, alternatively, selected from the Pop Up. If the original Payment Type uses EFTPOS, the EFTPOS ID will default onto the form. If the original Payment Type does not use EFTPOS, the EFTPOS ID field will be hidden.

### Drawer

This field shows the Drawer that was entered in the Receipt Entry process. This field can be changed if required.

### EFTPOS

This field displays the EFTPOS ID that was entered in the Receipt entry process. This field is able to be changed by entering an alternative ID or selecting one from the Pop Up.

If the original Payment Type uses EFTPOS, the EFTPOS ID will default into this field. If the original Payment Type does not use EFTPOS, the EFTPOS ID field will be hidden.

**BSB**

This field shows the BSB number that was entered in the Receipt Entry process.  
This field can be changed if required.

**Bank**

This field shows the Bank that was entered in the Receipt Entry process.  
This field can be changed if required.

**Branch**

This field shows the Branch that was entered in the Receipt Entry process.  
This field can be changed if required.

**Number**

This field shows the Number that was entered in the Receipt Entry process.  
This field can be changed if required.

**Date Expired**

These fields show the Date Expired that was entered in the Receipt Entry process.  
These fields can be changed if required. The first field will accept the month, e.g. 08 or 8. The second field will accept the year, e.g. 2000 or 00.

**Remittance Number**

This field shows the Remittance Number that was entered in the Receipt Entry process.  
This field can be changed if required.

**Online Reference**

This field displays the Online Credit Card Validation. It records the Online Reference which is passed from the Online Validation System to identify the transaction, e.g. V54R52852578.

The user –defined label for the selected Online Validation System is used when displaying the field label, e.g. VeriSign Reference.

See further details in [Online Validation of Credit Card Details](#)

**Validation Status**

This field displays the Online Credit Card Validation. It records the Status of the online validation. It displays whether the funds are authorised along with the date and Customer Reference Number, e.g. Authorised (03-Dec-2004 / CUSTREF: 25 ).

The user –defined label for the selected Online Validation System is used when displaying the field label, e.g. VeriSign Status.

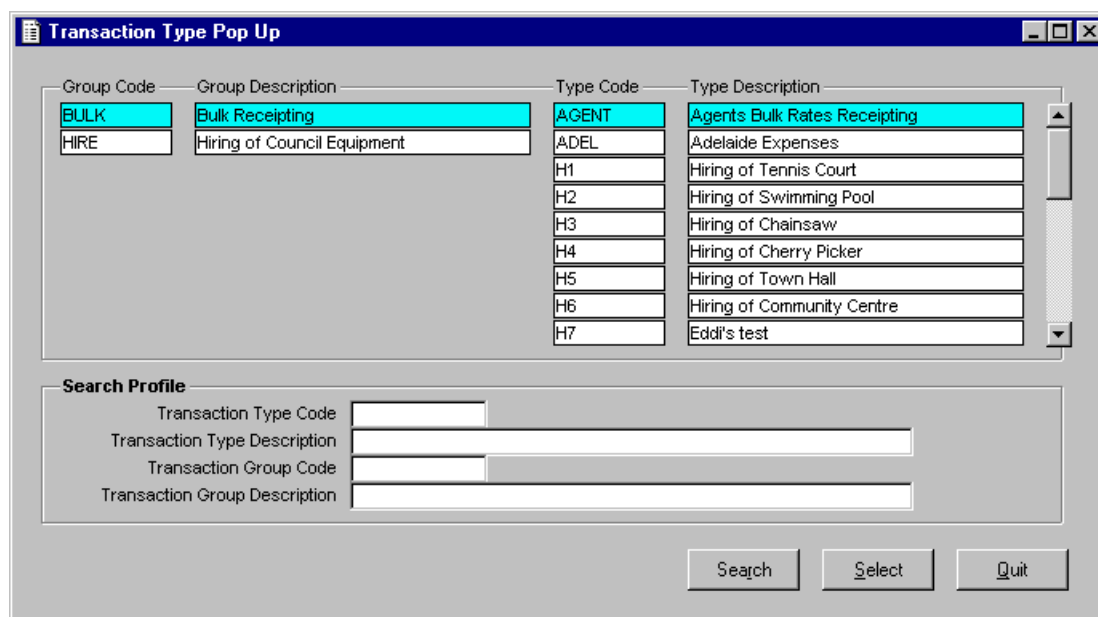
See further details in [Online Validation of Credit Card Details](#)

**Amount**

This field shows the Amount that was entered in the Receipt Entry process. The value of this field cannot be altered in this form, but can be in the Receipt Entry form.

## Transaction Type Pop Up Form

This form enables a Transaction Type to be selected when entering a Miscellaneous Receipt. The Transaction Type parameters are user-defined via the Transaction Type Maintenance form.



The 'Transaction Type Pop Up' window displays a table of transaction types and a search profile section.

Group Code	Group Description	Type Code	Type Description
BULK	Bulk Receipting	AGENT	Agents Bulk Rates Receipting
HIRE	Hiring of Council Equipment	ADEL	Adelaide Expenses
		H1	Hiring of Tennis Court
		H2	Hiring of Swimming Pool
		H3	Hiring of Chainsaw
		H4	Hiring of Cherry Picker
		H5	Hiring of Town Hall
		H6	Hiring of Community Centre
		H7	Eddi's test

**Search Profile**

Transaction Type Code:

Transaction Type Description:

Transaction Group Code:

Transaction Group Description:

Buttons: Search, Select, Quit

*Transaction Type Pop Up Form*

### Group Code

This field displays the Transaction Group Code. This field is display only and cannot be maintained.

### Group Description

This field displays the Transaction Group Description. This field is display only and cannot be maintained.

### Type Code

This field contains a list of all available Transaction Types. This field is display only and cannot be maintained.

### Type Description

This field contains a list of all available Transaction Type Descriptions. This field is display only and cannot be maintained.

### Search Profile - Transaction Type Code

Enter a Transaction Type Code on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

### Search Profile - Transaction Type Description

Enter a Transaction Type Description on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

### Search Profile - Transaction Group Code

Enter a Transaction Group Code on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

### Search Profile - Transaction Group Description

Enter a Transaction Group Description on which to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

## Drawer Totals Enquiry Form

This form is used to show the transactions made by a drawer sorted by Payment Group.

Use the Cashier Name drop-down list to see the sorted transactions of different users of the drawer.

Payment Group	Transactions	Amount	Reversals	Negative Amount	Nett Amount
CASH	118	994390.55	-6331.10	0.00	988059.45
CARD	2	40.90	0.00	0.00	40.90
CHEQUE	5	5261.50	0.00	0.00	5261.50
<b>Total</b>	<b>125</b>	<b>999692.95</b>	<b>-6331.10</b>	<b>0.00</b>	<b>993361.85</b>

*Drawer Totals Enquiry Form*

#### **Drawer ID**

These fields show the Drawer ID and the Descriptions of the drawer.  
This field is display only and cannot be maintained.

#### **Cashier Name**

This field displays all transactions made by the selected user. Using the option of "All" shows all transactions made on that drawer.

#### **Sign On**

This field shows the Sign On date and time for the selected user.  
This field is display only and cannot be maintained.

#### **Sign Off**

This field shows the Sign Off date and time for the selected user.  
This field is display only and cannot be maintained.

#### **Float Amount**

This field shows the Float Amount for the drawer. The value of this field can be maintained in the Drawer Maintenance form, but cannot be maintained through this form.

#### **Payment Group**

This field shows all Payment Groups available. This field is display only and cannot be maintained.

#### **Transactions**

This field shows all transactions for a particular Payment Group.  
This field is display only and cannot be maintained.

#### **Amount**

This field shows the amount of all transactions for a particular Payment Group. This will include any rounded amounts.  
This field is display only and cannot be maintained.

#### **Reversals**

This field shows all the reversals of receipts for a particular Payment Group.  
This field is display only and cannot be maintained.

**Negative Amount**

This field shows the Negative Amounts for a Payment Group. This field is display only and cannot be maintained.

**Nett Amount**

This field shows the Nett Amount for a Payment Group. It is represented by the Amount field minus the Reversals field.

This field is display only and cannot be maintained.

**Total Transactions**

This field is the total number of transactions made for all Payment Groups.

This field is display only and cannot be maintained.

**Total Amount**

This field shows the total amount of transactions made for all Payment Groups.

This field is display only and cannot be maintained.

**Total Reversals**

This field shows the total amount of reversals made for all Payment Groups.

This field is display only and cannot be maintained.

**Total Negative Amount**

This field shows the total amount of negative receipts for all Payment Groups.

This field is display only and cannot be maintained.

**Total Nett Amount**

This field shows the total nett amount for all Payment Groups. It is represented by Total Amount minus the Total. Reversals field.

This field is display only and cannot be maintained.

## Online Validation of Credit Card Details

An **Authorised Function** has been introduced into Pathway Receipting for the verification of Credit Card Details via the Internet. To utilise this function a Council will need the following:

- ❑ An authorisation key supplied by Infor (Please contact your Account Manager if you require access)
- ❑ Internet Access
- ❑ Access to an Online Validation System and the related Web Site. (Details and parameters of the Online Validation System are stored under the Credit Card System Maintenance menu option within Receipting Parameters under the System Administration Menu.) e.g.

The screenshot shows a window titled "Credit Card System Maintenance". Inside, there is a list of parameters and their values:

System Code	VERISI
Description	Verisign Credit Card Validation System
Vendor	GeacPathway
User Identifier	GeacPathway
Password	Pathway217
Host Address	payflow-test.verisign.com.au
Host Port	443
Partner	VSA
Time out	30
Tender	C
Active	<input checked="" type="checkbox"/>

At the bottom right of the window are "OK" and "Cancel" buttons.

*Example of Parameter settings for Online Validation System*

During Receipt Entry, when a Credit Card payment is added to a Receipt, normal Payment Line validation rules will apply in the first instance. If everything validates correctly, the Credit Card validation process will take place if the Payment Type has been enabled for Online Validation.

The validation process ensures that the card details entered comply with the following criteria:

- ❑ *A valid Credit Card Number*  
If the Credit Card Number is invalid an error is displayed to the cashier reporting that the card is invalid. The Payment Line is unable to be processed and, as such, the Receipt is unable to be accepted with the entered Payment details.
- ❑ *Sufficient Funds exist to complete the Transaction*  
If funds are not available to complete the transaction, then an error will be displayed to the cashier reporting that the available limit has been exceeded or that sufficient funds do not exist to complete the transaction. The Payment Line will not be added to the Receipt and the Cashier will need to enter new Payment details.

If the validation process is successful, the Payment Line details are added to the Receipt and the Online Validation Status and Online Reference will be recorded against the Payment Line, e.g. V64R78581784 and Captured (30-Mar-2005 / CUSTREF: 1012):



The screenshot shows a 'Payment Line Enquiry' window with two main sections: 'Receipt' and 'Payment Line'.

**Receipt Section:**

- Receipt Number: 1999414353
- Recipient Name: [Empty]
- Address: [Empty]
- Receipt Status: Unbanked Reversed
- Drawer ID: AVERI
- Cashier Name: Eddi Chicco
- Date/Time: 30-Mar-2005 10:38:36
- Receipt System Date: 30-Mar-2005

**Payment Line Section:**

- Description: Payment
- Payment Type: AMEX Card 1
- Bank Reference: 230205C
- Bank: [Empty]
- Drawer: [Empty]
- Number: 555555555554444
- Date Expired: 3 / 2006
- Remittance Number: [Empty]
- VeriSign Reference: V64R78581784
- VeriSign Status: Captured (30-Mar-2005 / CUSTREF: 1012)
- Amount: 200.00

A black oval highlights the 'VeriSign Reference' and 'VeriSign Status' fields. A 'Close' button is located at the bottom right of the window.

*Payment Line Enquiry showing validated and captured credit card transaction*

Upon acceptance of the Receipt the payment will be processed. The validation process 'captures' the funds against the credit card until the Receipt is accepted. Once the Receipt is accepted, a call is made to the Online Validation System to process the previously captured funds, so that the payment can be processed and finalised.

If the Receipt is **voided** or the Payment Line deleted, the authorised funds remain authorised on the customer's credit card and are released 5 – 7 days later. If the Payment Line has been authorised, the only change a cashier can make is to decrease the Payment amount. If the Status shows an error, then all details may be changed.

When the Receipt is accepted, the Payment details are processed. If the Payment is not successfully processed, then the Receipt remains unprocessed and each Allocation Line is not able to be processed. The Receipt remains in a suspended status with no Allocation Lines processed until the Payment has been validated and processed.

Pathway retains the unique reference provided by the Online Validation System and adds it to the Receipt's Payment Line detail. This field is available as a searchable field in Receipt Enquiry to allow Payment Line searching.

### Receipt Reversal

The Receipt Reversal process reverses any funds that have been processed via the Online Validation System web site. The Payment reference recorded from the original payment is used to identify the payment that needs to be reversed. The reversal process reimburses the funds on the credit card and the reference for the reversal is held against the reversal Payment Line which is created.

**Note:** If payment funds cannot be reversed then the Receipt is not able to be reversed. If the reversal process encounters any problems such as "Time out waiting for Response" "Out of Memory" or "Error reading response from Host" etc an email will be sent to the cashier to indicate the need to manually adjust the transaction.

**Payment Line Enquiry**

Receipt			
Receipt Number	1999414353	Drawer ID	AVERI
Recipient Name		Cashier Name	Eddi Chicco
Address		Date/Time	30-Mar-2005 10:38:36
Receipt Status	Unbanked Reversed	Receipt System Date	30-Mar-2005

Payment Line	
Description	error
Payment Type	AMEX Card 1
Bank Reference	230205C
Bank	
Drawer	
Number	555555555554444
Date Expired	3 / 2006
Remittance Number	
VeriSign Reference	V63R78581959
VeriSign Status	Credited (30-Mar-2005 / CUSTREF: 1017)
Amount	-200.00

Close

*Payment Line Enquiry showing a credited transaction*

### Multiple Credit Card Payment Lines

Where multiple credit card Payment Lines are added to a Receipt, all Payment Line credit cards must be successfully processed for the Receipt to be accepted and the Allocation Lines to be processed.

### Negative Receipts

Negative Receipts cannot be processed by the Online Credit Card Validation System.

### Receipt Defaults

If a Payment Type with the 'Online Validation' flag checked ON is used in Receipt Default Maintenance, the count for the actual transactions will be based on how many Payment Lines use the Receipt defaults,

e.g.

If a cheque is defaulted (A 'cheque' Payment Type does not have 'Online Validation' flag set ON), the total transaction count for that cheque will be 1. If a Visa payment is defaulted (A 'VISA' Payment Type has 'Online Validation' flag checked ON) and 5 Payment Lines have been created using those defaults, the transaction number will be 5 instead of 1.

### Online Credit Card Validation during Receipt Entry (using ADVAM)

#### *Release 3.04 change in functionality – single Payment Transaction (by default)*

Where a Payment Line on a Receipt uses a Receipt Type for which online credit card validation is required, a single Payment transaction will be sent to Advam when the Receipt is accepted, rather than an Authorisation transaction being sent when the Payment Line is added followed by a Completion transaction when the Receipt is accepted (as was the case in Release 3.03)

**Note:** This will be parameterised in a later Release to allow sites to select either Payment (by default) or Authorisation/Completion as required by their contract with Advam.

This only applies to sites using Advam. Where a site uses VeriSign for online credit card validation, Pathway will continue to send an Authorisation transaction when the Payment Line is added followed by a Delayed Capture transaction when the Receipt is accepted.

*Functionality changed by Fix 03033534 in Release 3.03 - Pre-Authorisation + Completion Transactions i.e. Pre-authorisation is no longer performed when using ADVAM Online validation*

If a Payment Type that defines Online Validation is selected for a Payment Line during Receipt Entry, a Pre-Authorisation request is sent to Advam when the Payment Line is added to the Receipt. The Pre-Authorisation request, if successful, allocates the payment amount from the Payment Line against the customer's credit card account. If the request is unsuccessful, a message will be displayed to the cashier indicating the reason for the failure.

When the cashier accepts the Receipt, a Completion request is sent to Advam for each Payment Line on the Receipt for a Payment Type that defines Online Validation. The Completion request, if successful, charges the payment amount from the Payment Line to the customer's credit card account.

If a Payment Line for which a Pre-Authorisation request has already been sent to Advam is deleted, either individually or by voiding the entire Receipt, the Pre-Authorisation cannot be reversed or cancelled, so the funds will remain allocated to the customer's credit card until the Pre-Authorisation expires (the expiry period depends on the card-issuing Bank, and is typically 5 – 7 days).

If a Receipt is reversed, a Refund request is sent to Advam for each Payment Line on the Receipt for a Payment Type that defines Online Validation. The Refund request, if successful, refunds the payment amount from the Payment Line to the customer's credit card account.

### **Internet/Online Validation System Unavailable**

Where there is a communication problem, i.e. the Internet is unavailable or the Online Validation System is unavailable, a negative status will be returned. The Receipt will be able to be suspended with the appropriate details and accessed later by the Cashier to be accepted.

Note that in this instance the Cashier will be prompted with a message asking whether the Payment Line details should be added to the receipt and processed at a later time. If the Cashier says "Yes" then the Payment Line will be saved, an On Line Validation Status of "E" will be recorded against the saved Payment Line. If the cashier says "No" then the payment details will not be added to the receipt.

If an unverified Payment Line exists against the receipt, then the receipt will remain in a suspended state. If the user attempts to accept the receipt, the Payment Line details will be attempted to be verified. If the Payment Line details cannot be verified then the receipt will not be able to be accepted and will remain in a "Suspended" state.

- 
- ☐ An authorisation key supplied by Infor (Please contact your Account Manager if you require access)
  - ☐ Internet Access
  - ☐ Access to an Online Validation System and the related Web Site. (Details and parameters of the Online Validation System are stored under the Credit Card System Maintenance menu option within the Receipt Module.)

During Receipt Entry, when a Credit Card payment is added to a Receipt, normal Payment Line validation rules will apply in the first instance. If everything validates correctly, the Credit Card validation process will take place if the Payment Type has been enabled for Online Validation.

The validation process ensures that the card details entered comply with the following criteria:

- ☐ *A valid Credit Card Number*  
If the Credit Card Number is invalid an error is displayed to the cashier reporting that the card is invalid. The Payment Line is unable to be processed and, as such, the Receipt is unable to be accepted with the entered Payment details.
- ☐ *Sufficient Funds exist to complete the Transaction*

If funds are not available to complete the transaction, then an error will be displayed to the cashier reporting that the available limit has been exceeded or that sufficient funds do not exist to complete the transaction. The Payment Line will not be added to the Receipt and the Cashier will need to enter new Payment details.

If the validation process is successful, the Payment Line details are added to the Receipt and the Online Validation Status and Online Reference will be recorded against the Payment Line, e.g. V54R52852578 and Captured (01-Dec-2004 / CUSTREF: 103):

Upon acceptance of the Receipt the payment will be processed. The validation process 'captures' the funds against the credit card until the Receipt is accepted. Once the Receipt is accepted, a call is made to the Online Validation System to process the previously captured funds, so that the payment can be processed and finalised.

If the Receipt is **voided** or the Payment Line deleted, the authorised funds remain authorised on the customer's credit card and are released 5 – 7 days later. If the Payment Line has been authorised, the only change a cashier can make is to decrease the Payment amount. If the Status shows an error, then all details may be changed.

When the Receipt is accepted, the Payment details are processed. If the Payment is not successfully processed, then the Receipt remains unprocessed and each Allocation Line is not able to be processed. The Receipt remains in a suspended status with no Allocation Lines processed until the Payment has been validated and processed.

Pathway retains the unique reference provided by the Online Validation System and adds it to the Receipt's Payment Line detail. This field is available as a searchable field in Receipt Enquiry to allow Payment Line searching.

### Receipt Reversal

The Receipt Reversal process reverses any funds that have been processed via the Online Validation System web site. The Payment reference recorded from the original payment is used to identify the payment that needs to be reversed.. The reversal process reimburses the funds on the credit card and the reference for the reversal is held against the reversal Payment Line which is created.

**Note:** If payment funds cannot be reversed then the Receipt is not able to be reversed. If the reversal process encounters any problems such as "Time out waiting for Response" "Out of Memory" or "Error reading response from Host" etc an email will be sent to the cashier to indicate the need to manually adjust the transaction.

### Multiple Credit Card Payment Lines

Where multiple credit card Payment Lines are added to a Receipt, all Payment Line credit cards must be successfully processed for the Receipt to be accepted and the Allocation Lines to be processed.

Where there is a problem verifying the credit card details, i.e. the Internet is unavailable or the Online Validation System web site is unavailable, then the Receipt is able to be suspended with the appropriate details and accessed at a later time by the cashier. In this instance the cashier will be prompted with a message asking whether the Payment Line details should be added to the Receipt and processed at a later time. If yes, then the Payment Line will be saved, otherwise these details will not be added to the Receipt.

If an unverified Payment Line exists on a Receipt, then the Receipt will remain in a suspended state. Any attempt to accept the Receipt will trigger an attempt to verify the Payment Line details. If the Payment Line details cannot be verified then the Receipt will not be able to be accepted and will remain in a 'suspended' state. Alternative Payment details may therefore be required.

### Negative Receipts

Negative Receipts cannot be processed by the Online Credit Card Validation System.

### Receipt Defaults

If a Payment Type with the 'Online Validation' flag checked ON is used in Receipt Default Maintenance, the count for the actual transactions will be based on how many Payment Lines use the Receipt defaults,

e.g.

If a cheque is defaulted (A 'cheque' Payment Type does not have 'Online Validation' flag set ON), the total transaction count for that cheque will be 1. If a Visa payment is defaulted (A 'VISA' Payment Type has 'Online Validation' flag checked ON) and 5 Payment Lines have been created using those defaults, the transaction number will be 5 instead of 1.

**Internet/Online Validation System Unavailable**

Where there is a communication problem, i.e. the Internet is unavailable or the Online Validation System is unavailable, a negative status will be returned. The Receipt will be able to be suspended with the appropriate details and accessed later by the cashier to be accepted.

Note that in this instance the cashier will be prompted with a message asking whether the Payment Line details should be added to the receipt and processed at a later time. If the cashier says "Yes" then the Payment Line will be saved, an On Line Validation Status of "E" will be recorded against the saved Payment Line. If the cashier says "No" then the payment details will not be added to the receipt.

If an unverified Payment Line exists against the receipt, then the receipt will remain in a suspended state. If the user attempts to accept the receipt, the Payment Line details will be attempted to be verified. If the Payment Line details cannot be verified then the receipt will not be able to be accepted and will remain in a "Suspended" state.

**Host Server Unavailable**

When sending a credit card transaction request to Advam, if the primary Advam gateway server is down for maintenance, the transaction request is automatically redirected to the secondary 'failover' gateway server.

Note that a LinkTest request is sent to Advam immediately before sending the transaction request: The LinkTest response indicates the gateway server (primary or secondary) to which the transaction request should be sent.

In the highly unlikely event that both the primary and secondary servers are down, the LinkTest request will not find an active server and the message 'The Advam LinkTest request did not find an active Advam gateway server. Please contact Advam Support for assistance.' will be displayed, and the transaction request will not be sent.

## Receipt Entry Defaults

It is possible to specify a 'Default' Payment Type, and values, for the entry of multiple receipts. This allows details of a Cheque to be entered once, along with the Amount, and those details will be defaulted as the payment details on each receipt entered until the Balance reaches zero. A button appears on the main Receipt Entry form to allow the entry of these 'Default' values if required.

This function works in the following way:

In Receipt Entry, the Payment Line values will all default to the default values supplied, except the Amount Tendered. The Amount Tendered Balance will be shown separately, next to the actual Amount Tendered. Each time a Payment Line with the default values is entered on a Receipt, the Amount Tendered on the Payment Line will decrease the Amount Tendered Balance. If any Payment Line is modified or deleted then the Amount Tendered will be added back to the Balance Amount.

If the operator changes the Payment Type on a particular Payment Line while defaults are in effect, the default values will be cleared out of the fields and any Payment Line subsequently entered will not cause the Amount Tendered Balance to be decreased. In addition, any variation from the defaults in the values of the other fields on the Payment Line will result in the Amount Tendered Balance not being reduced. However, as soon as the operator restores the Payment Type to the default one specified on the "Receipt Defaults" screen, the default values in the other Payment Line fields will be restored, and Payment Lines subsequently entered will once again reduce the Amount Tendered Balance.

The default values will potentially be retained across the entry of multiple Receipts. When the Amount Tendered Balance has been reduced to zero, the Payment Line Defaults will be cleared out, and the default Payment Type will revert to the Payment Type specified against the relevant Drawer. The operator will then be able to enter a new set of Payment Line Defaults, although it should be noted that they would be able to alter the defaults at any time. To clear out the Payment Line Defaults before the Amount Tendered Balance has been reduced to zero, the operator will simply access the "Receipt Defaults" screen and clear out the Payment Type field.

### Transaction Limits for Payment Line Defaults

For the purposes of counting the number of Transactions before issuing a warning that the Transaction Limit for a Transaction Type has been reached, any Payment Line Defaults that have been set up will count as 1 transaction.

e.g.

If a Payment Line Default has been set up for the CQ Payment Type for an amount of \$500, regardless of the number of Receipts or Payment Lines issued as part of this Payment Type, it will only be counted as 1 Transaction.

## Receipt Payment Line Defaults Form

This form allows entry of Payment Line Defaults which can be used in the entry of multiple receipts.

Amount Tendered Balance	500.00
Payment Type	CQ >> Cheque
Number	987654
Drawer	Ms D. Smith
BSB	101010
Bank	ANZ
Branch	Glenside
Remittance Number	

Continue Quit

*Receipt Payment Line Defaults Form*

### Amount Tendered Balance

This field allows entry of a default amount for a group of receipts. The balance in this field will continue to decrease with each payment line that uses this default payment. Once the balance is reduced to zero the default Payment type for the Drawer will be reinstated and the default values cleared.

If you void a receipt that contained a Payment Line that conformed to the chosen defaults, then the Amount will be added back onto the Balance. Similarly, if you delete a Payment Line from a receipt that was for the default values, then the Amount will be added back onto the Balance.

If you modify a Payment line on a Receipt in such a way that the values no longer conform to the default values, then the Amount will be added back onto the Balance Amount. Conversely, if you modify a Payment Line so that it now does conform to the chosen default values, then the Amount will be subtracted from the Balance amount.

Once you accept a receipt, if there is a Balance Amount remaining, the new Receipt Entry display will display the original default values, even if the Payment Type had been temporarily overridden on the previously accepted receipt. Once the Balance has been reduced to zero, or manually cleared on the Receipt Default form then the Payment Type will revert to the default for the current Drawer Id and the default values will all be cleared from the Receipt Entry display.

### Payment Type

Enter the Payment Type e.g. CASH, CQ etc of the Payment Line default, or alternatively, you may select one from the Pop Up. Once a Payment Type is chosen the fields available on the form will change according to Payment Type parameter settings. If you clear out the Payment Type field, all the fields will be cleared.

### Number

This field can be used for credit card numbers, cheque numbers etc. It will accept alpha and numeric data. No validation occurs on this field.

### Drawer

This field is used to enter the name of the drawer of the cheque. The details in this field will be used on any payment lines using Receipt Defaults instead of the Recipient Name details. (Where a payment line does not use details held in 'Receipt Defaults' then the Recipient Name details will be used where appropriate.)

### Date Expired

This field allows entry of a card expiry date in month and year format.

### BSB

Enter the BSB number for the cheque.

### Bank

This field appears if and only if the BSB field appears. When a BSB number is entered which corresponds with a record in the Bank Details Maintenance form, the Bank and Branch relating to that BSB number will appear.

**Branch**

This field appears if and only if the BSB field appears. When a BSB number is entered which corresponds with a record in the Bank Details Maintenance form, the Bank and Branch relating to that BSB number will appear.

**Remittance Number**

This field is setup in the Payment Groups Maintenance form to appear depending on the Payment Type selected. It is used in association with payment by cheque.



# Reversals and Transfers

## Receipt Reversal

If a receipt needs to be reversed because of an error or miscalculation, this can be carried out only after the receipt has been accepted.

Click the Reversal/Transfer button and search for/select the receipt you want to reverse. From the Receipt Enquiry form, click the Reverse button.

The screenshot shows the 'Receipt Enquiry' window. It contains several input fields for receipt details, a table of allocation lines, and summary fields at the bottom right.

**Receipt Fields:**

- Receipt Number: 16396
- Recipient Name: [Empty]
- Address: [Empty]
- Receipt Status: Unbanked
- Bank Reference: pc2508
- Archived: ☐
- Source: Online
- Offline Reference: [Empty]
- Drawer ID: PC
- Cashier Name: Trigona Liakos
- Date/Time: 25-Aug-2000 09:20:37
- Reversal Drawer ID: [Empty]
- Reversal Cashier: [Empty]
- Reversal Date/Time: [Empty]

**Allocation Table:**

Allocation Reference	Qualifier	Description	Processed	Payment Type	Amount
RC	POS	ADELAIDE	Possum Trap - Positive only	<input checked="" type="checkbox"/>	5.00
		Payment		Cash	-5.00

**Summary Fields:**

- Amount Allocated: 5.00
- Amount Tendered: 5.00
- Change: 0.00

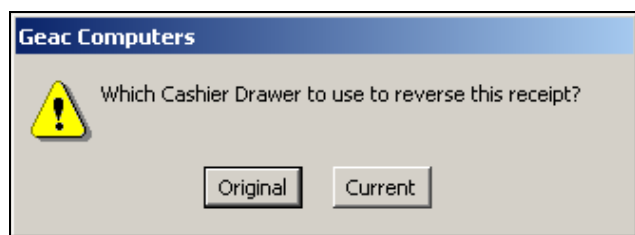
**Buttons:** Reverse, Print, Close

*Receipt Enquiry Form showing Reverse Button*

Enter a reason for the reversal in the Reversal Reason Form. The receipt will be reversed and a new allocation line will be added displaying details of the reversal.

A reversal affects the entire receipt. The Receipt Status field will say 'Reversed'.

If a receipt is reversed by a cashier drawer other than the issuing cashier drawer, an option is available to choose whether you wish to reverse the receipt in the current cashier drawer or the original issuing cashier drawer. If the Original Cashier Drawer is selected and the receipt is "Unbanked", the reversed amount will be taken from the original issuing cashier drawer and the supervisor drawer totals will be updated against the original issuing Cashier Drawer. If the Current Cashier Drawer is selected and the receipt is "Unbanked", the reversed amount will be taken from the current Cashier Drawer and the Supervisor Drawer Totals will be updated against the current Cashier Drawer.



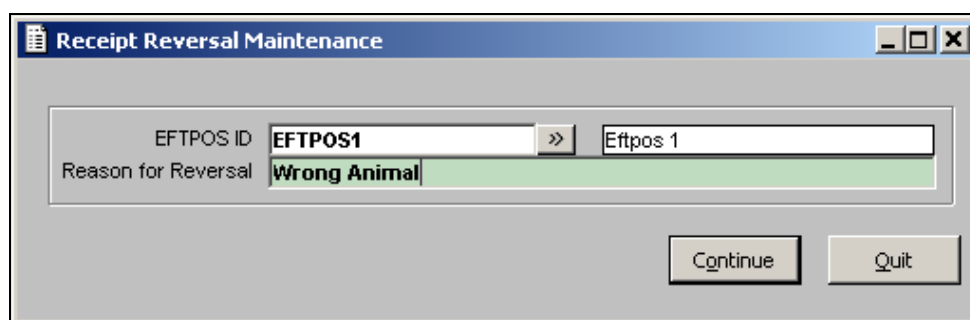
If reversing a "Banked" receipt, the Bank Reference passed to Ledger Export File (CFITRAN) will be the bank reference in the receipt header (BANKREF.CRRCPT) plus the reserved letter "R".

Note: Reversing a 'banked' receipt does not affect the drawer balance of the drawer in which it is reversed.

However, for an "Unbanked" receipt, the scenario is different, the following situations have to be considered:

- Current cashier drawer or Original Cashier Drawer is selected to reverse a receipt
- Cashier Sign On Bank Reference for the reversing drawer might be different from the Cashier Sign On Bank Reference for the original drawer or
- Not using the same EFTPOS machine (EFTPOS ID is different) when reversing.

Where different EFTPOS machines are used for accepting a receipt and reversing the receipt, the field EFTPOS ID is available to the cashier on the Receipt Reversal Maintenance form to select the right EFTPOS machine while the original EFTPOS machine is defaulted.



To ensure that the correct banking reference is being used when the reversals are being performed, the same rules need to be applied as in Receipt Entry.

For a single payment line:

- 1) If the original Payment Type uses an EFTPOS machine, the EFTPOS ID selected at Receipt Reversal Maintenance is passed as the bank reference to the Ledger Export File (CFITRAN).
- 2) If the original payment type does not use an EFTPOS machine
  - A: The Original Cashier Drawer is used to reverse the receipt: the Bank Reference in the receipt header is passed as the Bank Reference to the Ledger Export File (CFITRAN).
  - B: The Current Cashier Drawer is used to reverse the receipt: the Cashier Sign On Banking Reference for the current cashier drawer and the appropriate Payment Type Suffix appended is passed as the Bank Reference to the Ledger Export File (CFITRAN).
- 3) If the Cashier Sign On banking reference for the reversing drawer is not provided, that means there is no need to populate the Bank Reference. The Bank Reference passed to the Ledger Export File (CFITRAN) will be null.

For multiple payment lines:

- 1) If the Cashier Sign On banking reference for the reversing drawer is not provided, that means there is no need to populate the Bank Reference. The Bank Reference passed to the Ledger Export File (CFITRAN) will be null.
- 2) Populating Bank Reference for reversed Payment Lines (BANKREFS.CRCPAYL)

If an EFTPOS transaction is involved for the payment line, the payment line bank reference for the reversed payment line will be populated with the related EFTPOS ID.

If the payment line does not involve an EFTPOS transaction, the payment line bank reference for the reversed payment line will be populated with:

A: the current drawer Cashier Sign ON banking reference and the appropriate Payment Type Suffix appended if the current cashier drawer is used to reverse the receipt.

B: same bank reference as original payment line.

### 3) Reference passed to Ledger Export File (CFITRAN)

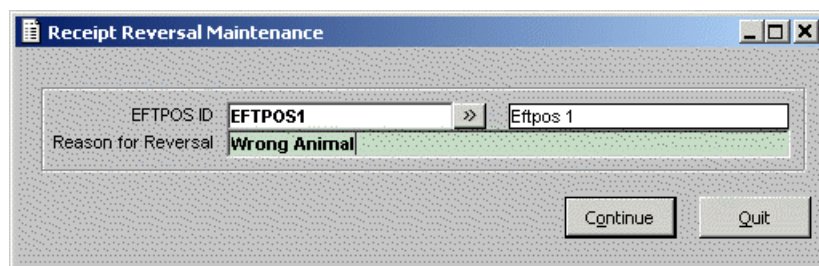
If the Original Cashier Drawer is used to reverse receipt, the bank reference in the receipt header will be passed to CFITRAN. There is an exception where all Payment Types use EFTPOS transactions. In this case the Bank Reference will be the EFTPOS ID selected at Receipt Reversal Maintenance.

If the current cashier drawer is used to reverse the receipt:

- If all payment types have values in the Payment Type suffix and the suffixes are the same, the Bank Reference will be the reversing drawer Cashier Sign On banking Reference with payment type suffix.
- If all payment types use EFTPOS transactions, the Bank Reference will be the EFTPOS ID selected at Receipt Reversal Maintenance.
- For the situations other than above two, the Bank Reference will be the reversing drawer Cashier Sign On banking Reference with the suffix of 'X'.

## Reversal Reason Form

This form prompts for a reason to be given for the receipt reversal.



*Reversal Reason Form*

### EFTPOS ID

This field defaults the EFTPOS ID used in the original receipt. The cashier is able to change it if required by keying in an existing ID or selecting one from the Pop Up.

### Reason for Reversal

This field requires a reason for the reversal to be entered. This reason will then display on each of the Reversed lines where a reversal displays.

## Transfers

If an allocation line needs to be transferred to another account number, for example, the following procedure can be followed:

When a receipt has been accepted in Receipt Entry, click the Reversals/Transfers button and search on the required receipt number. At the Receipt Enquiry form click the details button corresponding to the allocation line you wish to transfer. Details of the allocation line will display. Click the Transfer button and enter the transfer details on the Allocation Transfer form.

The Insert button can be used to insert another allocation line if the allocation is to be split into more than one amount.

Click the Continue button to process the Transfer and return to the Receipt Enquiry form which now displays details of the transfer.

An zero allocation line on an Animal Receipt can be transferred to another animal for the same amount. It cannot be transferred to a different application, e.g. Miscellaneous Receipts, or Applications.

## Allocation Line Enquiry Form

This form is a summary of a single Allocation Line.

The screenshot shows a software window titled "Allocation Line Enquiry". It is divided into three main sections: "Receipt", "Allocation Line", and "Transfer" details.

**Receipt Section:**

- Receipt Number: 1999411879
- Recipient Name: Alfred Brown
- Address: 121 Brougham Ct, NORTH ADELAIDE SA 5006
- Receipt Status: Unbanked
- Receipt System Date: 17-Feb-2004
- Drawer ID: EN
- Cashier Name: Eddi Chicco
- Date/Time: 17-Feb-2004 14:23:16

**Allocation Line Section:**

- Description: Heritage Buildings Register
- Application Code: RG
- Allocation Reference: HERITAGE/S
- Qualifier: (empty)
- Amount: 40.00
- Line Status: Processed

**Transfer Section:**

- Transfer In Details: (empty box)
- Transfer Out Details: (empty box)

A "Close" button is located at the bottom right of the window.

*Allocation Line Enquiry Form*

**Allocation Line Enquiry**

**Receipt**

Receipt Number: 394173  
 Recipient Name:   
 Address:   
 Receipt Status: Unbanked

Drawer ID: EN  
 Cashier Name: Eddi Nettle  
 Date/Time: 23-Oct-2000 11:12:57

**Allocation Line**

Description: Using different ledger  
 Application Code: RC  
 Allocation Reference: UNPROC  
 Qualifier:   
 Amount: 20.00  
 Line Status: Unprocessed

**Transfer In Details**

**Transfer Out Details**

Close

*Allocation Line Enquiry form showing Line Status details*

### Receipt Number

This field shows the Receipt Number of the Line Allocation.  
 This field is display only and cannot be maintained.

### Recipient Name and Address

This field shows the Name and Address of the Recipient of the receipt.  
 These fields are display only and cannot be maintained.

### Receipt Status

This field shows the Receipt Status of the receipt.  
 This field is display only and cannot be maintained.

### Drawer ID

This field shows the Drawer ID of the Line Allocation.  
 This field is display only and cannot be maintained.

### Cashier Name

This field shows the Cashier Name of the Line Allocation.  
 This field is display only and cannot be maintained.

### Date/Time

This field shows the Date and Time of the receipt.  
 These fields are display only and cannot be maintained.

### Allocation Line Description

This field shows the Description of the Line Allocation.  
 This field is display only and cannot be maintained.

### Application Code

This field displays the Application Code of the Line Allocation record.  
 This field is display only and cannot be maintained.

### Allocation Reference

This field displays the Allocation Reference of the Line Allocation record. This field is display only and cannot be maintained. Clicking the Detail button alongside this field will detail out (in Enquiry mode) to the external application occurrence for which the allocation line has been created. (Please Note, this function does not apply to Miscellaneous Receipts (RC), General Ledger Receipts (GL), Project Receipts (PR), Accounts Receivable Receipts (AR) and User Defined Receipting Applications).

**Note:** If a user does not have authority to the application, then clicking the detail button will merely display a message similar to the following: "The current user is not authorised to access the Camping Grounds register."

**Qualifier**

This field displays the Qualifier of the Line Allocation record.  
This field is display only and cannot be maintained.

**Amount**

This field shows the Amount of the Line Allocation record.  
This field is display only and cannot be maintained.

**Line Status**

When an Allocation Line has been transferred, this field will have the value of "Yes".

**Transfer In Details**

These fields display any receipt transfer in details for the Allocation Line. The details displayed are the Drawer ID, Cashier and Date/Time on which the Allocation Line was transferred from a different Allocation Line. It is possible to have both Transfer In and Out details displaying on a single Allocation Line, if the Allocation line has been transferred both in and out.

**Transfer Out Details**

These fields display any receipt transfer out details for the Allocation Line. The details displayed are the Drawer ID, Cashier and Date/Time on which the Allocation Line was transferred to a different Allocation Line. It is possible to have both Transfer In and Out details displaying on a single Allocation Line, if the Allocation line has been transferred both in and out.

**Allocation Transfer Form**

This form is used to transfer Allocation Lines from one Allocation Reference to another. Allocation Lines are able to be split into more than one new Allocation Line by selecting on the Insert button.

**Allocation Transfer**

**Allocation Line**

Application: Animals  
Allocation Reference: PCAT-38/DOMEST  
Qualifier: 5143-1/1998  
Amount: 20.00

Application Code	Allocation Reference	Qualifier	Description	Amount
RC	H3		transfer	20.00

Buttons: Insert, OK, Cancel

*Allocation Transfer Form***Application**

This field shows the Application that the Allocation Line was originally allocated to.  
This field is display only and cannot be maintained.

**Allocation Reference**

This field shows the Allocation Reference that the Allocation Line was originally allocated to.  
This field is display only and cannot be maintained.

**Qualifier**

This field shows the Qualifier that the Allocation Line was originally allocated.  
This field is display only and cannot be maintained.

**Amount**

This field shows the Amount that the Allocation Line is for.  
This field is for display only and cannot be maintained.

**Application Code**

This field is used to transfer the Allocation Line to a new Application Code.  
Press F2 or double select on the field to access the Pop Up form.

**Allocation Reference**

This field is used to transfer the Allocation Line to a new Allocation Reference. If the Allocation Reference is not known, a search can be done using the Allocation Line Maintenance form. This form can be accessed by entering the Application Code then tabbing out of all the fields.

**Qualifier**

This field is used to transfer the Allocation Line to a new Qualifier.

**Description**

This field is used to enter a new description for the Allocation Line.

**Amount**

This field is used to enter a new amount for the Allocation Line. If an amount entered is less than the original, and you press OK, the difference remains allocated to the original line. Entering an amount above that of the original Allocation Line is not allowed and will not be accepted by the system.

**Payment Line Enquiry Form**

This form is a summary of a single Payment Line.

Payment Line Enquiry	
<b>Receipt</b>	
Receipt Number	1234570286
Recipient Name	
Address	
Receipt Status	Unbanked
Drawer ID	ECHIC
Cashier Name	Eddi Chicco
Date/Time	01-Dec-2004 11:14:39
Receipt System Date	01-Dec-2004
<b>Payment Line</b>	
Description	Payment
Payment Type	American Express Payment
Bank Reference	011204A
Bank	
Drawer	
Number	555555555554444
Date Expired	3 2005
Remittance Number	
VeriSign Reference	V54R52852578
VeriSign Status	Captured (01-Dec-2004 / CUSTREF: 103)
Amount	100.00
Close	

Payment Line Enquiry Form

Payment Line Enquiry	
<b>Receipt</b>	
Receipt Number	1999414711
Recipient Name	
Address	
Receipt Status	Unbanked Reversed
Drawer ID	EDDI
Cashier Name	Eddi Chicco
Date/Time	03-Aug-2005 10:49:43
Receipt System Date	03-Aug-2005
<b>Payment Line</b>	
Description	Payment
Payment Type	Secure Payment
Bank Reference	181104S
Bank	
Drawer	
Number	2222*****5555
Date Expired	9 2006
Remittance Number	
VeriSign Reference	
VeriSign Status	
Amount	40.00
Close	



*Payment Line Enquiry form showing the Encryption Display Format in the Credit Card Number field*

**Receipt Number**

This field shows the Receipt Number of the Payment Line.  
This field is for display only and cannot be maintained.

**Recipient Name**

These fields show the Recipient's Name and Address.  
These fields are for display only and cannot be maintained.

**Receipt Status**

This field shows the Status of the receipt.  
This field is for display only and cannot be maintained.

**Drawer ID**

This field shows the Drawer ID of the Payment Line.  
This field is for display only and cannot be maintained.

**Cashier Name**

This field shows the User Name or Cashier Name of the person who generated the Payment Line.  
This field is for display only and cannot be maintained.

**Date/Time**

This field shows the Date and Time of the receipt being generated.  
This field is for display only and cannot be maintained.

**Receipt System Date**

This field displays the System Date on which the Payment was made. This may differ from the Date/Time recorded on the receipt. (If you are authorised to edit the Receipt Date/Time, then the Date/Time field will be available for maintenance both in Receipt Entry and Overriding Details.)

**Description**

This field shows the Description of the Payment Line.  
This field is for display only and cannot be maintained.

**Payment Type**

This field shows the Payment Type of the Payment Line. This field is for display only and cannot be maintained.

**Bank Reference**

This field displays the Bank Reference of the Payment Line. The Bank Reference is set up for the Drawer at Cashier Sign in, but can be overridden during Receipt Entry. If EFTPOS is used, then the EFTPOS ID will display here instead of the Bank Reference.

**Note:** If no Banking Reference has been provided at Cashier Sign On, then the Bank Reference on the Payment Line will not be populated.

When a Receipt is reversed by another Drawer, the Reversal Bank Reference will refer to the overriding Bank Reference for the reversing Drawer.

**Bank**

These fields show the BSB, Bank and Branch of the Payment Line. These fields may be blank depending on the Payment Types used.  
These fields are for display only and cannot be maintained.

**Drawer**

This field shows the Drawer for the Payment Line. This field may be blank depending on the Payment Type used.  
This field is for display only and cannot be maintained.

**Number**

This field shows the Number for the Payment Line. This field may be blank depending on the Payment Type used. This field is for display only and cannot be maintained.

If Online Credit Card Validation is ON (authorised function), the Number field will use the display template details if they have been defined to display the number using a display template.

**Date Expired**

These fields show the Date Expired (month and year) for the Payment Line. These fields may be blank depending on the Payment Type used.

This field is for display only and cannot be maintained.

**Remittance Number**

This field shows the Remittance Number for the Payment Line. This field may be blank depending on the Payment Type used.

This field is for display only and cannot be maintained.

**Payment/Online Reference**

This field is used for Online Credit Card Validation. (If Online Credit Card Validation is not used then this field will be used to record a Payment Reference if applicable). It records the Online Reference which is passed from the Online Validation System to identify the transaction, e.g. V54R52852578.

The user –defined label for the selected Online Validation System is used when displaying the field label, e.g. VeriSign Reference.

See further details in [Online Validation of Credit Card Details](#)

Note: Previously, ADVAM transaction receipts displayed 'ORN:' as a prefix within the Original Reference Number field. Additionally the contents of the Original Reference Number was limited to a maximum of 12 characters. Since this functionality was implemented it has become apparent that this field is not large enough to cater for some Original Reference Numbers (e.g. a 12 character ORN 123456789123 was truncated to the first 8 digits -> ORN:12345678). As this Original Reference Number originates from the banks the length may vary.

As a result, the following changes have been made:

- a) Removal of the 'ORN:' prefix from within this data field.
- b) Increase the size of the Original Reference Number field to 25 characters.

**Payment/Online Validation Status**

This field is used for Online Credit Card Validation. (If Online Credit Card Validation is not used then this field will be used to record a Payment Status if applicable). It records the Status of the online validation. It displays whether the funds are being 'held' or have been 'captured' along with the date and Customer Reference Number, e.g. Captured (01-Dec-2004 / CUSTREF: 103 or Credited (03-Dec-2004 / CUSTREF: 35).

The user –defined label for the selected Online Validation System is used when displaying the field label, e.g. VeriSign Status.

See further details in [Online Validation of Credit Card Details](#)

**Amount**

This field represents the amount of the Payment Line.

This field is for display only and cannot be maintained.

# Receipt Enquiry

The following topics are covered in this section:

[Receipt Enquiry](#)

# Receipt Enquiry

## Receipt Search Profile Form

This form allows you to enter a search profile on which to base your search. Advanced Search Profile Techniques may be used on this form. For more information on Advanced Search Profile Techniques please refer to the How to Use User Guide.

Search Profile information entered on a previous search does not have to be cleared if it is within a different component of the form. For instance, if a search has been performed on CASH in the "Filter by Payment" component and you then wish to perform an Application Code search, the Payment Type does not have to be cleared out.

Once the receipt search is initiated (by selecting the Search Button) the system will retrieve all receipts that match your search criteria. If only one match is found you will be presented with the Receipt Enquiry form. If more than one match is found the Receipt Selection form is displayed. If no receipts match your Search Profile then the message "No occurrences match the search profile" is displayed, respond to the message by selecting the OK button.

**Receipt Search Profile**

Receipt Number [ ] - [ ]  
Date/Time [ ] - [ ]  
Receipt System Date [ ] - [ ]  
Drawer ID [ ] >> [ ]  
Cashier Name [ ] >> [ ]  
Receipt Amount [ ]  
Bank Reference [ ] Bank Ref. Detail ☐  
Offline Reference [ ]  
Receipt Status (none) [v]  
Search Order Descending [v]

☐ **Filter by Payment**

Payment Type [ ] >> [ ]  
Number [ ]  
Drawer [ ]  
BSB [ ] >> [ ] [ ]  
Remittance Number [ ]  
Payment Reference [ ]

☐ **Filter by Allocation**

Application Code [ ] >> [ ]  
Allocation Reference [ ]  
Qualifier [ ]

Search Close

Receipt Search Profile Form

**Receipt Number**

Enter the Receipt Number or Receipt Number Range on which the Search is to be based. If a Receipt Number is entered in the 'From' field and Tab is pressed, then the 'To' field will be defaulted to the value in the 'From' field. This enables searching on one Receipt Number. A default 'To' value is only applied when the 'From' field is modified and the field is left and there is no value in the 'To' field.

**Date/Time**

Enter a Date and Time range on which the Search is to be based. Selecting F2 in either of the Date/Time fields will bring up the Date/Time Pop Up form.

**Note:** If the same Date is manually entered into the From and To Date fields and Tab pressed each time, the Time component for each field will be set to midnight (i.e. 00:00:00). If a search is subsequently performed, no records will be retrieved. To retrieve records for one particular day (e.g. 15/12/00), then either the Time component in each Date/Time field needs to be different (e.g. 08:00:00 and 17:00:00) or the Date Range should be spanning 2 days (e.g. 15/12/00 - 16/12/00).

**Receipt System Date**

As receipt entry date can be modified at Receipt Entry, this field has been introduced to record the actual date when the receipt is created in the System. By entering the receipt system date range and bank reference (A wildcard character is allowed), you will be able to get the total amount against each eligible bank reference. If a bank reference ends with "X" which is the indicator that multiple payment types are used, the break down of "X" is also introduced. This function is useful when you want to break down the bank reference ending with "X" in the Bank Summary Report or General Ledger Interface consolidation report on Banking Reference.

**Drawer ID**

Enter a Drawer ID on which the Search is to be based. Or, you can select the required drawer from the Pop Up form.

**Cashier Name**

Enter the Cashier Name on which the Search is to be based. Or, you can select the required Cashier from the Pop Up form.

**Receipt Amount**

Enter the Allocated Amount on which the Search is to be based.

**Bank Reference**

Enter the Bank Reference on which the Search is to be based. (Any characters will be converted to Uppercase). Wildcard searching is available on this field, e.g. entering 071100\* in this field will retrieve receipts where a Bank Reference of 071100 has had a suffix appended to it during processing (e.g. 071100E).

**Bank Reference Detail**

If this flag is checked on the Bank Reference Details Form will display allowing selection of receipts based on Bank Reference Details. When this flag is checked on, all other fields except the Bank Reference field and the Receipt System Date field will become dimmed and will be ignored in the search profile.

**Offline Reference**

Enter the Offline Reference on which the Search is to be based.

**Receipt Status**

Select the appropriate Receipt Status. The available options are:

(none)  
Banked  
Banked Reversed  
Previous Period Reversal  
Suspended

System Voided  
Unbanked  
Unbanked Reversed  
User Voided

**Search Order**

Select the preferred search order. The available options are:

descending  
ascending

The default order is descending.

**Filter by Payment**

Check this check box on if the Search Profile is to be based on Payment detail criteria. The following fields may be used in conjunction with each other if this box is checked on.

Payment Type  
Number  
Drawer  
BSB

**Payment Type**

Enter the Payment Type on which the Search is to be based. Or, you can select the required Payment Type from the Pop Up form.

**Number**

Enter the Number on which the Search is to be based.

In order to ensure security over credit card details, if a display template has been defined for the Number field (see [Online Credit Card Validation](#)), then this will be applied to this field.

If a Payment Type is selected in the 'Filter by Payment' details and the Payment Type has a display template applied to the number, then when the user enters details in the number field, all the numbers will be used in the search process,

e.g.

Assume a display template of #####\*\*\*\*\*##### has been applied to a Visa Payment Type. The user enters 4111333333331111 into the number field. All the numbers will be utilised in the search process. This means that based on the display template above, the credit card number that will be searched for will be 4111\*\*\*\*\*1111 or 4111333333331111. All matching receipts that have been paid with a similar credit card number will be returned, and the results will have the masking applied.

e.g.

Receipt Number	Payment Type	Number	Drawer	Receipt Status	Amount
1999414721	Secure Payment	4111*****1111		Unbanked Reversed	-100.00
1999414721	Secure Payment	4111*****1111		Unbanked Reversed	100.00
1999414719	Secure Payment	4111*****1111		PP Reversal	-13.00
1999414719	Secure Payment	4111*****1111		PP Reversal	13.00
1999414716	Secure Payment	4111*****1111		Banked	20.00
1999414715	Secure Payment	4111*****1111		Banked	13.00
1999414714	Secure Payment	4111*****1111		Banked	30.00

**Receipt Line Summary**

Application: RC Amount: 100.00 Tax Amount: 9.09  
Reference: H3  
Qualifier:

Payment Type: Secure Payment Amount: 100.00  
Number: 4111\*\*\*\*\*1111

Application: RC Amount: -100.00 Tax Amount: -9.09  
Reference: H3

**Receipt Header Summary**

Recipient Name:

Address:

Date/Time:  
04-Aug-2005 11:34:25

Total Amount:  
0

Total Tax Amount:

Display

Close

*Results of search using Filter by Payment where credit card masking is in effect*

If a Payment Type is not selected in the 'Filter by Payment' details, then the results will be the same but all Payment Types will be included in the search.

### Drawer

Enter the Drawer on which the Search is to be based.

### BSB

Enter the BSB number on which the Search is to be based. Or, you can select the required BSB number from the Pop Up form.

### Remittance Number

Enter the Remittance Number on which to base your search. Only numbers are valid in this field. When a search is performed using the Remittance field, all other fields on the form become dimmed. This is because this field cannot be used for searching in combination with other fields. Valid search criteria include '>5' or '<20' or '>5<20'. Wildcard searching is not available as it is a numeric field.

### Payment/Online Reference

This field allows an Online Reference to be entered to be included in a search profile. This field is case sensitive and, as a result, data entered in the wrong case will not be found. A sample Reference is V64R67134498. Wildcard searching is available, e.g. V64\*

### Filter by Allocation

Check this check box on if the Search Profile is to be based on Allocation detail criteria. The following fields may be used in conjunction with each other if this box is checked on:

- Application Code
- Application Reference
- Qualifier

### Application Code

Enter the Application Code on which the Search is to be based. Or, you can select the required Application Code from the Pop Up form.

### Allocation Reference

Enter the Allocation Reference on which the Search is to be based.

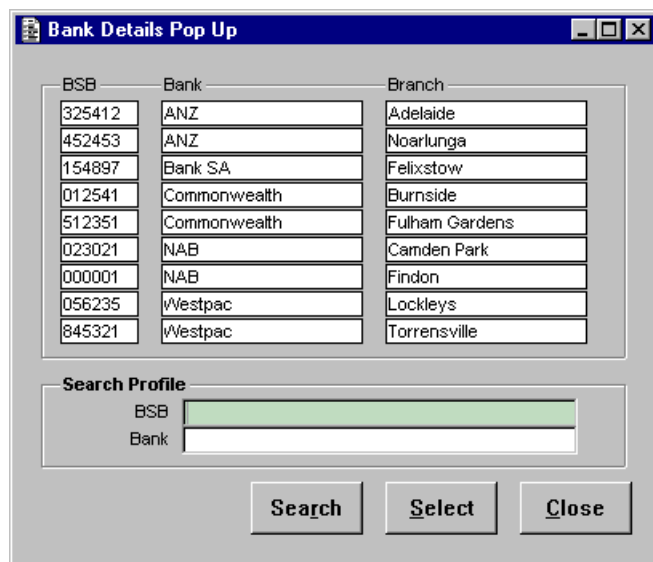


**Qualifier**

Enter the Qualifier on which the Search is to be based.

**Bank Details Pop Up Form**

This form displays a list of all BSB Numbers, Banks and Branches in the system. The form enables a Bank to be selected when performing searches.



The screenshot shows a window titled "Bank Details Pop Up". It contains a table with three columns: BSB, Bank, and Branch. Below the table is a "Search Profile" section with input fields for BSB and Bank. At the bottom are three buttons: Search, Select, and Close.

BSB	Bank	Branch
325412	ANZ	Adelaide
452453	ANZ	Noarlunga
154897	Bank SA	Felixstow
012541	Commonwealth	Burnside
512351	Commonwealth	Fulham Gardens
023021	NAB	Camden Park
000001	NAB	Findon
056235	Westpac	Lockleys
845321	Westpac	Torrensville

**Search Profile**

BSB

Bank

**Search** **Select** **Close**

*Bank Details Pop Up Form*

**BSB**

This field contains a list of all available BSB Numbers.  
This field is display only and cannot be maintained.

**Bank**

This field contains a list of all available Banks.  
This field is display only and cannot be maintained.

**Branch**

This field contains a list of all available Branches.  
This field is display only and cannot be maintained.

**Search Profile - BSB**

Enter a BSB Number code on which to base your search and use the Search button to initiate the search.

**Search Profile - Bank**

Enter a Bank (or part thereof) on which to base your search and use the Search button to initiate the search.  
Wildcard searching is available on this field.

**Receipt Selection Form**

This form is used to display all receipt records that match the Search Profile entered when search criteria details are entered in the top section of the Receipt Enquiry Search Profile Form

To select a record to be displayed you may either:-

Double Click on the record

Select the record and select the Display Button

Select the F2 function key on the keyboard

The order in which records will be displayed on this form is dependent upon the Search Profile entered in the Search Profile form,

i.e.

If Receipt Number alone is entered, then records are ordered by Receipt Number

If Total Amount is entered, then records are ordered by Total Amount, then Receipt Number.

If Cashier is entered, then records are ordered by Cashier, then Receipt Number.

If Receipt Date/Time is entered, then records are ordered by Date/Time, then Receipt Number.

If Banking Reference is entered, then records are ordered by Banking Reference, then Receipt Number.

If any other search profile is entered, then receipts are ordered by Receipt Number.

If a combination of fields is entered, then the above order (1-5) takes precedence, i.e. Receipt Number Range + Cashier will order by Receipt Number Range.

**Receipt Selection**

Receipt	Date/Time	Receipt Status	Drawer ID	Cashier Name	Receipt Amount
401449	17-Sep-2002 13:49:48	Unbanked	PFH	Trish Hoskin	22.00
401448	17-Sep-2002 13:44:21	Unbanked	PFH	Trish Hoskin	22.00
401447	17-Sep-2002 13:33:32	Unbanked	PFH	Trish Hoskin	22.00
401446	17-Sep-2002 13:31:28	User Voided	PFH	Trish Hoskin	
401445	07-May-2002 09:39:43	Unbanked	OFFLIN	Offline	200.00
401444	07-May-2002 09:28:50	Unbanked	OFFLIN	Offline	100.00
401443	07-May-2002 09:28:36	Unbanked	OFFLIN	Offline	60.00
401442	01-May-2002 15:47:41	Unbanked	OFFLIN	Offline	50.00
401441	01-May-2002 15:44:13	Unbanked	OFFLIN	Offline	10.00

**Receipt Line Summary**  
Application: IF    Amount: 22.00  
Reference: THNZPK/3  
Qualifier: ABV567  
  
Payment Type: Cash    Amount: 22.00

**Receipt Header Summary**  
Recipient Name:  
  
Address:  
  
Date/Time:  
17-Sep-2002 13:49:48  
Total Amount:  
22  
Total Tax Amount:

Display    Close

*Receipt Selection Form*

### Receipt Number

This field displays the Receipt Number of the Receipt.

This field is display only and cannot be maintained.

### Date/Time

This field displays the Date and Time of the creation of the receipt.

This field is display only and cannot be maintained.

### Receipt Status

This field displays the Status of the Receipt, e.g. Suspended, Unbanked etc.

### Drawer ID

This field displays the Drawer ID of the Drawer that was used to create the receipt.

This field is display only and cannot be maintained.

### Cashier Name

This field displays the Name of the Cashier who created the receipt.

This field is display only and cannot be maintained.

### Receipt Amount

This field displays the Allocated Amount of the receipt.

This field is display only and cannot be maintained.

**Receipt Line Summary**

This Summary Box displays details of the Allocation and Payment lines, eliminating the need for displaying the receipt in order to scan through the receipt details.

When a Receipt record gets focus, only as much information as can initially be seen in the Receipt Line Summary box is built. If the user focuses on the Receipt Line Summary box (for example, by clicking on it with the mouse), Receipt Line Summary information is built for all Lines against the Receipt. In addition, if there are more than fifty Lines against a Receipt, the user will be asked whether they wish to truncate the information or continue building it, for every fifty Lines that are processed.

**Receipt Header Summary**

This Summary Box displays details of the Receipt Header, e.g. Receipt Number, Date, Amount, Recipient etc.

The following details are displayed:

Recipient Name  
Address  
Date/Time  
Total Amount  
Total Tax Amount  
Bank Reference  
Cashier Name  
Drawer ID  
Offline Reference  
Receipt Number  
Status

**Receipt Selection by Payment Form**

This form allows selection of individual receipts from a list of receipts having the same Bank Reference Number. This form displays when search criteria details are entered into the Filter by Payment section of the Receipt Enquiry Search Profile Form.

To select a record for display you may either:

Double click on the record

Select the record and select the Display button

Select the F2 function key on the keyboard.

The order in which records will be displayed on this form is dependent upon the Search Profile entered in the Search Profile form,  
i.e.

If Receipt Number alone is entered, then records are ordered by Receipt Number.

If Cheque Number is entered, then records are ordered by Cheque Number, then Receipt Number

If Cheque Drawer is entered, then records are ordered by Cheque Drawer, then Receipt Number.

If Receipt Amount is entered, then records are ordered by Receipt Amount, then Receipt Number.

If User is entered, then records are ordered by User, then Receipt Number.

If Cashier Drawer is entered, then records are ordered by Cashier Drawer, then Receipt Number.

If Receipt Date/Time is entered, then records are ordered by Date/Time, then Receipt Number.

If any other search profile is entered, then receipts are ordered by Receipt Number.

If a combination of fields is entered, then the above order (1-7) takes precedence, i.e. Receipt Number Range + Cashier will order by Receipt Number Range.

Receipt Number	Payment Type	Number	Drawer	Receipt Status	Amount
2022	Cash			Unbanked	210.00
2021	Cash			User Voided	15.00
2019	Cash			Unbanked	50.00
2011	Bank Cheque	13456	P. Smith	Banked	100.00
2011	Cash			Banked	50.00
2010	Cash			Banked	20.00
2009	Cash			Banked	10.00
2008	Cash			Banked	20.00
2007	Cash			Banked	10.00

**Receipt Line Summary**  
Application: RA    Amount: 10.00  
Reference: 603  
Qualifier:  
  
Payment Type: Cash    Amount: 10.00

**Receipt Header Summary**  
Recipient Name:  
Address:  
Date/Time:  
01-Mar-2000 10:40:19  
Total Amount:  
10  
Total Tax Amount:

Display
Close

Receipt Selection by Payment Form

**Receipt Number**

This field displays the Receipt Number.

**Payment Type**

This field displays a description of the type of payment e.g. Electronic Funds Transfer

**Number**

This field contains the Payment Line Number entered on the receipt.

**Cheque Drawer**

This field contains the Drawer as specified in the payment details of the receipt.

**Receipt Status**

This field displays the status of the receipt, e.g. Banked, Unbanked etc.

**Amount**

This field displays the Amount associated with the Payment Line.

**Receipt Line Summary**

This Summary Box displays details of the Allocation and Payment lines, eliminating the need for displaying the receipt in order to scan through the receipt details.

When a Receipt record gets focus, only as much information as can initially be seen in the Receipt Line Summary box is built. If the user focuses on the Receipt Line Summary box (for example, by clicking on it with the mouse), Receipt Line Summary information is built for all Lines against the Receipt. In addition, if there are more than fifty Lines against a Receipt, the user will be asked whether they wish to truncate the information or continue building it, for every fifty Lines that are processed.

**Receipt Header Summary**

This Summary Box displays details of the Receipt Header, e.g. Receipt Number, Date, Amount, Recipient etc.

The following details are displayed:

Recipient Name  
Address  
Date/Time

Total Amount  
 Total Tax Amount  
 Bank Reference  
 Cashier Name  
 Drawer ID  
 Offline Reference  
 Receipt Number  
 Status

## Receipt Selection by Allocation Form

This form displays all receipt records retrieved when a search is done based on Filter by Allocation.

To select a record for display you may either:

Double click on the record

Select the record and select the Display button

Select the F2 function key on the keyboard.

The order in which records will be displayed on this form is dependent upon the Search Profile entered in the Search Profile form,

i.e.

If Receipt Number alone is entered, then records are ordered by Receipt Number.

If Reference is entered, then records are ordered by Reference, then Receipt Number

If Qualifier is entered, then records are ordered by Qualifier, then Receipt Number.

If Receipt Amount is entered, then records are ordered by Receipt Amount, then Receipt Number.

If User is entered, then records are ordered by User, then Receipt Number.

If Cashier Drawer is entered, then records are ordered by Cashier Drawer, then Receipt Number.

If Receipt Date/Time is entered, then records are ordered by Date/Time, then Receipt Number.

If any other search profile is entered, then receipts are ordered by Receipt Number.

If a combination of fields is entered, then the above order (1-7) takes precedence, i.e. Receipt Number Range + Cashier will order by Receipt Number Range.

Receipt Number	Allocation Reference	Qualifier	Receipt Status	Amount
2115	RC	H5	Unbanked	192.00
2114	RG	NOBAL/76	Unbanked	65.00
2113	RG	NOBAL/76	Unbanked	0.00
2112	RG	ALLTYPES/2	Unbanked	157.00
2111	RC	AGENT2	Unbanked	500.00
2110	AN	NDOG-STER	96-1/2002	31.00
2109	AP	TMA/30/2000///ABS	Unbanked	20.00
2109	AP	MTEST/430/1997///MAST	Unbanked	50.00
2108	RC	H5	Unbanked	60.00

**Receipt Line Summary**  
 Application: RC    Amount: 60.00    Tax Amount: 5.45  
 Reference: H5  
 Qualifier:  
 Payment Type: Cash    Amount: 60.00

**Receipt Header Summary**  
 Recipient Name:  
 Address:  
 Date/Time: 07-Nov-2001 16:11:11  
 Total Amount: 60  
 Total Tax Amount:

Receipt Selection by Allocation Form

## Receipt Number

This field contains the receipt number.

**Allocation Reference**

This field contains the application code and allocation reference for the receipt.

**Qualifier**

This field contains the receipt qualifier (assessment number/plate number/registration number etc depending on the application in which the receipt was raised).

**Receipt Status**

This field displays the status of the receipt, e.g. Banked, Unbanked etc.

**Amount**

This field contains the Amount associated with the Allocation Line.

**Receipt Line Summary**

This Summary Box displays details of the Allocation and Payment lines, eliminating the need for displaying the receipt in order to scan through the receipt details.

When a Receipt record gets focus, only as much information as can initially be seen in the Receipt Line Summary box is built. If the user focuses on the Receipt Line Summary box (for example, by clicking on it with the mouse), Receipt Line Summary information is built for all Lines against the Receipt. In addition, if there are more than fifty Lines against a Receipt, the user will be asked whether they wish to truncate the information or continue building it, for every fifty Lines that are processed.

**Receipt Header Summary**

This Summary Box displays details of the Receipt Header, e.g. Receipt Number, Date, Amount, Recipient etc.

The following details are displayed:

Recipient Name

Address

Date/Time

Total Amount

Total Tax Amount

Bank Reference

Cashier Name

Drawer ID

Offline Reference

Receipt Number

Status

**Receipt Selection by Bank Reference Form**

This selection form displays when a search is done in Receipt Maintenance/Enquiry on Bank Reference. If the Bank Reference Detail button is checked on, only two fields (Receipt System Date and Bank Reference) are available for entering search criteria. By entering the Receipt System Date range and Bank Reference (wildcard characters are allowed), the cashier is able to get the total amount against each eligible Bank Reference. If a Bank Reference ends with "X" (which is the indicator that multiple payment types have been used in the receipt), the breakdown of Payment Types also displays. This function is useful when a breakdown of multiple Payment Types is required in the Bank Summary Report or General Ledger Interface Consolidation Report on Banking Reference.

Receipt	Receipt Amount	Bank Reference	Payment Type	Amount
360	200.00	150798X	150798	100.00
			150798E	100.00
896	200.00	150798X	150798	100.00
			150798E	100.00
892	0.00	150798X	150798	20.00
			150798	-20.00
			150798E	80.00
			150798E	-80.00
891	200.00	150798X	150798	100.00

**Receipt Line Summary**

Application: RA Amount: 150.00  
Reference: 35  
Qualifier:  
  
Application: AP Amount: 50.00  
Reference: BLD/10/1997/BT1  
Qualifier:  
  
Payment Type: Electronic Funds Transfer at Point of Sale

**Receipt Header Summary**

Recipient Name:  
Miss Marie Jane Atkins  
Address:  
8 Hindmarsh Rd, HENLEY BEACH SOUTH SA 5022  
Date/Time:  
22-Sep-1998 16:23:56  
Total Amount:  
200  
Total Tax Amount:

*Receipt Selection by Bank Reference Form*

### Receipt

This field displays the Receipt Number. This field is display only.

### Receipt Amount

This field displays the total Receipt Amount.

### Bank Reference

This field displays the Bank Reference which is passed to the General Ledger Export file. If there are multiple Payment Types on a receipt, then the Bank Reference will have an "X" suffix, and a breakdown in the next column showing individual Payment Lines and suffixes.

### Payment Type

This field displays the Payment Type for the Payment Line.

### Amount

This field displays the Amount for the Payment Line.

### Receipt Line Summary

The Receipt Line Summary box displays the Allocation and Payment Line details for the Receipt.

### Receipt Header Summary

The Receipt Header Summary box displays all other details for the Receipt, as follows:

- Recipient Name
- Recipient Address
- Date/Time
- Total Amount
- Total Tax
- Bank Reference
- Cashier Name
- Drawer Id
- Offline Reference
- Receipt Number
- Status

## Receipt Selection by Remittance Number

The Receipt Selection by Remittance Number form displays when a search is performed using the Remittance Number field. Receipts meeting the search profile criteria will display in Remittance Number order and may be selected for display using the Display button. This form is display only and cannot be maintained.

Remittance Number	Receipt Number	Receipt Status	Payment Type	Number	Amount
6	409738	Unbanked	Eftpos 1	765432	35000000.00
6	396577	Banked	Cheque	1234567890987655433	150.00
6	399949	Banked Reversed	Money Order	34567	100.00
6	399949	Banked Reversed	Money Order	34567	-100.00
6	400722	Banked	Cheque	222333	100.00
6	400723	Banked	Cheque	222333	200.00
6	1999412658	Banked	Cheque		500.00

**Receipt Line Summary**  
Application: RC Amount: 30000000.00 Tax Amount: 27272727.27  
Reference: H3  
Qualifier:  
Payment Type: Eftpos 1 Amount: 35000000.00  
Number: 765432 Drawer: 9876  
Application: RC Amount: 50000000.00 Tax Amount:

**Receipt Header Summary**  
Recipient Name:  
Address:  
Date/Time: 15-Sep-2003 15:41:47  
Total Amount: 35000000.00  
Total Tax Amount:

Display Close

*Receipt Selection by Remittance Number*

### Remittance Number

The Remittance Number field displays the Remittance Number for each Receipt retrieved. Receipts are ordered in ascending order by Remittance Number.

### Receipt Number

The Receipt Number field displays the Receipt Number for each Receipt retrieved.

### Receipt Status

The Receipt Status field displays the Status of the Receipt. Valid options are:

- Banked
- Banked Reversed
- Previous Period Reversal
- Suspended
- System Voided
- Unbanked
- Unbanked Reversed
- User Voided

### Payment Type

The Payment Type field displays the Payment Type used for the Payment in the Receipt. Typical Payment Types are as follows:

- CASH - Cash
- CQ - Cheque
- CR – Credit Card
- DD – Direct Debit
- EFTPOS - Eftpos

### Number

The Number field displays the Cheque Number or Credit Card Number if one is used for the payment on the Receipt.



**Amount**

The Amount field displays the Payment Line Amount.

**Receipt Line Summary**

The Receipt Line Summary Box displays further details about the Receipt. It will list each Allocation and Payment Line on the Receipt.

e.g.

Application: RC Amount: 100.00 Tax Amount: 9.10  
Reference: H6  
Qualifier: QL-PARK

Payment Type: Cheque Amount: 100.00  
Number: 222333 Drawer: Ms K. Brown

**Receipt Header Summary**

The Receipt Header Summary box displays further details about the Receipt. It will list Receipt header information, e.g.

Recipient Name:

Mr O A Roger and Mr A Smith and Dr J Nettle

Address:

108 Gouger St, ADELAIDE SA 5000

Date/Time:

18-May-2001 09:22:47

Total Amount:

250

Total Tax Amount:

8.17

Bank Reference:

130201

Cashier Name:

Eddi Chicco

Drawer ID:

EDDI

Offline Reference:

Receipt Number:

396577

Status:

Banked

**Receipt Maintenance / Enquiry Form**

This form displays the receipt selected from the Receipt Enquiry Selection form.

Other forms that can be accessed from this form include the Payment Line Enquiry form and the Allocation Line Enquiry form, which give further details of Allocation Lines and Payment Lines.

All information displayed on this form is display only if accessed via Receipt Enquiry. If accessed via the Receipt Maintenance button on the Receipt Entry form, it is maintainable and Allocation and Payment line may be moved up and down using the Move buttons. The receipt may also be reversed from the Maintenance form and Allocation lines transferred.

If you are not authorised to use the option "Sequence Receipt Line", the Up and Down move buttons will not be available. The Move buttons will be available if the following conditions are met:

a) The user has been authorised to sequence the receipt line

- b) The receipt is unbanked
- c) The receipt is not transferred or reversed

If the Reverse button or Move buttons are available, the title of the form will be "Receipt Maintenance" and the OK and Cancel buttons will be available. Otherwise the title of the form will be Receipt Enquiry and only the Close and Print buttons will be available.

If the Process button is available then the following conditions are satisfied:

- The user has authority to process unprocessed lines AND
- The receipt is 'unbanked' or 'banked' AND
- The receipt line with focus must be an unprocessed allocation line

The Process button will be dimmed if

- The user has authority to process unprocessed allocation line AND
- The receipt is 'unbanked' or 'banked' AND
- The receipt line in focus is a payment line or processed allocation line.

Receipt Enquiry does not display the Process button.

If the 'Reprint Receipt' option is assigned to a responsibility group, then the users within that group will be allowed to reprint a receipt. Users assigned to a group where the Reprint option is not available will not be able to reprint a receipt.

The 'Reprint Receipt' option controls the display of the Print button on Receipt Enquiry which is accessed from 'Receipt Maintenance' on Receipt Entry and from Receipt Enquiry.

**Receipt Maintenance**

**Receipt**

Receipt Number: 2568  
 Recipient Name:   
 Address:   
 Receipt Status: Unbanked  
 Bank Reference: 30thJuly2003BB  
 Source: Online  
 Offline Reference:   
 Receipt System Date: 31-Jul-2003

Drawer ID: EFT1  
 Cashier Name: Eddi Chicco  
 Date/Time: 31-Jul-2003 09:00:26

Allocation Reference	Qualifier	Description	Processed	Payment Type	Amount
RC	H4	Hiring of Cherry Picker	<input checked="" type="checkbox"/>		200.00
		Payment		DB Payment Type	-100.00
		Payment		DB Payment Type	-100.00

Amount Allocated: 200.00  
 Amount Tendered: 200.00  
 Change: 0.00

Process Reverse Print OK Cancel

*Receipt Maintenance Form*

**Receipt Enquiry**

**Receipt**

Receipt Number: 2568  
 Recipient Name:   
 Address:   
 Receipt Status: Unbanked  
 Bank Reference: 30thJuly2003BB  
 Source: Online  
 Offline Reference:   
 Receipt System Date: 31-Jul-2003

Drawer ID: EFT1  
 Cashier Name: Eddi Chicco  
 Date/Time: 31-Jul-2003 09:00:26

Allocation Reference	Qualifier	Description	Processed	Payment Type	Amount
RC	H4	OUTDOOR	Hiring of Cherry	<input checked="" type="checkbox"/>	200.00
		Payment		DB Payment Type	-100.00
		Payment		DB Payment Type	-100.00

Amount Allocated: 200.00  
 Amount Tendered: 200.00  
 Change: 0.00

Print Close

Receipt Enquiry form

**Receipt Maintenance**

**Receipt**

Receipt Number: 1801  
 Recipient Name:   
 Address:   
 Receipt Status: Banked  
 Bank Reference: 20987  
 Source: Online  
 Offline Reference:   
 Drawer ID: EDDI  
 Cashier Name: Eddi Chicco  
 Date/Time: 11-Dec-2000 16:38:09

Allocation Reference	Qualifier	Description	Processed	Payment Type	Amount
RC	UNPROC	Using different	<input type="checkbox"/>		40.00
		Payment		Cash	-40.00

Amount Allocated: 40.00  
 Amount Tendered: 40.00  
 Change: 0.00

Process Reverse Print OK Cancel

Receipt Maintenance form showing Process button on unprocessed receipt

**Receipt Maintenance**

**Receipt**

Receipt Number: 2577  
 Recipient Name: Mr R Rahman  
 Address: 3 Gameau Cl  
 ADELAIDE SA 5000  
 Receipt Status: Unbanked Reversed  
 Bank Reference: EFTPOS2  
 Source: Online  
 Offline Reference:  
 Receipt System Date: 31-Jul-2003

Drawer ID: C  
 Cashier Name: Theresia Markotany  
 Date/Time: 31-Jul-2003 10:05:38  
 Reversal Drawer ID: C  
 Reversal Cashier Name: Theresia Markotany  
 Reversal Date/Time: 31-Jul-2003 10:06:16  
 Bank Reference: EFTPOS2  
 Reversal Cashier: Theresia Markotany

Allocation Reference	Qualifier	Description	Processed	Payment Type	Amount
AP	MTEST/7/1998//B/C	Application Receipt	<input checked="" type="checkbox"/>		10.00
		Payment		DE Payment Type	-10.00
AP	MTEST/7/1998//B/C	*TRANSFER*	<input checked="" type="checkbox"/>		-10.00
RC	H2	Transferred to RC	<input checked="" type="checkbox"/>		10.00
		test11		DE Payment Type	10.00

Amount Allocated: 0.00  
 Amount Tendered: 0.00  
 Change: 0.00

Process Reverse Print OK Cancel

*Receipt Maintenance form showing Reversal details*

### Receipt Number

This field displays the Receipt Number that the receipt was allocated when created.  
 This field is display only and cannot be maintained.

### Recipient Name

This field shows the Name of the person/business for whom the receipt was generated.  
 This field is display only and cannot be maintained.

### Address

This field shows the Address of the person/business for whom the receipt was generated.  
 This field is display only and cannot be maintained.

### Receipt Status

This field shows the Status of the receipt. A receipt can either be:  
 Active  
 Reversed  
 Voided by User  
 Voided by System

This field is display only and cannot be maintained.

### Bank Reference

This field shows the Banking Reference of the receipt. The Bank Reference is used to identify a Cashier's Receipting session. (See Cashier Functions).  
 This field is display only and cannot be maintained.

**Note:** If no Banking Reference has been provided at Cashier Sign On, then the Bank Reference field on the receipt header will not be populated.

### Source

This field shows the Source of the receipt. That is, whether it was created Online or Offline.  
 This field is display only and cannot be maintained.

**Offline Reference**

This field shows the Offline Reference of the receipt (if applicable).  
This field is display only and cannot be maintained.

**Receipt System Date**

This field displays the system date at the time the receipt was accepted. This date may differ from the Date/Time as the Date/Time field is able to be modified if the cashier has the authority.

**Drawer ID**

This field shows the ID of the Drawer that was used to generate the receipt.  
This field is display only and cannot be maintained.

**Cashier Name**

This field shows the Name of the Cashier who created the receipt.  
This field is display only and cannot be maintained.

**Date/Time**

This field shows the Date and Time that the receipt was generated.  
This field is display only and cannot be maintained.

**Reversal Drawer ID**

This field displays the Drawer which was used to reverse the Receipt. If the receipt has not been reversed then this field is dimmed.

**Reversal Cashier**

This field displays the Cashier who reversed the Receipt. If the receipt has not been reversed then this field is dimmed.

**Reversal Date/Time**

This field displays the Date and Time on which the receipt was reversed. If the receipt has not been reversed then this field is dimmed.

**Bank Reference**

The Reversal Bank Reference field displays the Bank Reference applicable to the reversal. This will either be the same as the Receipt Bank Reference, or if reversed by a different drawer or if the Bank Reference was changed during the reversal, then it will be different and reflect the Bank Reference allocated during reversal of the Receipt.

**Allocation Reference**

These fields show the Allocation Reference that was used in raising the Allocation Line.  
These fields are display only and cannot be maintained.

**Qualifier**

This field shows the Qualifier used to raise the Allocation Line.  
This field is display only and cannot be maintained.

**Description**

This field shows the Description of the Allocation/Payment Line.  
This field is display only and cannot be maintained.

**Processed**

The Processed flag will be checked on if the receipt has been processed by the system. If, for any reason, the receipt has not been processed, then this flag will be checked off. The Bank Deposit Report will attempt to reprocess any unprocessed receipts each time it is run, however, attempts should be made to investigate the reasons for Pathway's inability to process a receipt e.g. accounts not set up, etc.

**Payment Type**

This field shows the Payment Type that was used in raising the Allocation Line.  
This field is display only and cannot be maintained.

**Amount**

This field shows the amount of the Allocation/Payment Line.  
This field is display only and cannot be maintained.



**Detail Button**

The details button displays the Allocation or Payment Line Enquiry forms.

**Amount Allocated**

This field shows the total Allocation amount for the receipt. This field is display only and cannot be maintained.

**Amount Tendered**

This field shows the Amount Tendered for the receipt.  
This field is display only and cannot be maintained.

**Change**

This field shows any change that may have been given as a result of payment.  
This field is display only and cannot be maintained.

**Process Button**

The Process button will attempt to process an unprocessed allocation line similar to the functionality use in the Bank Deposit Listing Report.

If the Process button is available on the Receipt Maintenance form then the following conditions have been satisfied:

- The user has authority to process unprocessed lines AND
- The receipt is 'unbanked' or 'banked' AND
- The receipt line with focus is an unprocessed allocation line

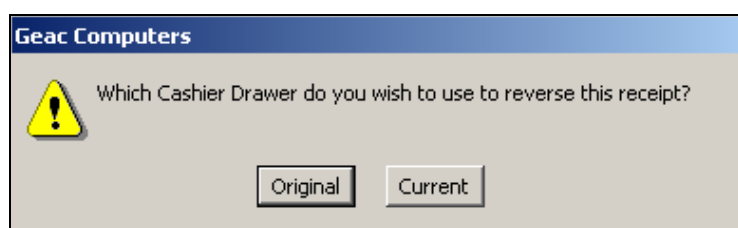
The Process button will be dimmed if

- The user has authority to process unprocessed allocation line AND
- The receipt is 'unbanked' or 'banked' AND
- The receipt line in focus is a payment line or processed allocation line.

Receipt Enquiry does not display the Process button.

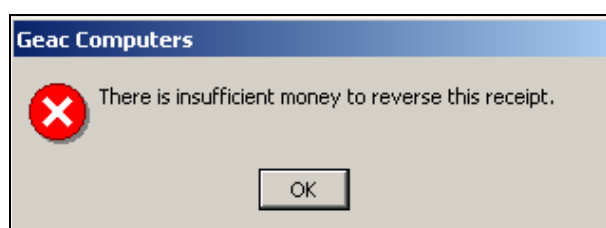
**Reverse Button**

When the Reverse Button is selected on this form, Pathway will attempt to reverse the current receipt. The following message will display to allow the operator to choose a drawer in which to perform the reversal (i.e. the original drawer or the current drawer):



In either case, the system will check if there is enough Cash in the drawer to perform the reversal if the receipt to be reversed has a Cash Payment line. If the Payment line consists of a Direct Debit or Eftpos payment, then the reversal will proceed regardless of the amount of Cash in the drawer.

If there is not enough Cash in the drawer to proceed with the reversal, the following message will display and the transaction will be cancelled:



### Print Button

This button is used to reprint the current receipt. The receipt will be printed using the merge type used to print the original receipt, however, as this is a copy of the original receipt, it will contain the Receipt Reprint Text as defined in the parameters, ( e.g. \*\*\* COPY RECEIPT ONLY \*\*\*). If there is no Merge Type assigned then the Merge Type from the original drawer that accepted the receipt is used. If it has none then the merge type from the system parameter is used.

When reprinting a receipt the printer from the original drawer that accepted the receipt is used as the default. If the original drawer does not have a printer and the current drawer is not the original drawer then the printer from the current drawer is used as the default.

If the 'Reprint Receipt' option is assigned to a responsibility group, then the users within that group will be allowed to reprint a receipt. Users assigned to a group where the Reprint option is not available will not be able to reprint a receipt.

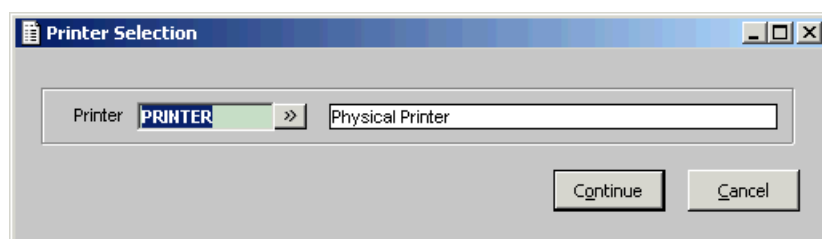
The 'Reprint Receipt' option controls the display of the Print button on Receipt Enquiry which is accessed from 'Receipt Maintenance' on Receipt Entry and from Receipt Enquiry.

The ability to change the printer while reprinting a receipt is available. The Printer Selection form, which displays once the Print button is selected, allows the user to change the printer used to reprint the receipt.

**Note:** The printer selected in drawer Maintenance in the smart client is not the same as the printer selected in Drawer Maintenance in the thick client. This is because the smart client stores printers differently from the thick client. It may be beneficial to set the printers the same in both environments.

### Printer Selection form

The Printer Selection form allows the user to change the printer used to reprint the receipt. Initially, if the Receipting Drawer has a default printer set up, then this will display. If not, then a check will be made for the printer set up for the Cashier Drawer. If neither of these has a default printer set up, then the Printer field will be blank.



*Printer Selection form*

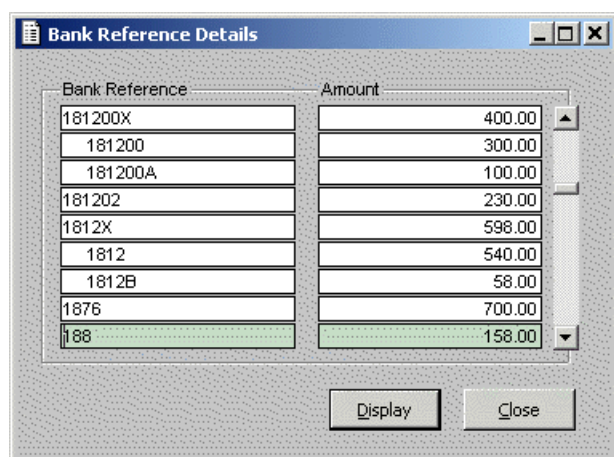
### Printer

This field allows a printer to be keyed in or, alternatively, selected from the Pop Up. A default printer will display if one is set up either in the Receipt accepting drawer or the Cashier drawer.

### Bank Reference Details Form

This form allows selection of receipts based on a Bank Reference Number. This form displays when the Bank Ref. Details Flag is checked on in the Receipt Enquiry Search Profile Form. And a search is performed. Banking References displaying an "X" as the suffix are broken down into individual Payment Line details and the Amount which displays against them is the individual Payment Line Amount.

When a selection is made the Receipt Enquiry Selection Form will display which allows further refinement of the search.



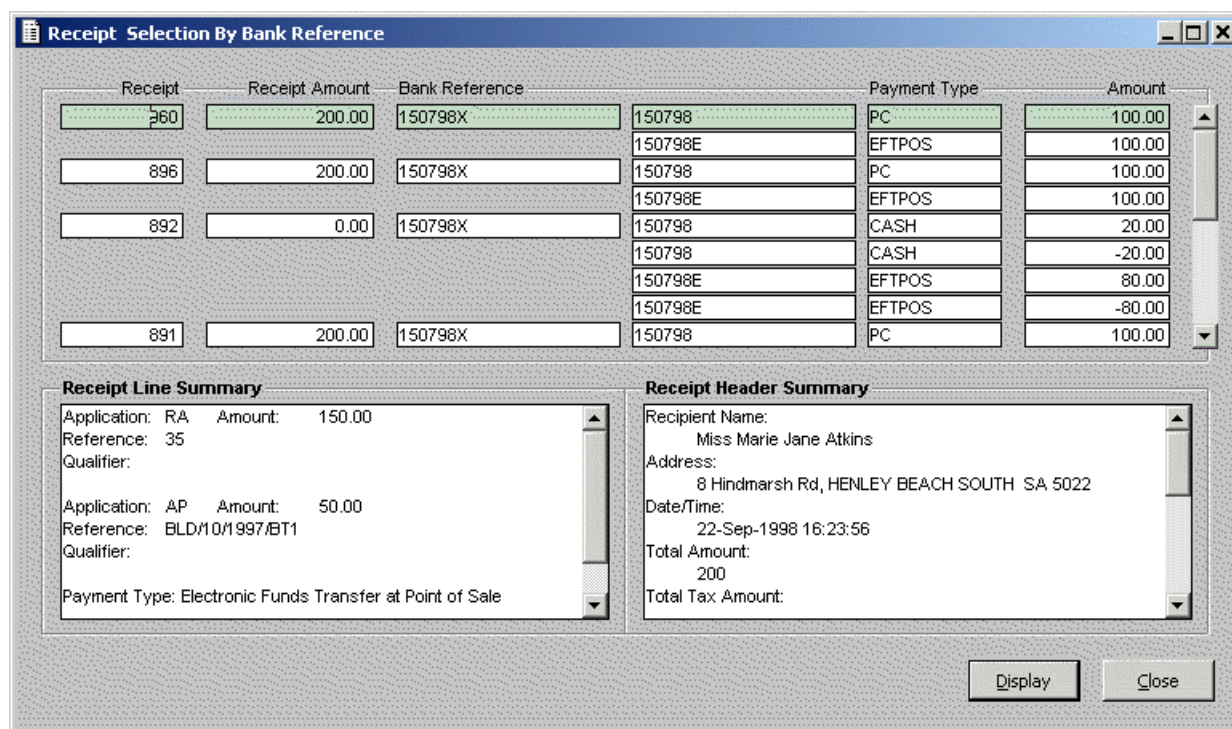
**Bank Reference Details**

Bank Reference	Amount
181200X	400.00
181200	300.00
181200A	100.00
181202	230.00
1812X	598.00
1812	540.00
1812B	58.00
1876	700.00
188	158.00

Display Close

*Bank Reference Details Form*

When displaying a selected bank reference, all receipts which have contributed to the total amount will be on the selection form. The following form will display the results:



**Receipt Selection By Bank Reference**

Receipt	Receipt Amount	Bank Reference	Payment Type	Amount	
860	200.00	150798X	150798	PC	100.00
			150798E	EFTPOS	100.00
896	200.00	150798X	150798	PC	100.00
			150798E	EFTPOS	100.00
892	0.00	150798X	150798	CASH	20.00
			150798	CASH	-20.00
			150798E	EFTPOS	80.00
			150798E	EFTPOS	-80.00
891	200.00	150798X	150798	PC	100.00

**Receipt Line Summary**

Application: RA Amount: 150.00  
 Reference: 35  
 Qualifier:

Application: AP Amount: 50.00  
 Reference: BLD/10/1997/BT1  
 Qualifier:

Payment Type: Electronic Funds Transfer at Point of Sale

**Receipt Header Summary**

Recipient Name: Miss Marie Jane Atkins  
 Address: 8 Hindmarsh Rd, HENLEY BEACH SOUTH SA 5022  
 Date/Time: 22-Sep-1998 16:23:56  
 Total Amount: 200  
 Total Tax Amount:

Display Close

*Receipt Selection by Bank Reference form*

### Bank Reference

This field displays the Bank Reference Number used in a group of receipts. If a Banking Reference displays an "X" suffix, this means that the Receipt contains multiple Payment Types. A breakdown of these Payment Types is further displayed with an Amount for each Payment Line

### Amount

This field displays the amount receipted with a particular Bank Reference Number. Where a Bank Reference has an "X" suffix, the Amount displayed will be the total receipt amount. Below this will be the amounts for the individual Payment Lines making up the Receipt.



# Supervisor Enquiry

The following topic is covered in this section:

[Supervisor Enquiry](#)

# Supervisor Enquiry

## Supervisor Drawer Enquiry Form

This form is used to view total amounts for individual drawers that are signed on, or that have been used to process transactions since the last Bank Deposit Listing Report was generated.

Total amounts are available for all Payment Groups, including all Totals and Reversals made by all drawers.

Also included in this form is the ability to view total transactions at a drawer level. This is done by using the detail buttons at the very right of the drawer records. Selecting this button will take the user into the Drawer Totals Enquiry form.

The Sign Off Button at the bottom of the form allows a Supervisor to sign off open drawers.

**Supervisor Drawer Enquiry**

Drawer	Signed On	Transactions	Amount	Reversals	Negative Amount	Nett Amount	
LIUH	<input type="checkbox"/>	1	123.45	0.00	0.00	123.45	...
MB1	<input type="checkbox"/>	8	1220.00	0.00	0.00	1220.00	...
MBU	<input checked="" type="checkbox"/>	34	3512.20	-486.20	0.00	3026.00	...
MS1	<input checked="" type="checkbox"/>	16	6494.26	0.00	0.00	6494.26	...
NIGEL2	<input checked="" type="checkbox"/>	3	8916.00	0.00	0.00	8916.00	...
NWEDD	<input checked="" type="checkbox"/>	15	5120.00	-1490.00	0.00	3630.00	...
OFFLIN	<input checked="" type="checkbox"/>	86	9190.37	-60.00	-30.00	9100.37	...
PAT1	<input type="checkbox"/>	1	22.00	0.00	0.00	22.00	...
PB	<input checked="" type="checkbox"/>	3	190.00	0.00	0.00	190.00	...

Payment Group	Transactions	Amount	Reversals	Negative Amount	Nett Amount
Bank Loads	8	1204.95	0.00	0.00	1204.95
Cash	1446	882726832.03	-109865.90	-150.00	882616816.13
Cheque or Money C	78	11160079.84	-1026.84	0.00	11159053.00
Credit Card or Eftpo	91	52016561.63	-1169.99	0.00	52015391.64
Direct Deposit	1314	1329944.11	-1483.65	0.00	1328460.46
Payment Group D	20	380001580.53	-300.00	0.00	380001280.53
<b>Total</b>	<b>2957</b>	<b>1327236203.09</b>	<b>-113846.38</b>	<b>-150.00</b>	<b>1327122206.71</b>

Sign Off    OK    Cancel

*Supervisor Drawer Enquiry Form*

### Drawer

This field shows the Drawer ID for the individual Drawer.

This field is display only and cannot be maintained.

### Signed On

This field is used to indicate whether the drawer is Signed On or otherwise. When a Drawer is Signed On, the checkbox is ticked.

To sign a drawer off, select the required drawer, and select "Sign Off", and say "Yes" to the message.

### Transactions

This field shows the number of Transactions that the individual drawer has processed.

This field is display only and cannot be displayed.

### Amount

This field shows the dollar Amount of the Transactions it has processed.  
This field is display only and cannot be maintained.

**Reversals**

This field shows the dollar Amount of the Reversals that the drawer has processed.  
This field is display only and cannot be maintained.

**Negative Amount**

This field shows the amount of Negative Receipts processed by the drawer.

**Nett Amount**

This field shows the Nett Amount of the Transactions processed by the drawer. It is calculated by subtracting the amount of the Reversals from the Amount of the Transactions it has processed.  
This field is display only and cannot be maintained.

**Payment Group**

These fields display all of the Payment Groups which are available to the system.  
This field is display only and cannot be maintained.

**Transactions**

This field shows all transactions that have been made for the specific Payment Group.  
This field is display only and cannot be maintained.

**Amount**

This field shows the Amount of the transactions which have been processed for a particular Payment Group.  
This will include any rounded amounts.  
This field is display only and cannot be maintained.

**Reversals**

This field shows the amount of Reversals which have been processed for a particular Payment Group.  
This field is display only and cannot be maintained.

**Negative Amount**

This field shows the amount of Negative transactions that have been processed for a particular payment group.

**Nett Amount**

This field shows the Nett Amount of the Transactions that have been processed for a particular Payment Group. It is calculated by subtracting the Amount of Reversals for a Payment Group by the Total Amount of the transactions processed for that Payment Group.  
This field is display only and cannot be maintained.

**Detail Button**

Selecting the button will detail out to the Drawer Totals Enquiry Form which gives a breakdown of transactions by Payment Group for a particular drawer.

**Total Transactions**

This field shows the Total amount of Transactions for all Payment Groups.  
This field is display only and cannot be maintained.

**Total Amount**

This field shows the Total Amount of the transactions for all Payment Groups.

**Total Reversals**

This field shows the Total amount of Reversal transactions for all Payment Groups.  
This field is display only and cannot be maintained.

**Total Negative Amount**

This field shows the Total Negative amount for all Payment groups.

**Total Nett Amount**

This field shows the Total Nett Amount for all Payment Groups. It is calculated by subtracting the Total Amount of Reversals for all Payment Groups from the Total Amount of Transactions for all Payment Groups.

This field is display only and cannot be maintained.

# External Receipting

The External Receiving function allows External Receipts to be uploaded from an external file into the Pathway Receiving system. The following functions are utilised at different stages of the External Receiving process:

Offline Receiving Transfer	This function initiates the transfer of offline receipts.
External Receipt File Conversion	This function formats the file received from organisations that accept payments on behalf of Council. Such payments could originate from any financial institutions such as the ANZ Bank.
External Receipt Import	This step creates the individual receipts for the files received from external sources. The receipts are placed in the Validate Offline Receipts area to be validated.
Process External Receipts	Once the individual receipts have been created in the External area, they are validated. This ensures that the information that has come from the Banks can be validated against the information held within Pathway.

Following is an example of how to Upload a Commonwealth Bank B-Pay file into Pathway Receiving.

<b><u>STEP</u></b>	<b><u>PROCESS</u></b>	<b><u>RESULT</u></b>
1	Access External Receiving	
2	External Receipt File Conversion	Creates a new file converted to the Infor File
3	External Receipt Import	Loads the converted file
4	Process External Receipts	Displays the newly created External Receipts
5	Validate Receipts	Validates Receipt information against Pathway Information
	Receipt Status of 'Validated, Errors'	Maintain and correct the allocation line of the Receipt. Continue validating until 'Validated, No Errors'
	Receipt Status of 'Validated, No Errors'	Proceed to Step 6
6	Update Receipts	New Receipts are created in the Live Receiving Files.

Following is an example of how to Upload an **Australia Post file** into Pathway Receiving.

<b><u>STEP</u></b>	<b><u>PROCESS</u></b>	<b><u>RESULT</u></b>
1	Access External Receiving	
2	External Receipt Import	Loads the Australia Post File
3	Process External Receipts	Displays the newly created Offline Receipts
4	Validate Receipts	Validate Receipt information against Pathway Information.
	Receipt Status of 'Validated, Errors'	Maintain and correct the Allocation Line of the Receipt
	Receipt Status of 'Validated, No Errors'	Proceed to Step 5
5	Update Receipts	New Receipts are created in the Live Receiving Files.

The following topics are covered in this section:

[Offline Receipting Transfer](#)  
[External Receipt File Conversion](#)  
[User Defined Bank Formats](#)  
[Alternative Reference Maintenance](#)  
[External Receipt Import](#)  
[Process External Receipts](#)  
[Multi Batch Processing in External Receipting](#)

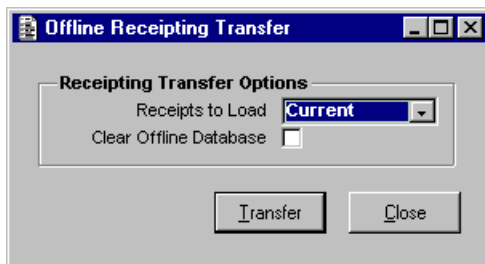


# Offline Receipting Transfer

This function allows the uploading of receipts from an offline system to an online database.

## Offline Receipting Transfer Form

This form enables receipts, which have been created off-line, to be transferred to the on-line system. It also allows the off-line database to be cleared after the transfer.



*Offline Receipting Transfer Form*

### Receipts to Load

This field specifies which records are to be loaded into the Offline System. The options are:

Current

Previous

### Clear Offline Database

If this field is checked on, the offline database is cleared of receipts after the transfer process.

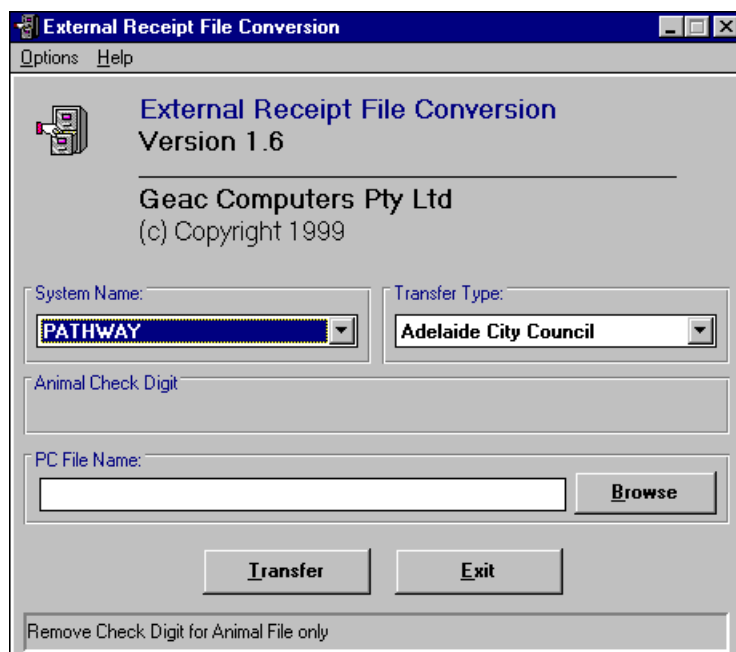
### Transfer Button

Click this button to initiate the transfer of offline receipts to the online database. This button is dimmed and unavailable if receipting is running offline.

## External Receipt File Conversion

The External Receipt File Conversion Option is used to convert an existing Bank File e.g. Commonwealth Bank B-Pay file into the Standard INFOR File Format. When using this option you will be asked for a source file, which is the file from the Commonwealth Bank and then a Save file option will appear. The Save File option will be a file that you nominate and will hold the converted data. It is this converted data that will be used in the next step – The External Receipt Import.

Below is an example of what the File Conversion Program looks like.



*External Receipt File Conversion form*

### Transferring a File

To Transfer a file from your PC to External Receipting follow the following steps:

From the System Name drop down list select the name of the system to which you wish to transfer the file. Next, select the type of file you are transferring from the Transfer Type drop down list. If the Transfer Type is Commonwealth Bank B-Pay or Macquarie Bank B-Pay users are able to remove unwanted check digit details for Animal Payments.

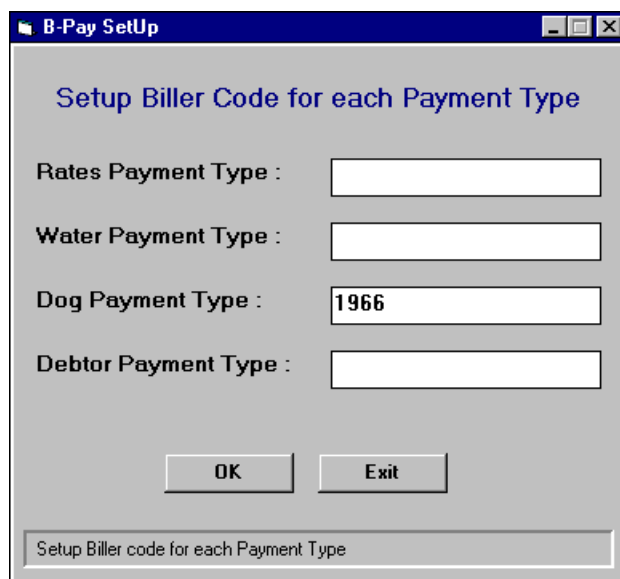
Enter the name of the file that you wish to transfer (The PC File Name is your source file from the Bank) This can be done in two ways. The first is by simply typing the name and path of the file to be transferred. The other is to use the Browse Button and selecting the file.

Finally press the transfer button at the bottom of the screen. Once you click on Transfer, the system will convert the file and then ask you to save this new file.

**Note:** The screen may freeze up for a while before the transfer begins. This is normal.

### Remove Check Digit

When transferring an Animal File using the Commonwealth Ban B-Pay import format, the "Remove Check digit" checkbox is enabled when the "Dog Payment Type" has been defined in the "B-Pay Set" option. E.g.



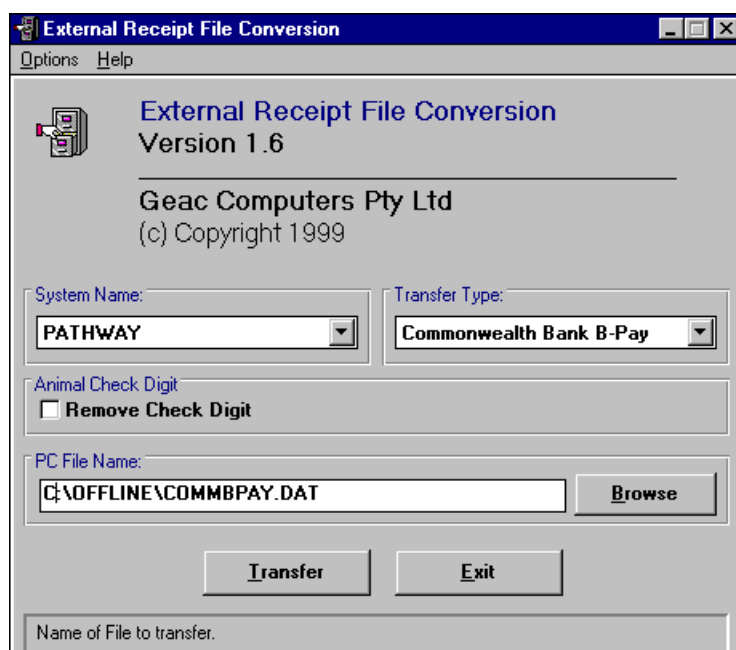
The B-Pay SetUp dialog box has a title bar with the text 'B-Pay SetUp'. The main area is titled 'Setup Biller Code for each Payment Type'. It contains four labels with corresponding text boxes: 'Rates Payment Type :', 'Water Payment Type :', 'Dog Payment Type :', and 'Debtor Payment Type :'. The 'Dog Payment Type' box contains the value '1966'. At the bottom are 'OK' and 'Exit' buttons. A status bar at the very bottom contains the text 'Setup Biller code for each Payment Type'.

*B-Pay Set Up form*

Do not set up the other Payment Types.

When the "Dog Payment Type" is defined, the Remove Check Digit Checkbox will be enabled. To remove the Check Digit, check on "Remove Check Digit", otherwise leave the indicator checked off. Continue processing the external receipting file in the normal manner.

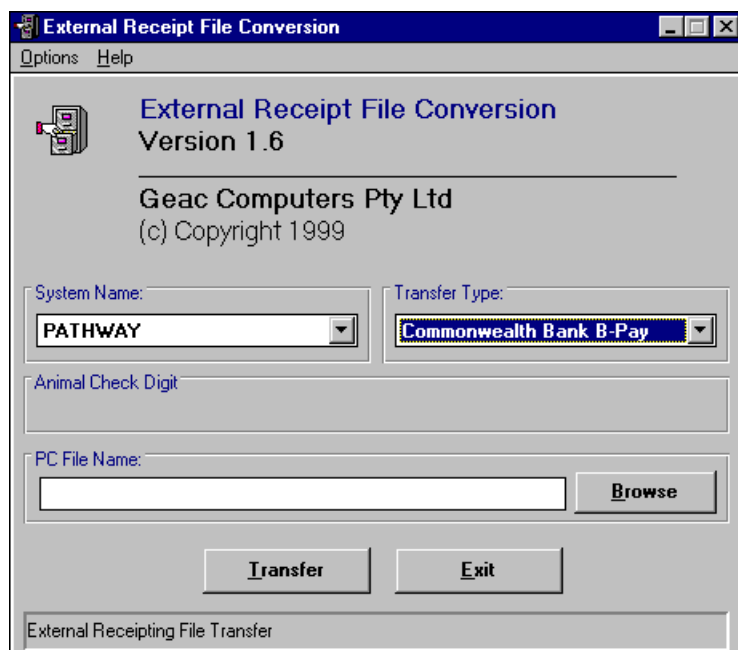
**Note:** If the import format is changed to a Transfer Type other than Commonwealth Bank B-Pay or Macquarie Bank B-Pay - Animal, then the checkbox will be hidden.



The External Receipt File Conversion dialog box has a title bar with the text 'External Receipt File Conversion'. Below the title bar are 'Options' and 'Help' menu items. The main area contains the text 'External Receipt File Conversion Version 1.6' and 'Geac Computers Pty Ltd (c) Copyright 1999'. There are two dropdown menus: 'System Name:' with 'PATHWAY' selected, and 'Transfer Type:' with 'Commonwealth Bank B-Pay' selected. Below these is a section titled 'Animal Check Digit' containing a checkbox labeled 'Remove Check Digit' which is checked. There is a text box for 'PC File Name:' containing 'C:\OFFLINE\COMMBPAY.DAT' and a 'Browse' button. At the bottom are 'Transfer' and 'Exit' buttons. A status bar at the very bottom contains the text 'Name of File to transfer.'.

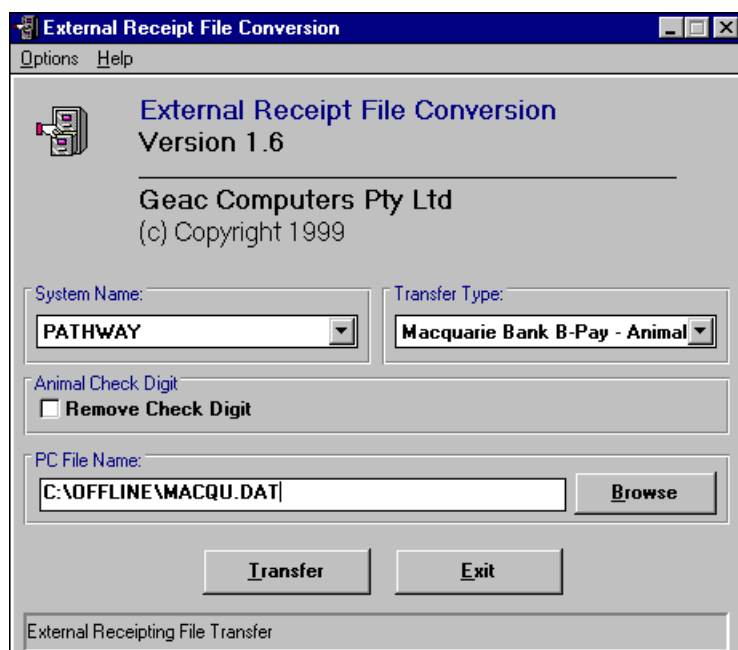
*Remove Check Digit Checkbox is enabled*

If the "Dog Payment Type" is not entered under B-Pay Setup, then the checkbox "Remove Check Digit" will be hidden even if the Commonwealth Bank B-Pay import format is selected as shown below.



*Dog Payment Type missing under B-Pay Setup*

In order to enable Animal transaction files to be transferred for the Macquarie Bank format, a Transfer Type "Macquarie Bank B-Pay - Animal" is available. To transfer an Animal Macquarie Bank Transaction file, select "Macquarie Bank B-Pay - Animal" as the Transfer Type. The "Macquarie Bank B-Pay" Transfer Type is for Rates transaction files only.



*Macquarie Bank B-Pay - Animal format*

The "Remove Check Digit" checkbox is always enabled for the "Macquarie Bank B-Pay - Animal" import format. There is no need to set up a "Dog Payment Type" via the B-Pay Set up as the Transfer Type identifies the file as an Animal transaction file.

**Note:** A Macquarie Bank B-Pay file can only contain transactions for a single module. An "Animal Transaction file" can only contain Animal Transactions and a Rates Transaction file can only contain Rates Transactions.

If the check digit is required to be removed then check on "Remove check Digit", otherwise check it off.

**Note:** If the checkbox "Remove Check Digit" is checked on, the check digit will be removed, otherwise the check digit will remain attached to the Reference. (The check digit is assumed to be the last digit on the Reference number at all times.

#### B-Pay Setup

Set up a Biller Code for each Payment Type. The Biller Codes are supplied by your bank.

If a given Payment Type does not apply, then leave its Biller Code blank.

If an invalid Biller Code is entered, the transaction will default to a Rates payment.

#### Log File

This is a file that is used by the developers at Infor to assist in debugging. This file is created automatically when logging is turned on.

To turn logging on/off select Log File from the File menu. If there is a tick next to Log File in the menu then it is turned on otherwise it is turned off.

## User Defined Bank Formats

Previously, external receipt data source files were loaded into external Receiving using certain pre-defined Bank Formats. Now, as of Release 2.13, a new function is available that enables customers to define their own import formats to load an external receiving file.

This option is accessed via Receiving Parameters >> External Receiving Parameters >> Bank Tape Formats.

Bank Format Code	Code	Description	Batch Form	Active
BPAY Format	BPAY	BPAY Format	CRCH7012	<input checked="" type="checkbox"/>
e.ColesMyer Format 1	CML_1	e.ColesMyer Format 1	CRCH7015	<input checked="" type="checkbox"/>
Geac File Format	GEAC	Standard External Receipt Format	CRCH7013	<input checked="" type="checkbox"/>
Geac File Format	GEAC2	Geac Format to import Reference/Qualifier V	CRCH7017	<input checked="" type="checkbox"/>
Australia Post Format	POST	Australia Post Format	CRCH7010	<input checked="" type="checkbox"/>
Australia Post Format - Ipswich	POST_I	Australia Post Format - Ipswich City Council	CRCH7014	<input checked="" type="checkbox"/>
User Defined Import Format	RCBANK	RCBANK	CRCH7016	<input checked="" type="checkbox"/>
User Defined Import Format	UFMT1	USER DEFINED FORMAT	CRCH7016	<input checked="" type="checkbox"/>
User Defined Import Format	UFMT2	User Defined Format	CRCH7016	<input checked="" type="checkbox"/>

Buttons: Insert, OK, Cancel

The Bank Format Maintenance Form is displayed listing the pre-defined available formats. In addition, the "Insert" button is available that will allow users to define their own import format.

This is done by selecting "Insert" and then entering a Code and Description for the format. The detail button is then accessed to allow the user to define the format of the file that will be uploaded.

Bank Format Code: UFMT1  
Description: USER DEFINED FORMAT

Import Format: ☐ Comma Separated (CSV) ☒ Fixed Width

Comma Separated Options

Importable Fields

Selected	Source File	Value	Field Number	From	To	Format
BANKPREFIX	Detail	1		2	3	...
REFERENCE	Detail	1		4	13	...
QUALIFIER	Detail	1		14	33	...
ALLCDDESCR	Detail	1		34	44	...
AMOUNT	Detail	1		50	55	...
DATETIME	Detail	1		56	64	...
OFFLINEREF	Detail	1		65	81	...
ADDFLD1	Detail	1		82	83	...
ADDFLD2	Detail	1		84	84	...
ADDFLD3	Detail	1		85	87	...

Buttons: OK, Cancel

The list of available fields is as follows:

**Field Name**  
Bank Prefix

**Description**  
Used in identifying the Receiving

**Format Options**  
Numeric

	Application and should match a value contained in Receipting Application Parameters.	
<b>Reference</b>	Used as the Allocation Reference on the allocation line on the Receipt.	Numeric or String
<b>Qualifier</b>	Used as the Qualifier on the allocation on the Receipt (this is not necessarily required)	Numeric or String
<b>Allocation Description</b>	Used as the description against the allocation line. This is optional and will default to "Allocation Line".	Numeric or String
<b>Amount</b>	Amount that has been paid	Dollar or Cents If the amount is in Dollars and Cents then Dollar should be chosen. If the amount is only available in cents then Cents should be chosen
<b>Date\Time</b>	Date\Time that the payment was made. This defaults to the Receipt Date\Time.	A number of Date formats are available.
<b>Offline Reference</b>	This populates the Offline Reference field against the Receipt. This can be used to store external reference information e.g. an external receipt number. (Note that the Offline Reference field can be used on the Receipting Search Profile form.)	Numeric or String
<b>Additional Identifier 1 (2,3 and 4)</b>	Used in identifying the payment item where the allocation reference and bank prefix is unavailable. Is used with the new function of Alternative References.	Numeric or String
<b>PAYTYP</b>	Allows the system to determine where the Payment Type is held on the external input file. It includes a Detail button to allow for the matching of the External Input file 'Payment Types' with the Payment Types held in Receipting Parameters. Note: The Pathway Payment Types hold the relevant Merchant Service Fee Transaction Type and % charged.	String
<b>MSFEE</b>	Used to nominate a Merchant Service Fee amount.	Cents
<b>TOTALMSF</b>	Used to nominate the Total Merchant Service Fee for the entire file. This field should be defined as a Trailer field	Cents

Where a field format is defined as numeric, then the details will be treated as a number. This means that any leading zeros on a number will be removed during the import process.

Where a field format is defined as string, then the details will be treated as an alpha numeric field, leading spaces will be removed when the string is imported.

An import format can be defined in either a CSV or fixed length format.

Selected	Source File	Value	Field Number	From	To	Format
BANKPREFIX	Detail	1				...
REFERENCE	Detail	1				...
QUALIFIER	Detail	1				...
ALLCDESCR	Detail	1				...
AMOUNT	Detail	1				...
DATETIME	Detail	1				...
OFFLINEREF	Detail	1				...
ADDFLD1	Detail	1				...
ADDFLD2	Detail	1				...
ADDFLD3	Detail	1				...

**Source File** Used to define which part of the external file the field is sourced from. Available options are Header and Detail.

**Value** Used in identifying the record type that the field is sourced from. I.e. in most external files there is a header, detail and footer component. Each section is identified by a different value at the beginning of the record.

**Field Number** Represents the position of the field in a CSV layout file.

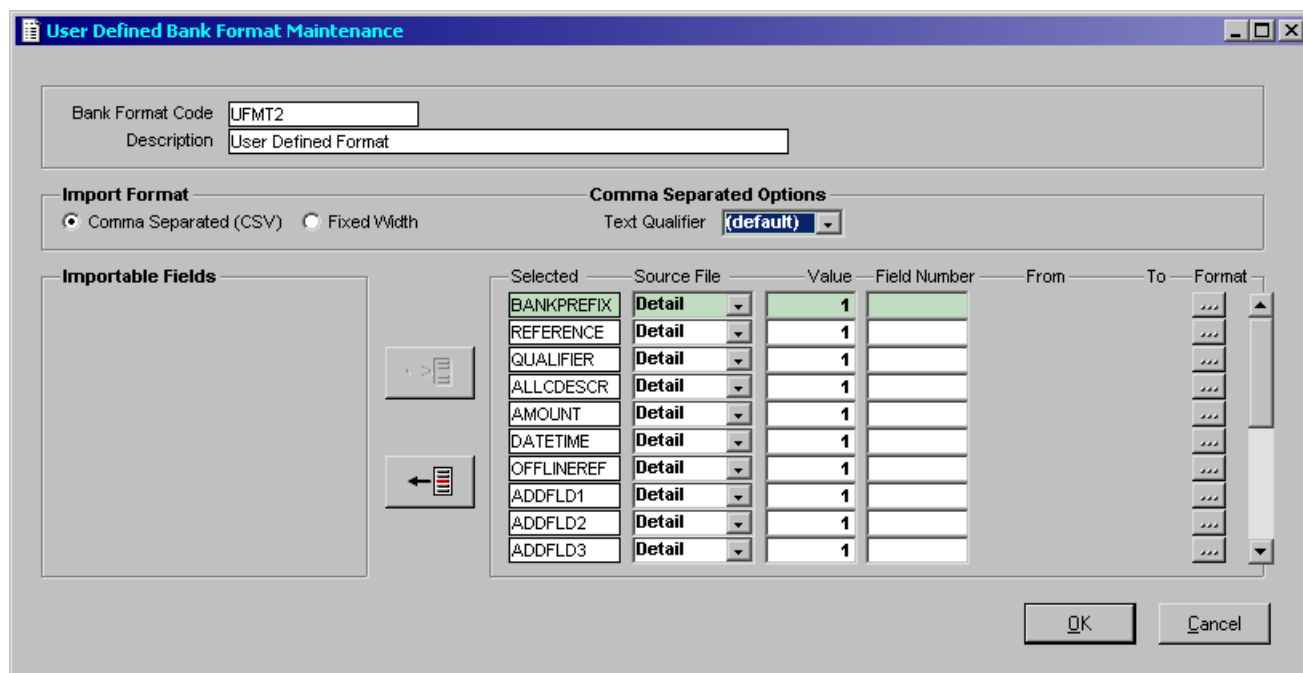
**From** Identifies the starting position of the field in a fixed length file format.

**To** Identifies the end position of the field in a fixed length file format.

**Format** Used in defining the properties and the format of the field being loaded. E.g. the definition of the date format, whether a field is numeric or a string.



Where a fixed width format is selected, users will need to nominate the “From” and “To” values. These values will be where the field value starts and ends in the external file.



**User Defined Bank Format Maintenance**

Bank Format Code: Ufmt2  
Description: User Defined Format

**Import Format**  
☒ Comma Separated (CSV) ☐ Fixed Width  
 Comma Separated Options: Text Qualifier: (default)

**Importable Fields**

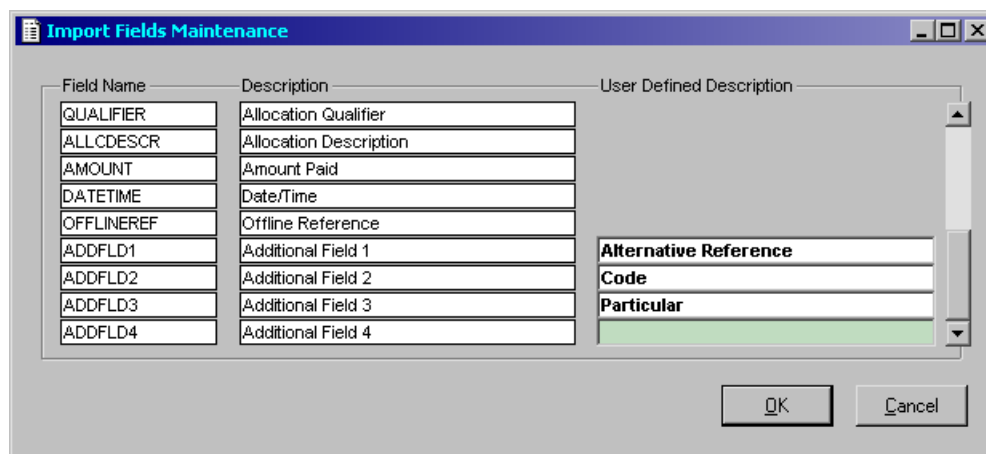
Selected	Source File	Value	Field Number	From	To	Format
BANKPREFIX	Detail	1				
REFERENCE	Detail	1				
QUALIFIER	Detail	1				
ALLCDESCR	Detail	1				
AMOUNT	Detail	1				
DATETIME	Detail	1				
OFFLINEREF	Detail	1				
ADDFLD1	Detail	1				
ADDFLD2	Detail	1				
ADDFLD3	Detail	1				

OK Cancel

Where a CSV format is selected, users will need to nominate the ‘Field Number’ that identifies the field to use.

Text Qualifier is used to nominate the qualifier around the text. A single or double quote is available. Default represents no qualifier applied to the fields in the CSV file.

The “Additional Identifier” fields can have their label text changed by accessing Receiving Parameters >> External Receiving Parameters >> Import Field Maintenance.



**Import Fields Maintenance**

Field Name	Description	User Defined Description
QUALIFIER	Allocation Qualifier	
ALLCDESCR	Allocation Description	
AMOUNT	Amount Paid	
DATETIME	Date/Time	
OFFLINEREF	Offline Reference	
ADDFLD1	Additional Field 1	
ADDFLD2	Additional Field 2	
ADDFLD3	Additional Field 3	
ADDFLD4	Additional Field 4	

**Alternative Reference**  
 Code  
 Particular

OK Cancel

Users can enter text in the User Defined Description and this will be used wherever the Alternative Reference fields are displayed.

## Alternative Reference Maintenance

As a result of loading in a bank file using a user defined format, where Account details cannot be resolved, the import process automatically creates an entry in the Alternative Reference Maintenance menu option. This functionality has been added to Receipting, in Release 2.13, and it allows users to define additional External Reference identifiers and User defined bank Receipting formats.

External Reference Identifiers will assist in identifying Rate, Water Billing or Debtor payments that have been received and do not match any records within the system.

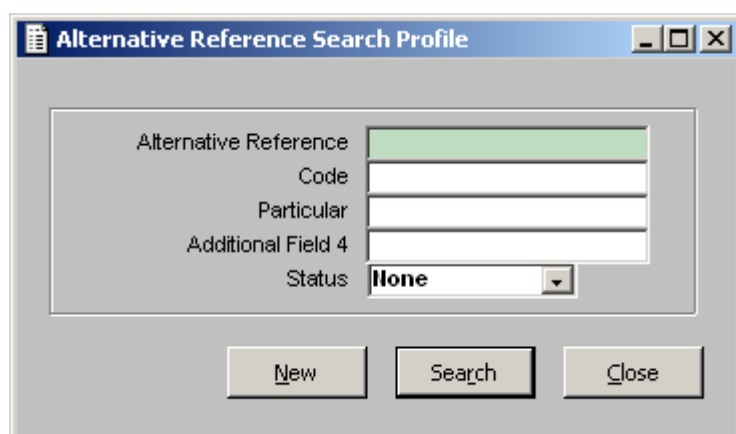
Alternative Reference Maintenance is available from the Receipting Parameters menu option, Receipting Parameters >> Alternative Reference Maintenance.

An Alternative Reference is made up of four fields. Each reference must contain information in at least one field. Multiple References can be linked to the same Rates/Debtor Assessment, and multiple Rates/Debtor Assessments can be linked to one Reference.

Users have the ability to create a Reference containing up to four identifiers and linking the Reference to either one or more Rates Assessments, Water Billing or Debtor Assessments. This will allow the Assessment(s) to be identified by means other than the Assessment Number. In general this will be able to be used where customers have nominated details that identify the payment and the Assessment Number is not used.

*(This will be used in particular by New Zealand sites where ratepayers have nominated automatic payment details with a payment institution that does not use the Assessment number as the identifier.)*

Alternative References can also be added by the user accessing the menu option and selecting New. (Receipting>>Receipting Parameters>>External Receipting Parameters>>Alternative Reference Maintenance)



The original status of this record will be 'New' indicating that there is no current Pathway Link.

**Alternative Reference Maintenance**

Alternative Reference	MONDAY TAHE
Code	R00523-84003
Particular	RATES
Additional Field 4	MR MONDAY MAHE TAHE
Status	New

**Application Details** Amount – Percentage(%)

Insert OK Cancel

The user can link or de-link the Application Details. Currently, Alternative References can only be linked to Rates, Pathway Debtors and Water Billing. Multiple Links may be added which will be used to resolve the Allocation Reference when validating any imported External Receipts. The Amount or Percentage fields will be used to apportion the Allocation Line amount on the External Receipt between the Linked References.

Any combination or number of links is allowable,

- e.g.
- Multiple Rates Accounts
  - Rates and Debtor Accounts
  - Multiple Rates and Multiple Debtor Accounts

**Alternative Reference Maintenance**

Alternative Reference	EC
Code	3
Particular	DR
Additional Field 4	DEBTORS
Status	Linked

**Application Details** Amount – Percentage(%)

			Amount	Percentage(%)	
LDR	3	22558 (0) 10 Albert Place, ADELAIDE SA 5001	200.00		...
LRA	3	25 (7) 1 14/52-56 Brougham Place, NORTH ADELAID...	50.00		...

Insert OK Cancel

The Receipting Validation process will attempt to resolve the item that has been receipted to by using the Application Code, and the details contained in the Allocation Reference and Qualifier fields.

Where this does not occur and details are recorded in the Alternative Reference fields, 1-4, Receipting will attempt to resolve the payment item by checking over the Alternative Reference details (all 4 fields at the one time). If this proves unsuccessful, a new occurrence will be created in Alternative Reference Maintenance with a Status of "New". Users will be required to access Alternative Reference Maintenance and link the Alternative Reference to the appropriate Assessment.

Alternatively, users can access External Receipting and maintain the Allocation Line details to identify the payment item. If this is done, there is no requirement to set up an Alternative Reference.

**The fields that have been made available for the import process are listed as follows. Required fields are indicated and must be made available.**

Field Name	Type	Description	Length	Required
Bank Prefix	Numeric	Bank prefix – matching a value in Receipting Application Parameters in Pathway. Determines the type of payment received. Eg Rates, Animals payment etc.	2	
Allocation Reference	String	Reference of item being paid. Eg Assessment Number, Animal Reference Number	75	
Allocation Qualifier	String	Optional field that will allow information to be loaded into the qualifier field on the allocation line. This may include details such as an Animals disc number.	40	
Allocation Description	String	Description able to be added against the allocation line	100	
Amount	Num	Amount paid in cents	11	✓
Date/Time	Date/Time	Date/Time Payment was made (used as the receipt date/time)	20	✓
Offline Reference	String	Represents the Offline Reference field against a Receipt. Councils may use this to record the Receipt Number from the external payment institution.	25	
Additional Identifier Field 1	String	Additional Identifier, used by Rates to determine who is paying and what is being paid for. In the New Zealand formats this will be equivalent to the "Reference" field in the Westpac Trusts file layout. (This field may be left blank in the bank file provided at least one ADDFLD field contains data.)	12	
Additional Identifier Field 2	String	Additional Identifier, used by Rates to determine who is paying and what is being paid for. In the New Zealand formats this will be equivalent to the "Code" field in the Westpac Trusts file layout. (This field may be left blank in the bank file provided at least one ADDFLD field contains data.)	12	
Additional Identifier Field 3	String	Additional Identifier, used by Rates to determine who is paying and what is being paid for. In the New Zealand formats this will be equivalent to the "Particulars" field in the Westpac Trusts file layout. (This field may be left blank in the bank file provided at least one ADDFLD field contains data.)	12	
Additional Identifier Field 4	String	Additional Identifier, used by Rates to determine who is paying and what is being paid for. In the New Zealand formats this will be equivalent to the "Related Party" field in the Westpac Trusts file layout. (This field may be left blank in the bank file provided at least one ADDFLD field contains data.)	20	

Users are required to create an import format and use this format when importing the data.

As long as the mandatory fields have been defined in the source file then the import process will upload the data. Each import process will create a batch of receipts. Where a field is optional and not provided then this will be left as blank.

If an Allocation Reference is provided, and the Receipting Application is selected on the control form then the file will be imported creating all the receipts with the selected Receipting Application. The batch of external receipts will then be processed in the normal manner. This method assumes that there will not be a Bank Prefix value in the source file.

If a Bank Prefix Value and Allocation Reference Number are not provided or do not match to an occurrence in Pathway then the process will take the Alternative Reference fields (1-4) and use them to attempt to resolve the allocation reference that is being paid. If the Bank Prefix and Allocation Reference are resolved then a receipt will be created in External Receipting. Once the Allocation Reference has been resolved the Alternative Reference Fields (1-4) will not be available on the External Receipt.

If the Bank Prefix and Allocation Reference cannot be resolved then a record will be created in "Alternative Reference Maintenance". A receipt will be created in External Receipting, but will not have a Bank Prefix value or Allocation Reference. The Alternative Reference fields (1-4) will be available for maintenance on the External Allocation Line Maintenance form in External Receipting.

The user will be required to resolve the Alternative Reference details via "Alternative Reference Maintenance" and relate them to a Rate/Water/Debtor Assessment. Once this is done, the user will then access External Receipting and Validate and Process the External Receipt. As the bank prefix and reference fields are not available or invalid, the validation process will then access the Alternative Reference fields and access the Alternative Reference file in Receipting to determine the item that is being paid. This will allow the bank prefix value (i.e. Receipting Application) and the Rate/Water/Debtor assessment to be resolved and identified.

Sample CSV Bank Upload File (showing the Alternative Reference fields on the end of several records)

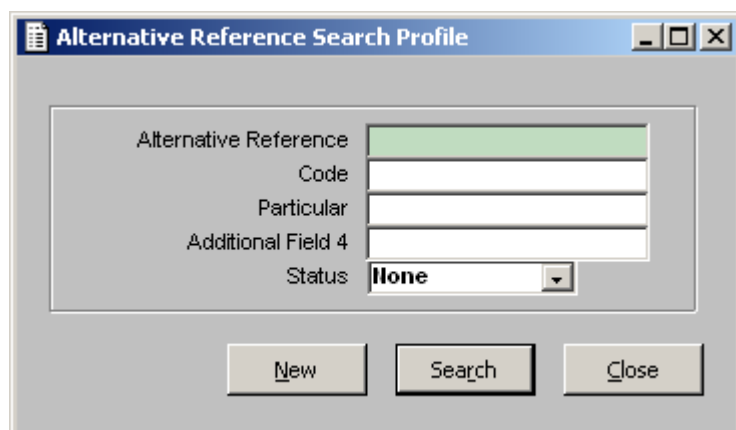
```
1,Header for CSV UFM3 Format,20/09/2002
A2,00,,Rates Receipt,33300,15092002,"Post Office, Burnside",EC1,,,
A2,,,Debtors Receipt,25000,16092002,"Post Office, Firle",EC2,2,,
A2,,,Rates/Debtors Receipt,15000,17092002,"Post Office, Firle",EC3,3,RA,
A2,00,,,Mixture Receipt,89758,18092002,"Post Office,Grange",EC4,4,RA,MIXTURE
A2,00,,,Water Receipt,80000,18092002,"Post Office,Grange",,5,,WATER
3,Geac Council,208 Greenhill Rd,Eastwood,SA
```

## Alternative Reference Search Profile Form

Users have the ability to create a Reference containing up to four identifiers and linking the Reference to either a Rating Assessment or Debtor Assessment. This allows the Assessment to be identified by means other than the Assessment Number. This is able to be used where councils have nominated details that identify the payment which do not use the Assessment Number as the identifier.

An Alternative Reference is made up of four fields. Each Reference must contain information in at least one field. Multiple References can be linked to the same Rating/Debtor Assessment, however only one Rating/Debtor Assessment can be linked to a Reference.

This form can be used to conduct a search over existing Alternative References, or to add a new one. Select the New button to create a new Reference.



The form is titled "Alternative Reference Search Profile". It contains five input fields: "Alternative Reference" (a wide text box), "Code" (a text box), "Particular" (a text box), "Additional Field 4" (a text box), and "Status" (a dropdown menu currently showing "None"). Below these fields are three buttons: "New", "Search", and "Close".

*Alternative Reference Search Profile Form*

### Alternative Reference

Enter an Alternative Reference Description on which to base your search.

### Code

Enter a Code on which to base your search.

### Particular

Enter Particular details on which to base your search.

### Additional Field 4

Enter details on which to base your search.

### Status

Select a Status on which to base your search. The options available from the dropdown are:

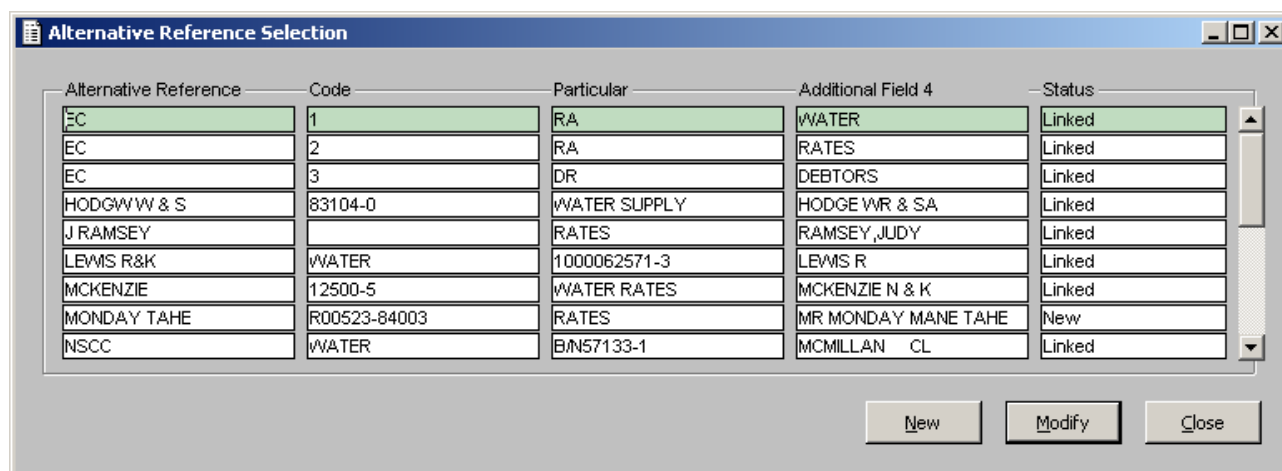
None

Linked

New

## Alternative Reference Selection Form

The Alternative Reference Selection Form allows selection of an Alternative Reference to maintain. Multi-select is not available.



The form is titled "Alternative Reference Selection". It displays a table with five columns: "Alternative Reference", "Code", "Particular", "Additional Field 4", and "Status". The table contains 10 rows of data. Below the table are three buttons: "New", "Modify", and "Close".

Alternative Reference	Code	Particular	Additional Field 4	Status
EC	1	RA	WATER	Linked
EC	2	RA	RATES	Linked
EC	3	DR	DEBTORS	Linked
HODGW & S	83104-0	WATER SUPPLY	HODGE WR & SA	Linked
J RAMSEY		RATES	RAMSEY, JUDY	Linked
LEWIS R&K	WATER	1000062571-3	LEWIS R	Linked
MCKENZIE	12500-5	WATER RATES	MCKENZIE N & K	Linked
MONDAY TAHE	R00523-84003	RATES	MR MONDAY MANE TAHE	New
NSCC	WATER	B/N57133-1	MCMILLAN CL	Linked

*Alternative Reference Selection Form*

### Alternative Reference

This field displays the Alternative Reference description.

**Code**

This field displays the Code.

**Particular**

This field displays the Particulars.

**Additional Field 4**

This field displays any other details to identify the Alternative Reference.

**Status**

This field displays the Status of the Alternative Reference. The options will be one of the following:

- None
- Linked
- New

## Alternative Reference Maintenance Form

This form allows Alternative References to be added or maintained. The user can link or unlink Application occurrences on the Alternative Reference. Currently, Alternative References can only be linked to Rates, Water Billing and Debtors. The links are used to resolve the Allocation Reference when validating any imported External Receipts.

If the Receipting Application Errors Maintenance Form (in Parameters – Receipting Applications>>Receipting Application Errors) is set up with system defined error conditions so that a different receipting application (e.g. a 'suspense' account) can be assigned to an allocation line if it fails during an update on one of the pre-defined errors, then the Receipting Validation process will attempt to resolve the item that has been receipted to by using the Application Code, and the details contained in the Allocation Reference and Qualifier fields.

Where this occurs and details are recorded in the Alternative Reference fields, 1-4, Receipting will attempt to resolve the payment item by checking over the Alternative Reference details. If this proves unsuccessful, a new occurrence will be created in Alternative Reference Maintenance with a Status of "New". Users will be required to access Alternative Reference Maintenance and link the Alternative Reference to the appropriate Assessment.

Unlinking or removing an Application occurrence from an Alternative Reference can be performed by focusing on the required Application occurrence and selecting the F11 key.

New Application occurrences may be added by selecting the Insert button, performing a search and making a selection. Multi-selection is available.

Alternatively, users can access External Receipting and maintain the Allocation Line details to identify the payment item. If this is done, there is no requirement to set up an Alternative Reference.

The screenshot shows the 'Alternative Reference Maintenance' window. The top section contains the following fields:

Alternative Reference	HODGW & S
Code	83104-0
Particular	WATER SUPPLY
Additional Field 4	HODGE WR & SA
Status	Linked

The 'Application Details' section is empty. At the bottom right are buttons for 'Insert', 'OK', and 'Cancel'.

*Alternative Reference Maintenance form with no linked Application*

The screenshot shows the 'Alternative Reference Maintenance' window with two linked applications. The top section contains the following fields:

Alternative Reference	EC
Code	1
Particular	RA
Additional Field 4	WATER
Status	Linked

The 'Application Details' section contains a table with two rows:

Application Details			Amount	Percentage(%)	
LRA	3	22569 (7) 21A Little Gilbert Street, ADELAIDE S...		75.00	...
LRA	3	22573 (9) 27A Little Gilbert Street, ADELAIDE S...		25.00	...

At the bottom right are buttons for 'Insert', 'OK', and 'Cancel'.

*Alternative Reference Maintenance Form*

### Alternative Reference

This field contains a description for the Alternative Reference.

### Code

This field contains a Code to identify the Alternative Reference.

### Particular

This field contains any particulars to further identify the Alternative Reference.

### Additional Field 4

This field can contain any other details to identify the Alternative Reference.

### Status

This field contains the Status of the Alternative Reference. The options are:

- None
- Linked
- New

### Application Details



These fields contain the linked Application details which include the Application Role, Description, Amount and Percentage.

Multiple Links are allowed and links may be deleted using the F11 key.

The Amount and Percentage fields control the allocation of the payment where the payment is across multiple accounts. Where multiple module links are present, one receipt will be created with multiple allocation lines. The Amount and Percentage fields are mutually exclusive. Only one type may be used per Alternative Reference. If the Links are amount –based, the total amount of all Reference Links should equal the Receipt Allocation amount. (Allowable values are 0 to 9999999.99).

If the links are percentage-based, each Reference Link should have an allocation line with the correct percentage allocated. The total percentage cannot exceed 100%. (Allowable values are 0 to 100%).

The entry of either an Amount or a Percentage is mandatory. Zero is an allowable value to allow links to be retained but no allocation payment is required. (Note: When the Amount or Percentage field is zero an allocation line will not be created in Receipting).

**Note:** In the instance of needing to cater for a variable payment arrangement, maintenance will be required within Alternative Reference Maintenance each time a payment made from the Bank cannot be matched with the current allocation amounts. Such an account should be set up with zero amounts for each module allocation, hence alerting the staff to the mismatch on each validation attempt.

**Note:** The rounding amount will be allocated in the last Reference Link, e.g. An external receipt is for the amount \$12.55 and it has 2 Reference Links each with 50%. The first Reference Link will be allocated \$6.28 while the second link will be allocated \$6.27.

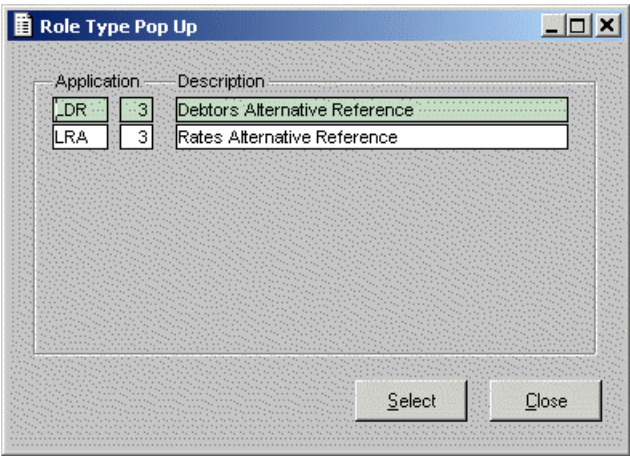
### **Receipt Error Processing**

Where a payment is imported and the amount can not be exactly matched to the established 'Amounts' on the Alternative Reference Maintenance form, an error will be reported by External Receipting and the receipts will not be processed. This may occur where there are insufficient OR surplus funds when comparing the payment from the bank statement to the allocations recorded in Pathway.

In this instance, council will be required to amend the current allocations within Alternative Reference Maintenance to be in-line with the Payment from the bank, before re-validating the receipting batch.

## **Role Type Pop Up Form**

The Role Type Pop Up Form allows the user to select an Application Role Type to initiate the selection of a Application occurrence to link to the Alternative Reference. This form displays when the Link Button is selected on the Alternative Reference Maintenance form.



The screenshot shows a window titled "Role Type Pop Up". Inside, there is a table with two columns: "Application" and "Description". The table contains two rows: one with "\_DR" and "3" in the Application column, and "Debtors Alternative Reference" in the Description column; and another with "LRA" and "3" in the Application column, and "Rates Alternative Reference" in the Description column. At the bottom of the window are two buttons: "Select" and "Close".

Application	Description
_DR 3	Debtors Alternative Reference
LRA 3	Rates Alternative Reference

Role Type Pop Up Form

**Application Description**

These fields display the Application Role Types available for linking to an Alternative Reference. Currently, only Rates and Debtors are available to be linked.

# Bank Tape Formats

Bank Formats are system defined formats used to upload Bank receipting data into the Pathway Offline Receipting system.. Currently there is a choice of three options which are active. These are:

- Australia Post Format
- Geac Format
- Geac2 Format

## Bank Format Maintenance Form

This form allows the maintenance and deletion of Bank Tape Formats. In addition, the 'Insert' button is now available to allow users to define their own import format. This is done by selecting 'Insert' and then entering a Code and Description for the format. The detail button is then accessed to allow the user to define the format of the file that will be uploaded.

**Note:** The Bank File formats which are issued by Infor as initial data will be dimmed and unable to be changed.

Bank Format Code	Code	Description	Batch Form	Active
BPAY Format	BPAY	BPAY Format	CRCH7012	<input checked="" type="checkbox"/>
User Defined Import Format	BPAY3	BPay 1 and 3 year/ disc alloc	CRCH7016	<input checked="" type="checkbox"/>
e.ColesMyer Format 1	CML_1	e.ColesMyer Format 1	CRCH7015	<input checked="" type="checkbox"/>
Australia Post Format	CML_2	e.ColesMyer Format 2	CRCH7015	<input checked="" type="checkbox"/>
Geac File Format	GEAC	Standard External Receipt Format	CRCH7013	<input checked="" type="checkbox"/>
Geac File Format	GEAC2	Geac Format to import Reference/Qualifier v	CRCH7017	<input checked="" type="checkbox"/>
User Defined Import Format	IPSW	Ipswich format (comma)	CRCH7016	<input checked="" type="checkbox"/>
User Defined Import Format	IPSWF	Ipswich format (Fixed)	CRCH7016	<input checked="" type="checkbox"/>
Australia Post Format	POST	Australia Post Format	CRCH7010	<input checked="" type="checkbox"/>

Buttons: Insert, OK, Cancel

*Bank Format Maintenance Form*

### Bank Format Code

This field displays the Bank Format Codes which are available. This field is display only and cannot be maintained. Currently there are three system-defined options which are active. These are:

- Australia Post Format
- Geac Format
- Geac2 Format (Infor Format to import Reference and Qualifier values). It is defined as a CSV format and each field is separated by a comma.

Field 1 RECORDCOUNTER ; record number

Field 2 REFERENCE

Field 3 QUALIFIER

Field 4 AMOUNT ; cents only

Field 5 DATETIME

Field 6 BANKPREFIX

Field 7 OFFLINEREF

Field 8 ALLCDESCR

### Sample file

1,POS,Adelaide,1235,18122003,88,HL,ePathway

2,POS,Adelaide,1535,18122003,88,HL,ePathway

### Code

This field contains a user-definable code for the Bank Format Code. Up to 6 alphanumeric characters can be used.

### Description

This field is used for a more detailed description of the Bank Format Code. Up to 50 alphanumeric characters can be used.

### Batch Form

This field identifies the form which will be used when creating the selected bank format. This field is system defined and is not maintainable.

### Active

If this box is checked on then the Bank Format is available to be used to create receipts.

If this box is checked off then the Bank Format is no longer available to the system. Any record using this Bank Format will remain as entered. Any records being created will not have the Bank Format available for selection.

### Detail Button

The Detail button can be accessed to define the format of the file that will be uploaded.

## User Defined Bank Format Maintenance Form

The following forms allow a User –defined Bank Format to be created or maintained. There are two formats, Comma Separated (CSV) format or Fixed Width format.

Where a fixed width format is selected, users need to nominate the 'From' and 'To' values to identify where the field starts and ends in the external file.

Where a CSV format is selected, users need to nominate the 'Field Number' that identifies the field to use.

Text Qualifier is used to nominate the qualifier around the text. A single or double quote is available. Default represents no qualifier applied to the fields in the CSV file.

The 'Additional Identifier' fields can have their label text changed by accessing Receipting Parameters>>External Receipting Parameters>>Import Field Maintenance.

**User Defined Bank Format Maintenance**

Bank Format Code:   
 Description:

**Import Format**  
☒ Comma Separated (CSV) ☐ Fixed Width

**Comma Separated Options**  
 Text Qualifier:

**Importable Fields**

ADDFLD4	Additional Field 4
ADDFLD3	Particular
ADDFLD2	Code

→

←

Selected	Source File	Value	Field Number	From	To	Format
BANKPREFIX	Detail	1				...
REFERENCE	Detail	1				...
QUALIFIER	Detail	1				...
ALLCDESCR	Detail	1				...
AMOUNT	Detail	1				...
DATETIME	Detail	1				...
OFFLINEREF	Detail	1				...
ADDFLD1	Detail	1				...

OK Cancel

User Defined Bank Format Maintenance Form (Comma Separated format)

The screenshot shows the 'User Defined Bank Format Maintenance' window. At the top, 'Bank Format Code' is 'UFMT1' and 'Description' is 'USER DEFINED FORMAT'. Under 'Import Format', 'Comma Separated (CSV)' is unselected and 'Fixed Width' is selected. The 'Importable Fields' list on the left includes ADDFLD4 (Additional Field 4), ADDFLD3 (Particular), and ADDFLD2 (Code). The 'Selected' list on the right contains BANKPREFIX, REFERENCE, QUALIFIER, ALLCDESCR, AMOUNT, DATETIME, OFFLINEREF, and ADDFLD1. The 'Value' column for all selected fields is '1'. The 'Field Number' column shows values 1 through 8. The 'From' and 'To' columns show field ranges: 2-3, 4-13, 14-33, 34-44, 50-55, 56-64, 65-81, and 82-83. The 'Format' column contains ellipses for each row. 'OK' and 'Cancel' buttons are at the bottom right.

User Defined Bank Format Maintenance Form (Fixed Width Format)

The screenshot shows the 'User Defined Bank Format Maintenance' window for 'EXTEPA' (External/ePathway format). 'Comma Separated (CSV)' is selected and 'Fixed Width' is unselected. The 'Text Qualifier' is set to '(default)'. The 'Importable Fields' list includes QUALIFIER (Allocation Qualifier), ALLCDESCR (Allocation Description), OFFLINEREF (Offline Reference), ADDFLD1 (Alternative Reference), ADDFLD2 (Code), ADDFLD3 (Particular), and ADDFLD4 (Additional Field 4). The 'Selected' list includes BANKPREFIX, PAYTYP, MSFEE, REFERENCE, AMOUNT, DATETIME, and TOTALMSF. The 'Value' column for all is '1'. The 'Field' column shows values 1, 1, 1, 2, 5, 4, and 1. The 'From' and 'To' columns are empty. The 'Format' column contains ellipses. 'OK' and 'Cancel' buttons are at the bottom right.

User Defined Bank Format showing External/ePathway Format

If the Authorised Function “Merchant Service Fee – External & ePathway” is ON, then 3 new fields are available to be included in the Bank Tape format (PAYTYP, MSFEE and TOTALMSF). It will be up to the individual sites as to how they wish to use these fields to appropriately facilitate an External File Import.

**Note:** The TOTALMSF field is a ‘Source File’ type of ‘Trailer’. This means that this field has been specifically designed to sit at the bottom of the file as a total rather than on each Detail line.

**Note:** The Payment Type field has a detail button adjacent to it. This allows sites to map an appropriate Pathway Payment Type to a payment Type defined within an external file. The Payment Type Selection form has been designed to allow for this requirement.

### Bank Format Code / Description

These fields display the Bank Format Code and Description as defined in the Bank Format Maintenance form.

### Import Format

The user is able to select either A Comma Separated (CSV) format or a Fixed Width format. Where a Comma Separated format is selected, users need to nominate the 'Field Number' that identifies the field to use. Text Qualifier also needs to be nominated to establish the qualifier around the text. A single or double quote is available. Default represents no qualifier applied to the fields in the CSV file.

Where Fixed Width format is selected, users need to nominate the 'From' and 'To' values. These values indicate where the field value starts and ends in the external file.

### Comma Separated Options – Text Qualifier

The Text Qualifier needs to be nominated when a Comma Separated format is selected to establish the qualifier around the text. A single or double quote is available. Default represents no qualifier applied to the fields in the CSV file.

### Importable Fields / Selected

All available fields will initially be on the left hand side of the form. By using the Select and Remove buttons, these field can be moved across to the 'Selected' side of the form to include them in the Bank Format. The following list of fields is available:

<u>Field Name</u>	<u>Description</u>	<u>Format Options</u>
<b>Bank Prefix</b>	Used in identifying the Receipting Application and should match a value contained in Receipting Application Parameters.	Numeric
<b>Reference</b>	Used as the Allocation Reference on the allocation line on the Receipt.	Numeric or String
<b>Qualifier</b>	Used as the Qualifier on the allocation on the Receipt (this is not necessarily required)	Numeric or String
<b>Allocation Description</b>	Used as the description against the allocation line. This is optional and will default to "Allocation Line".	Numeric or String
<b>Amount</b>	Amount that has been paid	Dollar or Cents If the amount is in Dollars and Cents then Dollar should be chosen. If the amount is only available in cents then Cents should be chosen
<b>Date/Time</b>	Date/Time that the payment was made. This defaults to the Receipt Date/Time.	A number of Date formats are available.
<b>Offline Reference</b>	This populates the Offline Reference field against the Receipt. This can be used to store external reference information e.g. an external receipt number. (Note that the Offline Reference field can be used on the Receipting Search Profile form.)	Numeric or String
<b>Additional Identifier 1 (2,3 and 4)</b>	Used in identifying the payment item where the allocation reference and bank prefix is unavailable. Is used with the new function of Alternative References.	Numeric or String

<b>PAYTYP</b>	Allows the system to determine where the Payment Type is held on the external input file. It includes a Detail button to allow for the matching of the External Input file 'Payment Types' with the Payment Types held in Receipting Parameters. Note: The Pathway Payment Types hold the relevant Merchant Service Fee Transaction Type and % charged.	String
<b>MSFEE</b>	Used to nominate a Merchant Service Fee amount.	Cents
<b>TOTALMSF</b>	Used to nominate the Total Merchant Service Fee for the entire file. This field should be defined as a Trailer field	Cents

Where a field format is defined as numeric, then the details will be treated as a number. This means that any leading zeros on a number will be removed during the import process.

Where a field format is defined as a string, then the details will be treated as an alpha numeric field, leading spaces will be removed when the string is imported.

### Source File

This field is used to define which part of the external file the field is sourced from. Available options are Header and Detail

### Value

This field is used in identifying the record type that the field is sourced from, i.e. in most external files there is a header, detail and footer component. Each section is identified by a different value at the beginning of the record, e.g. 01 may identify a record as a Detail record, while 003 may identify a record as a Header record. This field can be alphanumeric.

### Field Number

This value represents the position of the field in a CSV layout file

### From / To

Where a fixed width format is selected, users need to nominate the 'From' and 'To' values. These fields identify the starting and ending positions of the field in a fixed width file format.

### Format

This detail button is used to define the properties and the format of the field being loaded, e.g. the definition of the date format, whether a field is numeric or a string

## Field Format Maintenance Form

*Field Format Maintenance Form*

### Field Name

This field displays the selected field name and description.



### Format

This field allows the user to select either a string format or a numeric format from the dropdown list to apply to the field.

Additionally, for Amount and Date/Time fields, the following options are available for selection from the dropdown:

AMOUNT -	Dollars
	\$+Dollars
	Cents
DATETIME -	dd-Mmm-yyyy hh:nn:ss
	dd-Mmm-yyyy hh:nn
	Aa* d-Mmm*-yyyy zh:nn:ss
	yyyymmddhhnnss
	dd-mm-yy hh:nn:ss
	Aaa dd-Mmm-yyyy hh:nn:ss
	ddmmyyyhhnnss
	dd/mm/yy hh:nn:ss
	dd-Mmm-yyyy
	Aaa dd-Mmm-yyyy
	Aa* d-Mmm*-yyyy
	dd-mm-yyyy
	yyyymmdd
	ddmmyyyy
	dd/mm/yyyy
	ddmmyy
	dd-Mmm-yy

### Import Fields Maintenance Form

The 'Additional Identifier' fields in the User Defined Bank Format Maintenance form can have their label text changed by accessing Receipting Parameters>>External Receipting Parameters>>Import Field Maintenance.

Users can enter text in the User Defined Description and this will be used wherever the Alternative Reference fields are displayed.

Field Name	Description	User Defined Description
BANKPREFIX	Bank Prefix	
REFERENCE	Allocation Reference	
QUALIFIER	Allocation Qualifier	
ALLCDSCR	Allocation Description	
AMOUNT	Amount Paid	
DATETIME	Date/Time	
OFFLINEREF	Offline Reference	
ADDFLD1	Additional Field 1	
ADDFLD2	Additional Field 2	

Alternative Reference

Code

OK Cancel

*Import Fields Maintenance Form*

As of Release 3.03, if the Authorised Function "Merchant Service Fee-External & ePathway" is ON in System Parameters, then three extra import fields are available on this form. These are PAYTYP, MSFEE and TOTALSMF.



The 3 new fields are available to be included in the Bank Tape format. It will be up to the individual sites as to how they wish to use these fields to appropriately test an External File Import.

**Note:** The TOTALMSF field is a 'Source File' type of 'Trailer'. This means that this field has been specifically designed to sit at the bottom of the file as a total rather than on each Detail line.

**Note:** The Payment Type field (PAYTYP) has a detail button adjacent to it. This allows sites to map an appropriate Pathway Payment Type to a payment Type defined within an external file. The new form, "Payment Type Selection", has been designed to allow for this requirement.

### Field Name / Description

These fields display the fields which are available on the User Defined Bank Format Maintenance form. The ADDFLD1, ADDFLD2 etc fields can have their Description text changed by the user.

### User Defined Description

Users can enter text in the User Defined Description and this will be used wherever the Alternative Reference fields are displayed.

## Payment Type Selection

The Payment Type Selection form is accessed by selecting the detail button against the Payment Type Importable field on the User Defined Bank Format Maintenance form. It is used to select Payment Types to match to the Payment Types of the External Input file which is used in External Receipting.

Available		Selected		Payment Type Identifier
TLE	Eftpos Machine	VISA1	VISA Card 1	V
MASTER	Mastercard	AMEX1	AMEX Card 1	A
AMEX	American Express + Merchant I			
BANK	Bankcard			
VT1	Verisign test payment type 1			
ACCESS	Access Card			
SECURE	Secure Payment			
HL	Helen's test			
PATSP	pats payment with no suffix			

*Payment Type Selection form accessed via User Defined Bank Format Maintenance*

### Bank Format/Description

These fields display the details of the Bank Format.

### Available

The 'Available' list includes all available Payment Types which have been set up in Receipting Parameters.

### Selected

Payment Types may be selected from the Available side, using the 'Select' button, to include in the PAYTYP field of the Bank Format.

**Payment Type Identifier**

The Payment Type Identifier field allows a code to be established which can be used in the Import file to identify the Payment Type in use, e.g. A Visa Payment would be identified with a 'V' in the file.

## External Receipt Import

The External Receipt Import is used to create the External Receipts. Pathway will create one receipt record for every payment that is in the Bank Source File.

Once this step has been completed, you are ready to Validate and Update the receipts that have been created.

**Note:** If a source file, received from a third party institution, contains zero or negative payments, the import process will no longer fail. (Zero payment amounts are only allowed for Animal payments) Functionality has been introduced (Release 2.16) into External Receipt Import to handle zero and negative payments in source files received from third party institutions. Any data related errors encountered in the External Receipt Import process will not cause the process to abort and fail. No External Receipt will be created for a record with errors (including zero or negative payments). A report (No Payment Report) will be produced to list related information against each record not imported.

Multi Batch Processing is available to improve the performance of batch processing in External Receipting. Refer to the section on [Multi Batch Processing in External Receipting](#) for setup details.

Before transferring B-Pay Bank format files using the External Receipt File Conversion process, B-Pay codes must be set up. These codes are set up within the External Receipt File Conversion form.

### **To Set up the Biller Codes for B-Pay:**

Select the External Receipt File Conversion Menu option.

From the Menu bar select [Options] then [B-Pay Setup], or select Alt-O.

### **In the B-Pay Setup form:**

Set up a Biller Code for each Payment Type. (e.g.. 00, 01, 50, 81) Your bank supplies the Biller Codes.

If a given Payment Type does not apply, then leave its Biller Code blank.

If an invalid Biller Code is entered, the transaction will default to a Rates payment.

This field identifies the bank details which are associated with this application.

E.g..

RA	Rates Receipts	00	Bank Prefix
IF	Infringement Receipts	03	Bank Prefix
AN	Animal Receipts	50	Bank Prefix
	Excess Water	01	Bank Prefix
	Debtors	81	Bank Prefix

B-Pay Set Up form

## External Receipt Import Control Form

This form allows the user to enter parameters which control the downloading of payment details received from the various banks or agencies via tape or disk file.

### External Receipt File Validation

The External Receipt Import functionality now (as of Release 3.02) provides additional checks aimed at minimising the possibility of processing a file multiple times, thus minimizing the duplication of receipts in Pathway.

A new database table (CRCOBCT) has been created to hold details of each run of the External Receipt Import.

Each time the External Receipt Import is run,

#### - First level checking

It will check the new database table to see if the file to be imported has already been imported.

- i.e. If a previous External Receipt Import run matches all the following details for the file to be imported
- Number of Transactions
  - File Name
  - Identifier (the first 100 characters of the first line in the file)

then the following message will be displayed:

*'A Bank File with the same details has already been processed.  
Do you wish to continue?'*

If 'No' is selected, the import will not be performed

If 'Yes' is selected, the import processing will continue

#### - Second level checking

If it has passed the first level checking above then it will check the file to be imported against existing data in CSYTAPE.

Only the last import for any given File format is retained in this entity.

This check will cover the situation where the file has been downloaded from the Bank Site with differing names or an incorrect file from a previous day is downloaded and is attempted to be imported into Pathway.

i.e. If council imports an Australia Post file using Bank Format 'POST' and then tries to import the same file using Bank Format 'GEAC'

It will compare the first line in the Import File against the first line of each set of records for each FILEKEY found in CSYTAPE.

If a match is found, the following message will be displayed

*'A Bank File with the same details has already been processed or is in the process of being updated. Do you wish to continue?'*

If 'No' is selected, the import will not be performed

If 'Yes' is selected, the import processing will continue

*External Receipt Import Control Form*

### Bank Format

Enter a bank format or select one from the pop up form. A code and description will be defaulted into these fields. Currently there are three system-defined options which are active. These are:

- Australia Post Format
- Geac Format
- Geac2 Format (Infor Format to import Reference and Qualifier values)

### Application Code

This is required where the external receipting file contains payments for only one type of Receipting Application, e.g. All Rates payments or all Animal payments, and a Bank Prefix value is not available in the source file to identify the type of payments. This field is optional and if defined will be used as the receipting application for all payments.

Note that this field has been made available for any user defined imports that are created. Any pre-defined imports issued with Pathway do not require this field to be set.

**Drawer ID**

Enter a drawer ID or select one from the pop up form. This drawer will be used for drawer balancing reports and cashier totals etc.

**Cashier**

Enter a valid Cashier ID or select one from the pop up form to attach to the selected drawer.

**Payment Type**

Enter a valid Payment Type as set up in Receipting Parameters. This will usually be a code connected with a 'Direct Deposit'.

As of Release 3.03, Payment Type is an 'optional' field if the Authorised Function 'Merchant Service Fee – External & ePathway' is being utilised. This is required because apart from the 'MSF Not included' method, the other methods may require that Payment Type is included within the file (for each line) to determine what rate of MSF to apply. This field has not been hidden in this circumstance because it is possible that a site may still want to use the 'blanket' payment type for the entire file AND Include MSF amounts. E.g. If they are all VISA card transactions within the file.

Note: If no Payment Type is nominated on the 'External Receipt Import Control', a warning message will prompt the user to ensure that Payment Type is defined within the Bank Tape Format. It should also be noted that if a Payment Type exists on the external file (i.e. Bank Tape), then this will be used (and take precedence over a Payment Type nominated for entire file). If a Payment Type does not exist on the external file, Pathway will check for a Payment Type nominated (on control form) to apply to the entire batch. If neither is provided, the import process will fail with an error.

**Bank Reference**

This field allows a banking reference to be entered which will be allocated to the receipts uploaded via the bank file upload process. This field will be mandatory if 'Banking Reference Mandatory' is flagged ON in Receipting Parameters.

**Registration Duration**

The Registration Duration parameter only applies to input records that relate to Animal Registration. When this field is greater than zero, any Allocation Lines relating to Animals that are created by the External Receipt Import process will have a Qualifier value made up of a dash ('-') followed by the Registration Duration value, followed by a slash ('/'). So, if Registration Duration is set to '3', for instance, the Qualifier field on all Animal Allocation Lines would be '-3/'. This will enable a particular Registration duration to apply across all Animal Types and Registration Classes for a given External Receipt file.

Note: If Registration Duration is zero/null, there will be no change to the Qualifier field on Animal Allocation Lines. The default value for the field will be null. In addition, there will be no other Receipting Applications which will be affected by an entry in this field during an External Receipt Import.

**Direct Debit**

Check this checkbox on if this Batch is a Direct Debit Batch. The checkbox must be checked on to ensure subsequent processing records the Direct Debits having been paid, and updates the Rates assessment records accordingly.

**Load File**

This field controls the downloading of the data contained on the tape or disk. Check this box on if the download has not yet been performed. The bank tape/disk will need to be loaded into the default drive. If the receipts have already been downloaded or if the transactions have been downloaded from a PC file, check this box off. If the Load File flag is off and the process is run, then the last uploaded file will be used in the upload.

**Validate**

When this is checked on, the import process will import the file, and if successful run the validation process immediately. The validation process is the same process that is executed via "Process External Receipts". This setting is optional.

When validating imported external receipts, if a Bank Prefix Value and Allocation Reference Number have not been provided, or do not match to an occurrence in Pathway then the process will use the Alternative Reference fields if they are available in an attempt to resolve the allocation reference that is being paid. Currently, Alternative Reference Matching is only available for Rates and Debtors external receipts.

**Note:** In the external receipting source data file, if the Reference is not available, at least one of the Alternative reference fields must be provided, otherwise the external receipt data file will not be imported.

If the Allocation Reference is missing from a record in the Bank file and an alternative reference has been provided in the file, the validation process will check if the alternative reference exists in Alternative Reference Maintenance. If an Alternative Reference does not already exist, then an entry is created. If an entry already exists then it will check if there are any links. If links exist, then the linked application occurrence(s) will be used as the Allocation Reference. If no link exists (i.e. the status is 'New') then the external receipt will not pass validation.

### Report Type

This field allows the user to select a Report Type for the validation process. The options available from the dropdown are:

- None
- Summary
- Detailed

This field is only available if the Validate flag has been checked on. The default option will be 'Summary'.

### Filename

Enter a filename and path from which to download the data into Offline Receipting, or select a path and filename via the pop up.

### Merchant Service Fee Method

This dropdown field allows the user to pre-determine how the External File is being Imported in terms of MSF.

There are 5 methods of how the Merchant Service Fee may (or may not) be included in the extract file:

- MSF not included – No Merchant Service Fees included in the file.
- MSF included in paid amount - The Merchant Service Fee is included in the paid amount and the Total Amount paid versus the total of the Merchant Service Fee paid gets calculated.
- MSF included as a separate field - The Merchant Service Fee is included as a separate field on the same line as the Amount being paid.
- Separate MSF total at the end of file - The Merchant Service Fee as a total is included at the end of the file as a separate record.
- Separate MSF charge line - The Merchant Service Fee is added to the file as a separate charge line. It is assumed that the line will have a different transaction type or other identifier that can be distinguished as the Merchant Service Fee.

For a more detailed description of these settings please see [Merchant Service Fee Variations](#) in the Parameters section.

## Bank File Format Pop Up Form

This form allows the selection of a Bank File Format option.

The image shows a 'Bank File Format Pop Up' window. It contains a table with two columns: 'Code' and 'Description'. The table lists several bank file formats. Below the table is a 'Search Profile' section with two input fields: 'Code' and 'Description'. At the bottom of the window are three buttons: 'Search', 'Select', and 'Close'.

Code	Description
BPAY	BPAY Format
CML_1	e.ColesMyer Format 1
GEAC	Standard External Receipt Format
POST	Australia Post Format
POST_I	Australia Post Format - Ipswich City Council
UFMT1	USER DEFINED FORMAT
UFMT2	User Defined Format

**Search Profile**

Code:

Description:

Search Select Close

*Bank File Format Pop Up Form*

### Code

This field contains the Bank File Format Code.  
This field is display only and cannot be maintained.

### Description

This field contains a description of the Bank File Format.  
This field is display only and cannot be maintained.

### Search Profile - Code

Enter a Bank File Format Code on which to base your search and use the Search Button to initiate the search. Wildcard searching is available on this field.

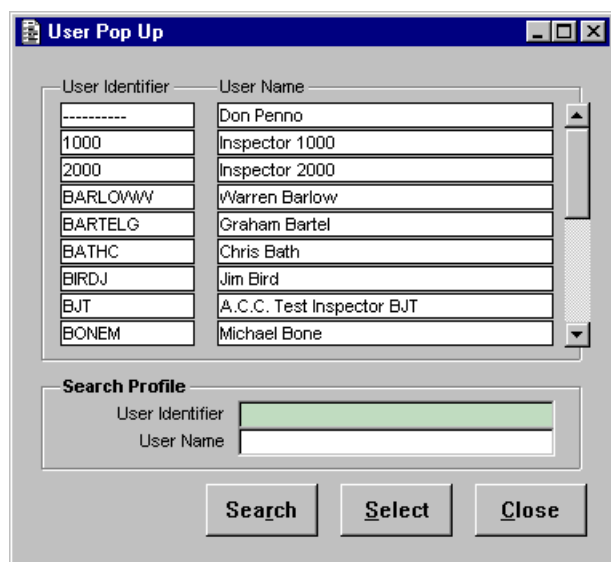
### Search Profile - Description

Enter a Bank File Format Description on which to base your search and use the Search Button to initiate the search. Wildcard searching is available on this field.

## User Pop Up Form

This form allows the selection of a Cashier to attach to the selected drawer.





The 'User Pop Up' form displays a table of users with columns for 'User Identifier' and 'User Name'. Below the table is a 'Search Profile' section with input fields for 'User Identifier' and 'User Name', and buttons for 'Search', 'Select', and 'Close'.

User Identifier	User Name
-----	Don Penno
1000	Inspector 1000
2000	Inspector 2000
BARLOWW	Warren Barlow
BARTELG	Graham Bartel
BATHC	Chris Bath
BIRDJ	Jim Bird
BJT	A.C.C. Test Inspector BJT
BONEM	Michael Bone

**Search Profile**

User Identifier:

User Name:

Buttons: Search, Select, Close

User Pop Up Form

**User Identifier**

This field contains the User ID for the Cashier which will be attached to the selected drawer. This field is display only and cannot be maintained.

**User Name**

This field contains a description of the Cashier to be attached to the selected drawer. This field is display only and cannot be maintained.

**Search Profile - User Identifier**

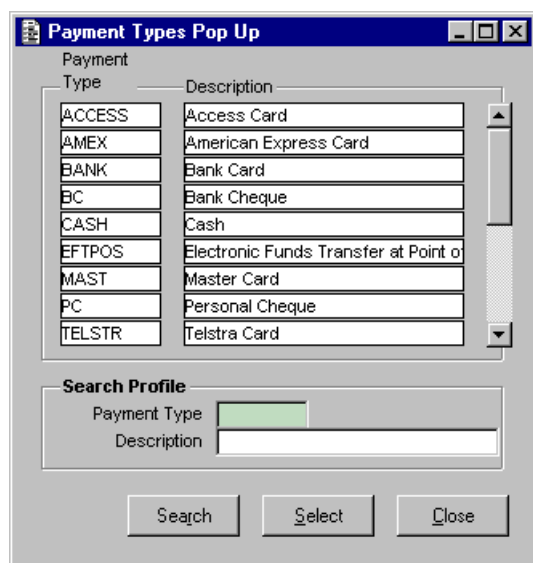
Enter a User Identifier on which to base your search and use the Search Button to initiate the search. Wildcard searching is available on this field.

**Search Profile - User Name**

Enter a User Name on which to base your search and use the Search Button to initiate the search. Wildcard searching is available on this field.

**Payment Types Pop Up Form**

This form allows the selection of a Payment Type to nominate for the Bank Tape Upload.



The 'Payment Types Pop Up' form displays a table of payment types with columns for 'Payment Type' and 'Description'. Below the table is a 'Search Profile' section with input fields for 'Payment Type' and 'Description', and buttons for 'Search', 'Select', and 'Close'.

Payment Type	Description
ACCESS	Access Card
AMEX	American Express Card
BANK	Bank Card
BC	Bank Cheque
CASH	Cash
EFTPOS	Electronic Funds Transfer at Point o
MAST	Master Card
PC	Personal Cheque
TELSTR	Telstra Card

**Search Profile**

Payment Type:

Description:

Buttons: Search, Select, Close

*Payment Types Pop Up Form***Payment Type**

This field contains the Payment Type Code.

This field is display only and cannot be maintained.

**Description**

This field contains a description of the Payment Type.

This field is display only and cannot be maintained.

**Search Profile - Payment Type**

Enter a Payment Type on which to base your search and use the Search Button to initiate the search.

Wildcard searching is available on this field.

**Search Profile - Description**

Enter a Payment type Description on which to base your search and use the Search Button to initiate the search. Wildcard searching is available on this field.

# Process External Receipts

This function allows external receipts to be validated and updated once they are uploaded to the online system.

**Note:** For batch validation purposes, when a batch of Receipts is imported, a new 'External Receipt Batch Control' record is added for the Import run on entity CRCOBCT – with the 'Processed' flag set to OFF.

When 'Process' is set to 'Validate & Update', for each Batch successfully Updated, it will update the 'Processed' flag on the associated CRCOBCT record to ON

Multi Batch Processing is available to improve the performance of batch processing in External Receipting. Refer to the section on Multi [Batch Processing in External Receipting](#) for setup details.

All receipts will hold a status of 'To be Validated' when they have been initially created.

When a new batch of receipts has been created the first step is to select the Validate button. This will check the details of the assessments on the receipts against those held on the Rates Accounting Module within Pathway. There are two methods of validation.

## **Legacy Reference Number**

The Legacy Reference Type is used when a council is originally converted to the Pathway System. When Assessments are converted to Pathway they are all given new numbers but also contain a link back to the previous system. This link back to the previous system is what we term the 'Legacy Reference Type'.

The Legacy Reference Type is set up within the Rates System Parameters and needs to be checked prior to performing a validation. As well as determining the Legacy Reference type there is also a 'Use During Upload' check box that needs to be checked on in order for the system to match the External Receipt and the Assessments Legacy Reference numbers.

## **Pathway Assessment Number**

When council has generated rates or instalment notices on the Pathway system, these notices will carry the new assessment numbers. We now need to tell the system to match the Offline Receipts on the Assessment numbers and not the Legacy Reference Number.

We will need to access the Rates System Parameters and turn off the 'Use During Upload' checkbox.

Once a Validation has been performed, the receipt will be in one of the following statuses.

## **Validated, Errors**

If a Receipt is in error, it may be that the bank has made a keying error. This receipt should be maintained using the drill down buttons to the right of the receipt record and the information on the allocation line corrected.

Ensure that when you are attempting to correct the receipt information that you have drilled down to the lowest level and that the fields are maintainable.

## **Validated, No Errors**

When a receipt is in a status of No Errors it is ready to be updated to the Pathway Receipting System. No maintenance is necessary.

Once all the receipts are in a status of 'Validated, No Errors' the batch is ready to be updated. Click on the update button to update the Offline Receipts into the Receipting System.

The Offline Receipt Upload is now completed.

## ITEMS TO CHECK WHEN VALIDATION RETURNS 'ERRORS'

### Message Frame

Each time a receipt is validated, any errors are written to the message frame. Use the View option on the toolbar at the top of the Pathway Session and select Message Frame. Scroll down to the bottom of the message frame and look for any messages.

### Use During Upload setting

Check the Offline Receipts to see if the Assessment numbers being provided by the bank are the old system numbers or the new Pathway Assessment Numbers. Once this has been determined, check the Parameter setting for the 'Use During Upload' checkbox to ensure that the setting corresponds with the data being received.

The Receipt Validation process will provide the operator with a report with information regarding the batch of receipts. This process can be run in one of three ways, namely:

- Interactively
- Batch Processor
- Scheduled Job

Some validations can take a significant amount of time to perform.

The Receipt Update process will create receipts, for each External Receipt, in the live Pathway Receipting system based on the External Receipts. This job can be processed as follows:

- Interactively
- Batch Processor
- Scheduled Job

When the Update is performed, a report will be produced giving details of updated receipts as well as receipts with updating errors. Receipts which were able to be updated are removed from the External Receipt Maintenance list, whilst those with errors will remain listed in the batch. It is recommended that the operator correct any errors on the remaining receipts before validating and updating again.

### Handling pre-defined errors during Update Process

User-defined accounts can be set up for a Receipting Application to be used so that an external receipt may be processed to an on-line Pathway Receipt and subsequently be placed into a 'suspense' account. Errors such as, Cashier Warning, Invalid Reference, Part Payment, Overpayment etc may be set up for an Application to prevent an external receipt from being rejected during the update process when such an error is encountered. Each of these errors will allow the selection of a User Defined Receipting Application to be associated and then used when processing External Receipts. If a User Defined Receipting Application is not associated with an error code, then when the error is encountered in External Receipting, the Receipt will not be processed and will remain in External Receipting.

**Note:** Rates, Debtors and Water Billing External Receipts which match to External References will also be taken into consideration. In this instance, if details are found in the 'Additional Fields 1-4' via an import format, then the Alternative Reference processing will take precedence over processing to a User Defined Receipting Application.

**Note:** The processing of External Receipts to a Pathway on-line receipt using a User Defined Receipting Application will only occur during the update process. The Validation processing will report errors and provide the opportunity to correct any issues prior to the update taking place.

## Process External Receipts Control Form

Batch Number	Batch Imported	Source	No. of Receipts	Total Amount	Status	Direct Debit
3	10-Nov-2000 12:18:55	Offline	1	190.00	To be Validated	<input type="checkbox"/>
4	10-Nov-2000 14:25:31	Offline	34	55781.85	To be Validated	<input type="checkbox"/>
8	13-Nov-2000 10:42:16	Offline	39	7259.60	To be Validated	<input type="checkbox"/>
10	14-Nov-2000 11:28:57	Offline	76	20622.97	To be Validated	<input type="checkbox"/>
11	14-Nov-2000 11:30:36	Offline	26	7558.98	To be Validated	<input type="checkbox"/>
12	14-Nov-2000 12:25:28	Offline	18	6229.70	To be Validated	<input type="checkbox"/>
31	08-Dec-2000 11:47:21	Offline	1	100.00	Validated, Errors	<input type="checkbox"/>
32	08-Dec-2000 15:10:16	Offline	11	8270.00	To be Validated	<input type="checkbox"/>
33	08-Dec-2000 15:11:30	Offline	1	20.00	To be Validated	<input type="checkbox"/>
38	11-Dec-2000 10:05:18	Offline	2	160.00	Validated, Errors	<input type="checkbox"/>

**Processing Options**

Process: **Validate Only**

Report Type: **Summary**

Options Process Cancel

Process External Receipts Control Form

**Batch Number**

The Batch Number is automatically allocated by the system. This number will start at 1 and will be incremented by the system. This parameter is a non-maintainable field and is held at the System Parameter level.

**Batch Imported**

This field displays the date on which the batch was imported into Pathway.

**Source**

This is the Source of the Batch of receipts. If they are from a Bank then the Source will be the Payment Type Code entered on the External Receipt Import form. If they are from Offline Receipting, then the Source will be Offline.

**No. of Receipts**

This field displays the total count of receipts imported with this Batch.

**Total Amount**

This field displays the dollar value of the total Batch.

**Status**

The Status field will reflect the current status of the Batch, which will be one of the following

- To be Validated
- Validated, No Errors
- Validated, Errors

**Direct Debit**

When this flag is checked on it indicates that the Batch has been flagged as a Direct Debit Batch.

**Detail Button**

When selected, this button displays the External Receipt Maintenance form where the individual receipts from the Batch are displayed.

**Processing Options**

The following Processing Options are available:

Process

The following processing options are available from the dropdown list:

- Validate Only
- Validate and Update
- Delete

A Batch of receipts can be validated by selecting the 'Validate Only' option and then selecting the Process button.

A batch of receipts can be validated and updated by selecting the 'Validate and Update' option and then selecting the Process button.

A Batch of receipts can be deleted by selecting the 'Delete' option and then selecting the Process button.

### Report Type

The following report types are available for selection from the dropdown list:

- None
- Summary
- Detailed

'None' will produce no report.

'Summary' will produce a report detailing all External Receipts with errors. In the Summary Report the Allocation Lines and Receipt Headers that contain validation errors are also be printed on the report. These are listed in a separate section of the report labelled 'Allocation Lines (s) with Validation Error (s)'. The Batch Total section lists total Allocation Lines with Errors as well as total Allocation Lines validated correctly.

'Detailed' will produce a report detailing all receipts - those with errors and those without.

If any External Receipts have been processed to User Defined Receipting Applications because of errors encountered during the update process, then a separate report will be printed, " External Receipt Validation Error Update Report" (CRCR8081) providing a total count of allocation lines that were processed to a User Defined Receipting Application because of a known error.

## External Receipt Selection Form

This form displays a list of all the external receipts which have been uploaded. The initial validation status for the receipts should be "To be Validated". Once validated, this is changed to either "Validated, No Errors" or "Validated, Errors". If there are any errors in the data, the external receipts can be maintained by pressing the Detail Button for the receipt. The message frame will display the specific errors found in the receipts.

**Batch Details**

Batch Number: 114  
 Batch Imported: 04-Feb-2004 10:31:11  
 Status: To be Validated  
 Refresh Focus: Current Occurrence

No. of Receipts: 11  
 Total Amount: 4580.97  
 Direct Debit: ☐

Ext. Reference No.	Drawer	Cashier	Date/Time	Application	Total Amount	Validation Status
9390	POST	CHICCOE	06-Sep-2002 00:00:00	AP	356.00	No Errors
9391	POST	CHICCOE	08-Sep-2002 00:00:00	DBT	39.00	Not Yet Validated
9392	POST	CHICCOE	10-Sep-2002 00:00:00	AN	700.00	Not Yet Validated
9393	POST	CHICCOE	11-Sep-2002 00:00:00	AN	1000.00	Not Yet Validated
9394	POST	CHICCOE	12-Sep-2002 00:00:00	RC	45.89	Not Yet Validated
9395	POST	CHICCOE	13-Sep-2002 00:00:00	RC	300.50	Not Yet Validated
9396	POST	CHICCOE	14-Sep-2002 00:00:00	RC	509.00	Not Yet Validated
9397	POST	CHICCOE	15-Sep-2002 00:00:00	RA	333.00	Not Yet Validated
9398	POST	CHICCOE	16-Sep-2002 00:00:00	DBT	250.00	Not Yet Validated

**Search Profile**

Ext. Reference No.:   
 Drawer ID:  >>   
 Cashier:  >>   
 Application Code:  >>

Date/Time:   
 Total Amount:   
 Validation Status: All

Search Modify Close

External Receipt Selection form

**Batch Number**

This field displays the number allocated by the system to the Batch. This field is display only and cannot be maintained.

**Batch Imported**

This field displays the Date and Time at which the Batch was imported. This field is display only and cannot be maintained.

**Status**

This field displays the Status of the receipts contained in the Batch, e.g. To be Validated. This field is display only and cannot be maintained.

**Refresh Focus**

The Refresh Focus dropdown field allows the user to choose which occurrence will have focus when returning from External Receipt Maintenance. The options available are:

- ☐ Current Occurrence
- ☐ First Occurrence

If "Current Occurrence" is selected, the current occurrence will get focus when the External Receipt Selection form is refreshed. If "First Occurrence" is selected, the first occurrence in the list will get focus.

**No. of Receipts**

This field displays the number of receipts contained in the Batch. This field is display only and cannot be maintained.

**Total Amount**

This field displays the Total dollar amount of all the receipts contained in the Batch. This field is display only and cannot be maintained.

**Direct Debit**

This flag will be checked on if the Batch was flagged as a Direct Debit during the import process. This field is display only and cannot be maintained.

**External Reference Number**

This field displays the External Reference Number which has been assigned by the system. This field is display only and cannot be maintained.

**Drawer**

This field contains the External Drawer ID as nominated during the file import process. This field is display only and cannot be maintained.

**Cashier**

This field contains the ID of the cashier transferring the external receipts. This field is display only and cannot be maintained.

**Date/Time**

This field contains the date and time at which the external receipting transaction took place. This field is display only and cannot be maintained.

**Application**

This field displays the Application to which the receipt is allocated, e.g., RA, AN etc. This field is display only and cannot be maintained.

**Total Amount**

This field contains the total dollar amount receipted in the external receipt. This field is display only and cannot be maintained.

**Validation Status**

This field displays the validation status of the external receipt. The options are:

- Not Yet Validated
- Validated, Errors

- Validated, No Errors

'Not Yet Validated' is the initial status for receipts which have just been uploaded. If there are any errors in the data, the status will be 'Validated, Errors'. The external receipt can be maintained by pressing the detail button for that receipt and making any changes required. The message frame will display the specific errors found in the receipts. This field is display only and cannot be maintained.

**Search Profile - Ext. Reference No.**

Enter a valid External Reference Number on which to conduct your search.

**Search Profile - Drawer ID**

Enter a valid Drawer ID on which to conduct your search. Alternatively, you can select one from the Pop Up.

**Search Profile - Cashier**

Enter a valid Cashier on which to conduct your search. Alternatively, you can select one from the Pop Up.

**Search Profile - Application Code**

Enter a valid Application Code on which to conduct your search. Alternatively, you can select one from the Pop Up.

**Search Profile - Date/Time**

Enter a valid Date/Time on which to base your search. Alternatively, by double-clicking or pressing F2 in the field, a selection can be made from the Calendar Pop Up.

Valid date formats are:

01-May-2000

010500

01052000

1/5/00

1.5.00

**Search Profile - Total Amount**

Enter a Total Receipt Amount on which to base your search.

**Search Profile - Validation Status**

Select a Validation Status from the dropdown. The available options are:

- All
- Errors
- No Errors
- Not Yet Validated

**Detail Button**

This button allows the user to detail out to the 'External Receipt Maintenance form' where errors can be corrected in the receipt.

## External Receipt Maintenance Form

This form allows changes and corrections to be made to the offline receipt to allow it to be validated.



**External Receipt Maintenance**

Ext. Reference No. 885  
 Recipient Name  
 Address  
 Receipt Status Unbanked  
 Validation Status Not Yet Validated

Drawer ID MONEY  
 Cashier Name CHICCOE  
 Date/Time 20-Mar-1998 00:00:00  
 Offline Reference  
 Bank Reference 141201E

Allocation Reference	Qualifier	Description	Payment Type	Amount
RA 20008		Allocation Line		192.00
		Payment Line	Electronic Funds	-192.00

Amount Paid 192.00  
 Amount Tendered 192.00  
 Change 0.00

Validate OK Cancel

*External Receipts Maintenance Form (2)*

### External Reference Number

This field displays the external receipt number that was allocated when the receipt was created. This field is display only and cannot be maintained.

### Recipient Name

This field contains the name of the person/company for whom the external receipt was generated. This field is maintainable.

### Address

This field contains the address of the person/company for whom the receipt was generated. This field is maintainable.

### Receipt Status

This field displays the status of the receipt. The options are:

- Banked
- Banked Reversed
- Previous Period Reversal
- Suspended
- System Voided
- Unbanked
- Unbanked Reversed
- User Voided

This field is display only and cannot be maintained.

### Validation Status

This field displays the validation status of the external receipt. The options are:

- Not Yet Validated
- Validated, Errors
- Validated, No Errors

This field is display only and cannot be maintained.

### Drawer ID

This field displays the ID of the Drawer that was used to generate the external receipt. This field is maintainable. The Pop Up button activates the Drawer Pop Up which allows selection of a different Cashier Drawer.

**Cashier Name**

This field displays the name of the cashier who processed the external receipt. This field is maintainable. The Pop Up button activates the User Pop Up which allows selection of a different Cashier.

**Date/Time**

This field displays the date and time at which the external receipt was entered. This field is maintainable.

**Offline Reference**

This field displays the reference (eg. location) at which the external receipt was generated. This field is maintainable.

**Bank Reference**

This field shows the banking reference of the external receipt (if applicable). This field is maintainable.

**Allocation reference**

These fields contain the Allocation Reference for an allocation line. It consists of the Application Code and the Allocation Reference.

**Qualifier**

This field further identifies the debt to which the receipt will be applied.

**Description**

This field contains the description for either the Allocation Line or Payment Line. At the Allocation Line level, the description will default to the description of the transaction that is being used.

This has been enhanced from Release 3.05 onwards. The External Receipt 'Load' process will continue to assign all External Receipt Allocation descriptions to 'Allocation Line'. Upon successful Validation of an External Receipt the Receipt Allocation Line description will now be updated to the description of the debt being paid as per the Receipts taken directly through online Receipting.

The 'External Receipt Import Control' form allows for external receipts to be 'Loaded' and/or 'Validated'. The 'Load' process will continue to assign the description to 'Allocation Line' while a successful 'Validation' of a receipt performed from either the 'External Receipt Import Control' form or 'Process External Receipt Control' form will now reassign the description to represent the debt being paid such as 'Rates Receipt', 'Dog Receipt', 'Miscellaneous Receipt Type', etc...

The External Receipts that could not be successfully validated will continue to have an Allocation Line description of 'Allocation Line'.

**Payment Type**

This field contains the Payment Type used to pay the receipt. This field is display only and cannot be maintained.

**Amount**

This field displays the amount of each individual Payment or Allocation Line.

**Detail Button**

This button details out to either the External Allocation Line Maintenance form or the External Payment Line Maintenance form. These forms allow changes to be made to the Allocation Line and Payment Line details.

**Amount Paid**

This field shows the total amount paid for the receipt. This field is display only and cannot be maintained.

**Amount Tendered**

This field shows the amount tendered for the receipt. This field is display only and cannot be maintained.

**Change**

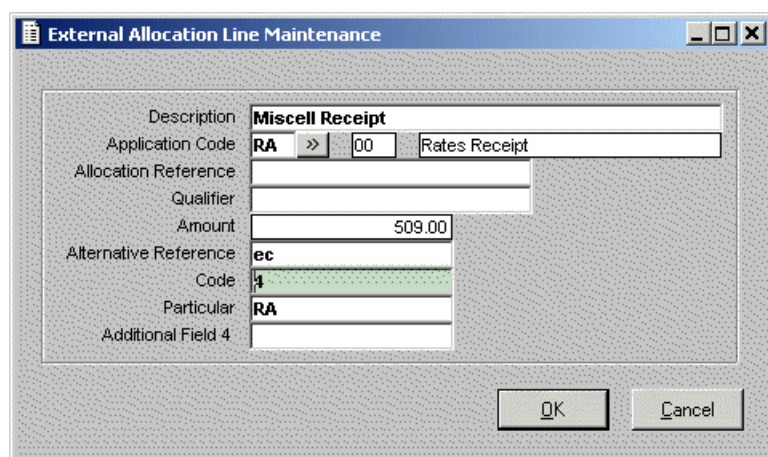
This field shows any change that may have been given as a result of payment. This field is display only and cannot be maintained.

### Validate Button

This button allows validation of the external receipt after amendments have been made. This will then change the validation status from 'Errors' to 'Not Yet Validated'.

## External Allocation Line Maintenance Form

This form is used to confirm or change Allocation Line details before the external receipt is validated.



*External Allocation Line Maintenance Form*

### Description

This field displays the description of the Allocation line. This field is maintainable.

### Application Code

These fields display the Application code, Description and Bank Prefix (or Biller Code). The Pop Up button may be selected to choose a different Application Code.

### Allocation Reference

This field contains the Allocation Reference which applies to the receipt. This field can be changed if required.

### Qualifier

This field contains the Qualifier that was selected in the Receipt entry process. This field can be changed if required.

### Amount

This field contains the Amount of the receipt. This field is display only and cannot be maintained.

### Additional Fields 1, 2, 3, 4

The Additional fields will display on this form when the Receipting Validation process has not been able to resolve the item that has been receipted to. In this case, a new occurrence will be created in Alternative Reference Maintenance with a status of 'New'. Users can then either access Alternative Reference Maintenance and link the Alternative Reference to the appropriate Assessment, or access External Receipting and maintain the Allocation Line details to identify the payment item. Once the receipt has been validated and updated, these fields will not display any longer on for this receipt.

## External Payment Line Maintenance Form

This form is used to confirm or change the Payment Line details of the external receipt before they are validated.

Description	Payment Line	
Payment Type	CASH	Cash
Bank		
Drawer		
Number		
Month Expired		
Year Expired		
Remittance Number		
Amount	366.27	

Close

*External Payment Line Maintenance Form*

**Description**

This field contains a description of the Payment Type. This field is not maintainable.

**Payment Type**

These fields display the Payment Type eg. CASH, AMEX. These fields are not maintainable.

**Bank**

These fields display the Bank details i.e. BSB, Bank and Branch.

**Drawer**

This field displays the Drawer associated with the payment line. This field is not maintainable.

**Number**

This field displays the card number. This field is not maintainable.

**Month Expired**

This field displays the expiry month of the card. This field is not maintainable.

**Year Expired**

This field displays the expiry year of the card. This field is not maintainable.

**Remittance Number**

This field displays the Remittance Number . This field is not maintainable.

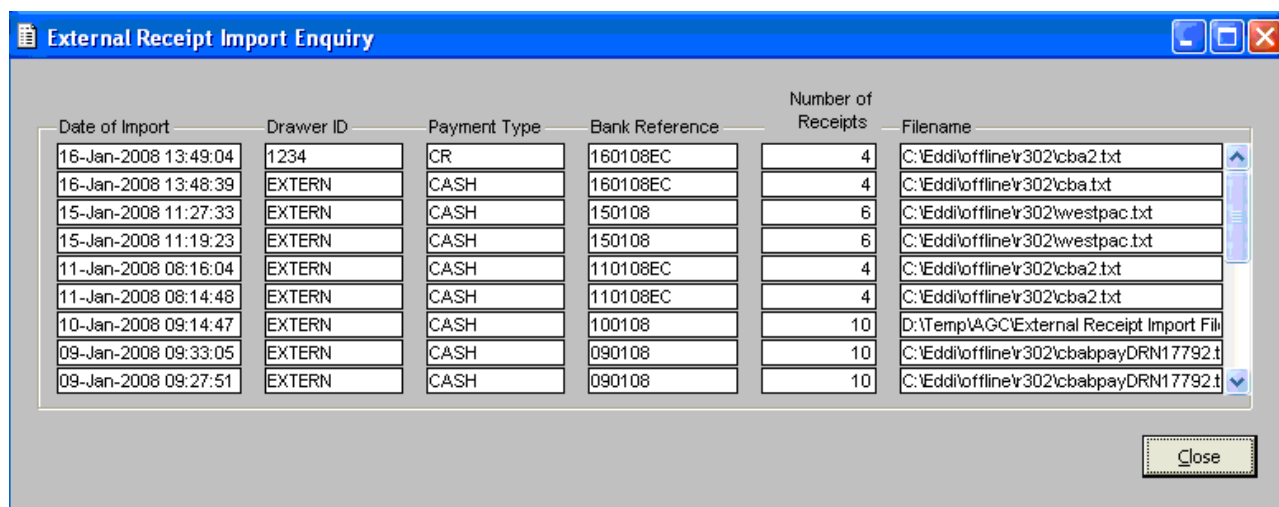
**Amount**

This field displays the payment amount. This field is display only and cannot be maintained.

# External Receipt Import Enquiry

## External Receipt Import Enquiry

The External Receipt Import Enquiry form, which is accessed via the menu option of the same name located under the External Receipts menu option, displays details of External Receipt imports that have been successfully processed.



The screenshot shows a window titled "External Receipt Import Enquiry" with a table containing the following data:

Date of Import	Drawer ID	Payment Type	Bank Reference	Number of Receipts	Filename
16-Jan-2008 13:49:04	1234	CR	160108EC	4	C:\Eddi\offline\302\cba2.txt
16-Jan-2008 13:48:39	EXTERN	CASH	160108EC	4	C:\Eddi\offline\302\cba.txt
15-Jan-2008 11:27:33	EXTERN	CASH	150108	6	C:\Eddi\offline\302\westpac.txt
15-Jan-2008 11:19:23	EXTERN	CASH	150108	6	C:\Eddi\offline\302\westpac.txt
11-Jan-2008 08:16:04	EXTERN	CASH	110108EC	4	C:\Eddi\offline\302\cba2.txt
11-Jan-2008 08:14:48	EXTERN	CASH	110108EC	4	C:\Eddi\offline\302\cba2.txt
10-Jan-2008 09:14:47	EXTERN	CASH	100108	10	D:\Temp\AGC\External Receipt Import File
09-Jan-2008 09:33:05	EXTERN	CASH	090108	10	C:\Eddi\offline\302\cbabpayDRN17792.t
09-Jan-2008 09:27:51	EXTERN	CASH	090108	10	C:\Eddi\offline\302\cbabpayDRN17792.t

A "Close" button is located at the bottom right of the window.

*External Receipt Import Enquiry*

### Date of Import

This field displays the Date and Time on which the Batch was imported.

### Drawer ID

This field displays the Drawer ID which was set on the External Receipt Import Control form during the import.

### Payment Type

The Payment Type which was set during the import will be displayed here.

### Bank Reference

The Bank Reference entered during the file import will display here. This field may display as blank if no Bank Reference was entered.

### Number of Receipts

This field displays the number of Receipts that have been created by the update process.

### Filename

The Filename field displays displays the file and path of the uploaded bank file.

## Multi Batch Processing in External Receipting

Multi Batch Processing has been implemented in the "External Receipt Import" and "Process External Receipt Control" upload process to improve the performance when processing large batches.

### Set Up Parameters

Open a Pathway session.

**Step 2 ~ 5 must be performed if you want to create new Background Processing Job Queues to process the "Process External Receipt Control" process. If you want to use an existing Background Processing Job Queue, please ignore steps 2 to 5.**

Go to Batch Processing >> Maintain Job Queue at Administrator Level

Click the Insert button on the Job Queue Maintenance form.

Insert a few new Background Processing Queues.

Click OK

The screenshot shows the 'Job Queue Maintenance' window. It contains a table with columns: Queue, Description, Job Queue Type, Status, and Jobs. Below the table is a 'Queue Details' section for the selected queue 'THREAD2'.

Queue	Description	Job Queue Type	Status	Jobs
BACKGROUND	Background Receipting	Background Job Queue	Stopped	...
EOD	End Of Day Job Queue	Standard Job Queue	Stopped	...
INFRING	Infringements Job Queue	Standard Job Queue	Stopped	...
PDF_Q	Convert document to PDF & Email - ADEAUSLGO01 only	Background Job Queue	Stopped	...
RECPT	Receipting Report Job Queue	Standard Job Queue	Stopped	...
STANDARD	Standard Job Queue	Standard Job Queue	Stopped	...
THREAD1	Threading Job Queue 1	Background Job Queue	Stopped	...
THREAD2	Threading Job Queue 2	Background Job Queue	Stopped	...
THREAD3	Threading Job Queue 3	Background Job Queue	Stopped	...

**Queue Details**

Queue: **THREAD2**  
 Description: **Threading Job Queue 2**  
 Assignment File: **.\7206\SetDOL.asn**  
 Initialisation File: **.\7206\SetW2K.ini**  
 Job Queue Type: ☒ Background Job Queue ☐ Standard Job Queue

Buttons: Start, Stop, Resume, Pause, Insert, OK, Cancel

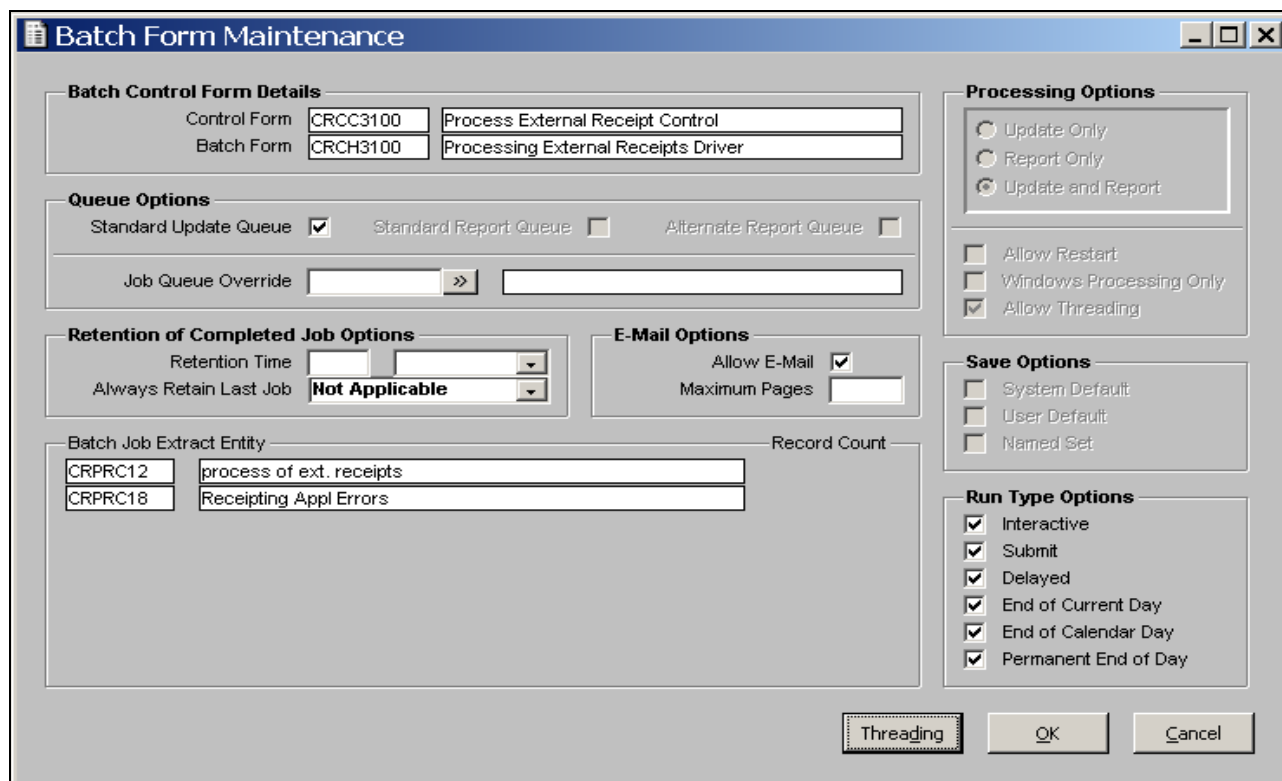
Create new background job queues

Go to Batch Processing >> Batch Form Maintenance and search for form "CRCC3100".

The screenshot shows the 'Batch Form Search Profile' window. It contains a form with the following fields:

Control Form: **CRCC3100**  
 Description:   
 Allow Threading: **(any)** (dropdown menu)  
 Job Queue Override:   
 Search:   
 Close:

Batch Form Search Profile



**Batch Form Maintenance**

**Batch Control Form Details**

Control Form	CRCC3100	Process External Receipt Control
Batch Form	CRCH3100	Processing External Receipts Driver

**Queue Options**

Standard Update Queue ☒ Standard Report Queue ☐ Alternate Report Queue ☐

Job Queue Override  >>

**Retention of Completed Job Options**

Retention Time  Always Retain Last Job **Not Applicable**

**E-Mail Options**

Allow E-Mail ☒ Maximum Pages

**Processing Options**

☐ Update Only  
☐ Report Only  
☒ Update and Report

☐ Allow Restart  
☐ Windows Processing Only  
☒ Allow Threading

**Save Options**

☐ System Default  
☐ User Default  
☐ Named Set

**Run Type Options**

☒ Interactive  
☒ Submit  
☒ Delayed  
☒ End of Current Day  
☒ End of Calendar Day  
☒ Permanent End of Day

**Batch Job Extract Entity**

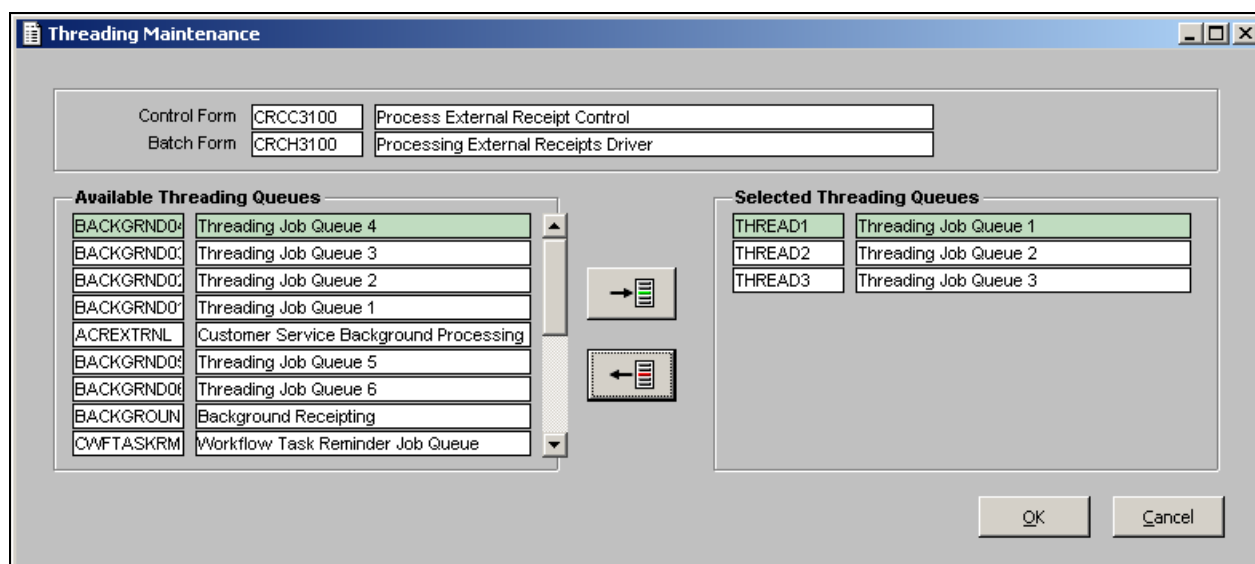
CRPRC12	process of ext. receipts	Record Count
CRPRC18	Receipting Appl Errors	

**Threading** **OK** **Cancel**

*Batch Form Maintenance*

Click the “Threading” button on Batch Form Maintenance

Assign background processing job queues.



**Threading Maintenance**

Control Form CRCC3100 Process External Receipt Control  
 Batch Form CRCH3100 Processing External Receipts Driver

**Available Threading Queues**

BACKGRND04	Threading Job Queue 4
BACKGRND03	Threading Job Queue 3
BACKGRND02	Threading Job Queue 2
BACKGRND01	Threading Job Queue 1
ACREXTRNL	Customer Service Background Processing
BACKGRND05	Threading Job Queue 5
BACKGRND06	Threading Job Queue 6
BACKGROUN	Background Receipting
CVFTASKRM	Workflow Task Reminder Job Queue

**Selected Threading Queues**

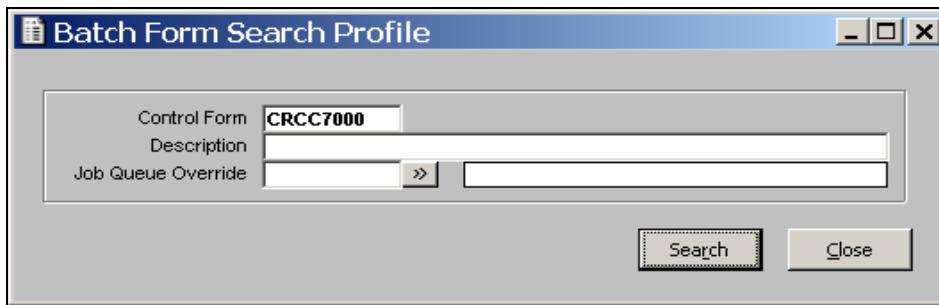
THREAD1	Threading Job Queue 1
THREAD2	Threading Job Queue 2
THREAD3	Threading Job Queue 3

**OK** **Cancel**

*Threading Maintenance*

Select the “OK” button on the “Threading Maintenance” screen and the “OK” button on the “Batch Form Maintenance” screen to store the data.

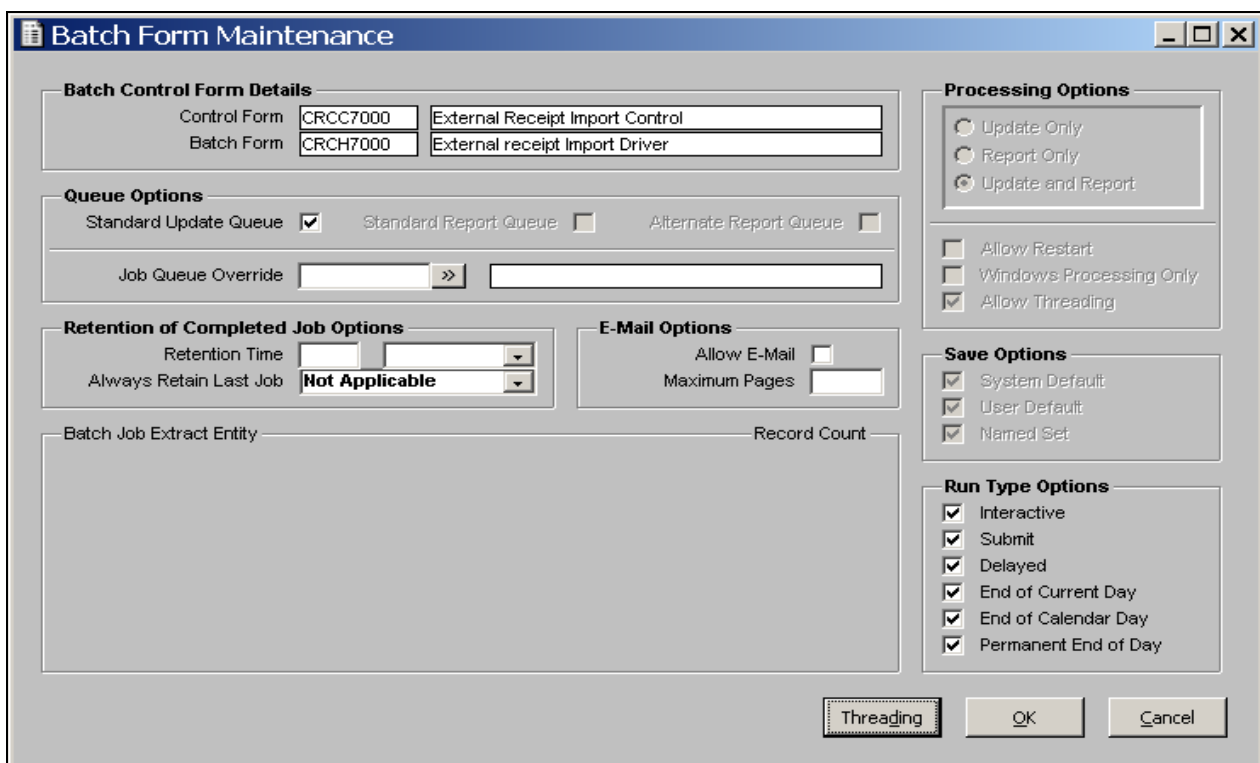
Go to Batch Processing >> Batch Form Maintenance and search for form “CRCC7000”



The **Batch Form Search Profile** dialog box contains the following fields and buttons:

- Control Form:** Text box containing **CRCC7000**.
- Description:** Empty text box.
- Job Queue Override:** Text box with a right-pointing arrow button next to it.
- Search:** Button at the bottom right.
- Close:** Button at the bottom right.

*Batch Form Search Profile*



The **Batch Form Maintenance** dialog box is divided into several sections:

- Batch Control Form Details:**
  - Control Form:** Text box containing **CRCC7000**.
  - Batch Form:** Text box containing **CRCH7000**.
  - External Receipt Import Control:** Text box containing **External receipt import control**.
  - External receipt import Driver:** Text box containing **External receipt import driver**.
- Queue Options:**
  - Standard Update Queue:** ☒
  - Standard Report Queue:** ☐
  - Alternate Report Queue:** ☐
  - Job Queue Override:** Text box with a right-pointing arrow button next to it.
- Retention of Completed Job Options:**
  - Retention Time:** Dropdown menu.
  - Always Retain Last Job:** **Not Applicable** (dropdown menu).
- E-Mail Options:**
  - Allow E-Mail:** ☐
  - Maximum Pages:** Text box.
- Processing Options:**
  - Update Only:** ☐
  - Report Only:** ☐
  - Update and Report:** ☒
  - Allow Restart:** ☐
  - Windows Processing Only:** ☐
  - Allow Threading:** ☒
- Save Options:**
  - System Default:** ☒
  - User Default:** ☒
  - Named Set:** ☒
- Run Type Options:**
  - Interactive:** ☒
  - Submit:** ☒
  - Delayed:** ☒
  - End of Current Day:** ☒
  - End of Calendar Day:** ☒
  - Permanent End of Day:** ☒
- Batch Job Extract Entity:** Large empty text area.
- Record Count:** Text box.
- Buttons:** **Threading**, **OK**, and **Cancel** at the bottom right.

*Batch Form Maintenance*

Click the “Threading” button on Batch Form Maintenance

Assign background processing job queues.

Select the “OK” button on the “Threading Maintenance” screen and the “OK” button on the “Batch Form Maintenance” screen to store the data.



Threading Maintenance

Control FormCRCC7000External Receipt Import Control

Batch FormCRCH7000External receipt Import Driver

Available Threading Queues

ACREXTRNLCustomer Service Background Processing

BACKGRND01Threading Job Queue 1

BACKGRND02Threading Job Queue 2

BACKGRND03Threading Job Queue 3

BACKGRND04Threading Job Queue 4

BACKGRND05Threading Job Queue 5

BACKGRND06Threading Job Queue 6

BACKGROUNDBackground Receipting

PDF\_QConvert document to PDF & Email - ADEAU

Selected Threading Queues

THREAD1Threading Job Queue 1

THREAD2Threading Job Queue 2

THREAD3Threading Job Queue 3

OK

Cancel

Assign Job Queues

Infor Public Sector

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# Reporting

The following topics are covered in this section:

[Drawer Balance Report](#)

[Bank Deposit Report](#)

[Remittance Report](#)

[Receipts Journal Report](#)

[Transfers Audit Report](#)

[Previous Period Reversed Receipts Report](#)

## Drawer Balance Report

By selecting a Drawer and the relevant details that you wish to print you can submit a report to whichever option that is set up on your system, e.g. a printer, WORD6, Email.

Options to choose to print include:

- Transaction details
- Reversals
- Receipt Dissection

**Note:** The Cashier does not need to be signed off of the drawer to produce this report.

**Note:** This report will only print unbanked receipts.

If a drawer has an unbanked receipt and the receipt is linked to a “Half-Processed” Agents Bulk Receipting job, then the Drawer Balance Report will not process the drawer and the unprocessed drawer will be listed in the “Unprocessed Drawers Report”.

### Drawer Balance Report Control Form

This form is used to specify options in producing the Drawer Balance Report. Users have a choice of three different reports. These are:

<b>Drawer Balance Transactions Report</b>	This report prints a list of Transactions processed by the drawer, with total number of receipts processed and total amounts.
---	---

<b>Drawer Balance Reversals Report</b>	This report prints a list of Reversals processed by the drawer.
--	---

<b>Drawer Balance Dissection Report</b>	This report prints totals receipted by the drawer split into Payment Groups. It reports the total number of Transactions which make up the Nett Amount.
---	---

In addition, if unprocessed receipts (i.e. receipts which have been unable to be processed due to ledger discrepancies) exist in the drawer, then another report, the **Unprocessed Unbanked Receipts Report**, will be produced, listing any receipts which fall into this category. This report is also able to be reprinted by running the Drawer Balance Report with no flags checked ON.

When the Drawer Balance Control Form is first accessed, the current receipt number range for the drawer is automatically defaulted. The receipt number range can be manually modified and the submitted receipt number range will then be used when retrieving eligible receipts for the drawer.

**Note:** If the report is to be run non-interactively (e.g. End of Day), it is suggested that the receipt number range be cleared out before submitting the job. This way, if the receipt number range is not provided, the report will retrieve all unbanked receipts which exist at the time of running the report for the drawer.

Clicking on the options button allows you to enter System and User Defaults with which you can specify various search profiles that might be used frequently. Once a System or User default has been entered, information stored will appear when you next enter the Drawer Balance Report Control form.

**Note:** Only those drawers which have been made active in Drawer Maintenance are displayed here.

Once a Search Profile has been specified and the required reports selected, click on Process, and you will then be shown the Processing Options Maintenance form. From this form you can enter the Description of the report, which Run Type you wish to use, and on which printer you would like it produced. Selecting OK will then produce the required reports.

Any Negative Receipt amounts will be included in the report.

Any Rounding amounts will also be included in the report.

The Drawer Balance Transactions Report will include any unbanked receipts reversed by this drawer. If a receipt is reversed by the same drawer as it was originally issued in, then all receipt line will be listed. If a receipt is reversed by this drawer but was originally issued by a different drawer, then only the reversed lines will be listed.

If a receipt is not included in the receipt range it will not be picked up and included in the reports. The receipt range may be modified by the user.

Drawer ID	Signed On	Receipts From	Receipts To
1	<input checked="" type="checkbox"/>	1999411954	1999412727
150	<input checked="" type="checkbox"/>	399794	400832
2	<input checked="" type="checkbox"/>	395412	395436
25	<input checked="" type="checkbox"/>	402258	1999412403
A	<input checked="" type="checkbox"/>	409717	1999411961
AD	<input type="checkbox"/>	400623	1999410495
AMANDA	<input checked="" type="checkbox"/>	410026	1999412710
AQUAT	<input checked="" type="checkbox"/>	392897	1999412145
B	<input type="checkbox"/>	409720	1999412598

**Processing Options**

☒ Transaction details

☒ Reversals

☒ Receipt Dissection

**Search Profile**

Drawer ID:

Description:

Search Options Process Cancel

*Drawer Balance Report Control Form*

### Drawer ID

This field is used if the Search Profile is to be based on Drawer ID. More than one Drawer can be selected by using the CONTROL or SHIFT keys.

### Signed On

This field indicates whether or not the Drawer is Signed On.

### Receipts From

This field displays the starting receipt number of the drawer. This field is maintainable.

### Receipts To

This field displays the ending receipt number of the drawer. This field is maintainable.

### Processing Options - Transaction Details

Check this flag ON if you require the Drawer Balance Transactions Report to be produced.

### Processing Options - Reversals

Check this flag ON if you require the Drawer Balance Reversals Report to be produced.

**Processing Options - Receipt Dissection**

Check this flag ON if you require the Drawer Balance Dissection Report to be produced.

**Processing Options – Unprocessed Unbanked Receipts**

Check this flag ON if you require the Unprocessed Unbanked Receipts Report to be produced.

**Search Profile – Drawer ID/Description**

Enter a Drawer ID or Drawer Description into these fields and select the Search Button to search for a particular Drawer. Wildcard searching is available, (e.g. A\* ).

Note: If a User Default is set up using a Search Profile, then the Search Profile details will display when the form is accessed to alert the user that a Search Profile was used.

## Bank Deposit Report

This function produces a Bank Deposit Listing to be submitted along with the Cash/Cheques taken to the bank. Listings of Cheque and other payment types may be produced, together with overall banking total information.

The Bank Deposit Listing will also clear the receipt totals for the selected cash drawers when performed in 'Update and Report' mode.

If a drawer has an unbanked receipt and the receipt is linked to a "Half-Processed" Agents Bulk Receipting job, then the Bank Deposit Listing Report will not process the drawer and the unprocessed drawer will be listed in the "Unprocessed Drawers Report".

### Bank Deposit Listing Control Form

This form is used to specify options in producing the Bank Deposit Listing Report. Users have a choice of four different reports. These are:

<b>Bank Deposit Payment Details Report:</b>	<p>This report produces a list of Payment details processed by the drawer. Only those Payment Types which have been set up within Parameters to display on this report will be included. Receipts are printed in one of two formats:</p> <ul style="list-style-type: none"><li>• Cheque Number/Credit Card Number order (grouped by Payment Type, Number, Drawer, Bank or Branch details within each Payment Group). Each Payment Group starts on a new page. Total Amounts are given for each Payment Type as well as each Payment Group. Total Counts are also given for Cheque Numbers, Credit Card Numbers and EFTPOS Numbers. (e.g. Credit Card Number Count: 2)</li><li>• Receipt Number order</li></ul>
<b>Receipt Dissection Report:</b>	<p>This report produces Totals receipted by the drawer grouped by Transaction Type. The total number of Transactions which make up the Nett Amount will be included.</p>
<b>Bank Account Summary Report:</b>	<p>This report lists the totals of all ledger accounts which are to be banked.</p>
<b>Previous Period Processed Receipts:</b>	<p>This report will only be available for selection in Update and Report mode. It will only be produced when there are previously unprocessed receipts which have subsequently been processed (usually because the correct ledger has been set up in the Transaction Type parameters)</p>

The Bank Account Summary Report lists details and totals of all ledger accounts as well as details of unprocessed receipts for the current period. A grand total amount is listed which is the total of all Bank

Accounts/Ledgers plus any unprocessed receipts for the current period. The Grand Total is also the banking amount. Any receipts which could not be processed will be listed in the "Apportionment Exception Report".

When the Bank Deposit Listing Report is re-executed, any unprocessed Allocation Lines on a receipt from a previous banking period, will be reprocessed. When executing the Bank Deposit Listing Report and the error is encountered again when processing the Allocation Line then the Allocation Line will appear in the "Unprocessed Receipts – Previous Banking Period" report along with the error details encountered in processing the Allocation Line. The operator should investigate the reasons for the failed attempt at processing and correct these if possible. On subsequent executions of the Bank Deposit Listing Report any unprocessed Allocation Lines from a previous banking period will attempt to be reprocessed.

If the Allocation Line is successfully processed then the Receipt and specific Allocation Line details will appear on a new report page titled "Processed Receipts - Previous Banking Period". This report will have a summary total indicating the ledger details and account entries that have been affected by the transaction, as well as the Allocation Line that has been reprocessed.

If the Bank Deposit Listing Control is executed over a drawer which is still signed on, then the receipts will not be processed. A report titled "Unprocessed Drawers Report" will be produced to indicate the drawer(s) which were not processed.

Clicking on the options button allows you to enter System and User Defaults with which you can specify various search profiles that might be used frequently. Once a System or User default has been entered, information stored will appear when you next enter the Bank Deposit Control form.

Note: Only those drawers which have been made active in Drawer Maintenance are displayed here.

Once a Search Profile has been specified and the required reports selected, click on Process, and you will then be shown the Processing Options Maintenance form. From this form you can enter the Description of the report, which Run Type you wish to use, and on which printer you would like it produced. Selecting OK will then produce the required reports.

Any Negative Receipt amounts will be included in the report.

Any rounding amounts will also be included in the Bank Account Summary Report. If the bank account is already contained in the Bank Account Summary Report then the rounding total will be added to the existing amount.

In order to run the Bank Deposit Listing report over a drawer, the drawer must be signed off. Any drawers that are still signed on will not display receipt ranges.

Any unbanked receipt lines reversed by the drawer will be included in the reports. This includes receipts that were originally issued by another drawer but were reversed by this drawer.

When running the Bank Deposit Listing, the receipt range will pick up unbanked receipts issued by the drawer and reversed by the drawer. However, the receipt range is ignored to allow for further receipt processing which may be carried out after a Bank Deposit Listing job has already been submitted.



The screenshot shows the 'Bank Deposit Listing Control' window. It features a table of drawers with columns for 'Drawer ID', 'Signed On', 'Receipts From', and 'Receipts To'. The 'Signed On' column has checkboxes, and the 'Receipts From' and 'Receipts To' columns have text boxes. Below the table is a 'Processing Options' section with radio buttons for 'Update and Report' (selected) and 'Report Only', and checkboxes for 'Report on payment details', 'Sort by Cheque Number' (selected), 'Sort by Receipt Number', 'Receipt Dissection', 'Bank Account Summary', and 'Previous Period Processed Receipts'. At the bottom is a 'Search Profile' section with text boxes for 'Drawer ID' and 'Description', and buttons for 'Search', 'Options', 'Process', and 'Cancel'.

Drawer ID	Signed On	Receipts From	Receipts To
EXTER2	<input type="checkbox"/>	396207	396211
EXTERN	<input type="checkbox"/>	1999410297	1999412484
FISHC	<input checked="" type="checkbox"/>		
GB	<input checked="" type="checkbox"/>		
GREG	<input checked="" type="checkbox"/>		
HELEN	<input type="checkbox"/>	0	0
HLEX	<input type="checkbox"/>	408517	409188
INT	<input checked="" type="checkbox"/>		
JSC	<input checked="" type="checkbox"/>		

**Processing Options**

☒ Update and Report    ☐ Report Only

☒ Report on payment details

☒ Sort by Cheque Number    ☐ Sort by Receipt Number

☒ Receipt Dissection

☒ Bank Account Summary

☒ Previous Period Processed Receipts

**Search Profile**

Drawer ID:

Description:

Buttons: Search, Options, Process, Cancel

*Bank Deposit Listing Control Form*

### Drawer ID

This field is used if the Search Profile is to be based on Drawer ID. More than one Drawer can be selected by using the CONTROL or SHIFT keys.

### Signed On

This field indicates whether or not the Drawer is Signed On. Receipt ranges will not display for drawers that are still signed on.

**Note:** This report can only be run on drawers which are not Signed On.

### Receipts From

This field displays the starting receipt number of the drawer. This field will not display for drawers that still signed on. This field is display only and cannot be maintained.

### Receipts To

This field displays the ending receipt number of the drawer. This field will not display for drawers that still signed on. This field is display only and cannot be maintained.

### Job Options

This field enables the selection of the job option required for the report.

Selecting "Report Only" will only print out the selected reports.

Selecting "Update and Report" will print out the selected reports and reset all figures for selected drawers back to zero. It will also make the Bank Reference used by the selected drawers unavailable for future receipting. Receipts included in this update and reporting process will also have their Receipt Status changed to "Banked".

### Report on Payment Details

Check the checkbox if you require the Bank Deposit Payment Details report to be produced. This will make the Sort options buttons available for selection.

### Sort Options

The following sort options are available:

- Sort by Cheque Number

- Sort by Receipt Number

The default sort order will be “Cheque Number”, where the report is printed ordered by cheque number details. Only those Payment Types which have been set up within Parameters to display on this report will be included.

Receipts are printed in one of two formats:

- Cheque Number/Credit Card Number order (grouped by Drawer, Bank or Branch details) within Payment Group Type
- Receipt Number order

**Receipt Dissection**

Check the checkbox if you require the Bank Deposit Receipt Dissection Report to be produced.

**Bank Account Summary**

Check the checkbox if you require the Bank Account Summary Report to be produced.

**Previous Period Processed Receipts**

Check this checkbox if you require a list of previously unprocessed receipts which have been processed. These receipts will be listed under the heading of ‘Processed Receipts – Previous Banking Period’.

This checkbox will not be available in Report Only mode as no such report will be produced when running in Report mode only.

**Search Profile – Drawer ID/Description**

Enter a Drawer ID or Drawer Description into these fields and select the Search Button to search for a particular Drawer. Wildcard searching is available, (e.g. A\* ).

**Note:** If a User Default is set up using a Search Profile, then the Search Profile details will display when the form is accessed to alert the user that a Search Profile was used.

## Remittance Report

Normally, Remittance Numbers are added only for those payments received through the mail and, as such, they are opened and entered in what is called 'back room receipting'. As part of the process of registering the incoming mail, a Remittance Number can be applied to these payments. Where this is carried out, the total monies received and receipted are handed to the Cashier for verification and finally banking.

This Report is documentary proof of what has been received and provides a listing for reconciliation purposes, so that incoming payments can be matched with receipts.

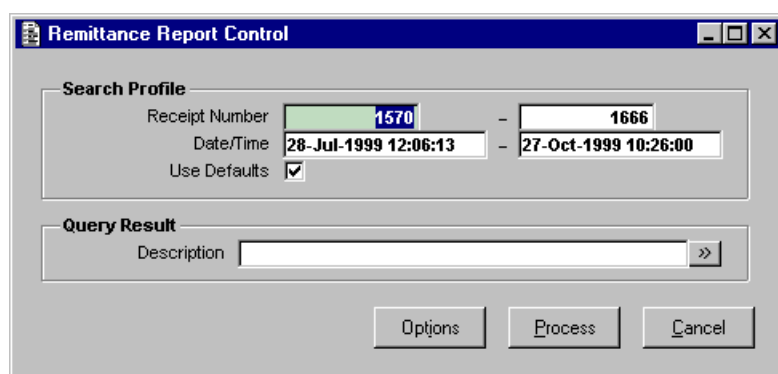
The Remittance Number field can be selected for optional or mandatory inclusion with Cheque Payments via the Payment Group Filter option in Receipting Parameters.

This report will allow the production of a list of Receipts within a selected range of receipt numbers or a range of dates and times.

### Remittance Report Control Form

This form is used to specify options in producing the Remittance Report.

Once a Search Profile has been specified and the required reports selected, click on Process, and you will then be shown the Processing Options Maintenance form. From this form you can enter the Description of the report, which Run Type you wish to use, and to which printer you would like it produced on. Selecting OK will then produce the required reports.



*Remittance Report Control Form*

#### Receipt Number

Select a range of Receipt Numbers that the report is required to include. Both a from and a to range must be entered. To include all receipt numbers leave these fields blank. On entry to this option, the range shown will be those receipts which have not yet been printed on the report i.e. receipts entered since the last report was produced.

#### Date/Time

Select a range of Dates and Times that the report is required to include. Both a from and a to range must be entered. To include all dates leave these fields blank.

#### Use Defaults

If this checkbox is checked on then the receipt numbers defaulted into the range fields will reflect those receipts which have not been reported on. The corresponding receipt dates will default into the date fields.

#### Query Description

This field may be utilised to nominate a query definition, previously created to identify a group of properties. This function is still to be implemented.



## Receipts Journal Report

The Receipts Journal Report details each receipt that has been entered for a particular day or a specified date range. The report can be listed in detailed or condensed mode.

The report should be run in audit mode with the Receipt Defaults checked on, as this will then report on all new receipts since the last Receipts Journal was produced.

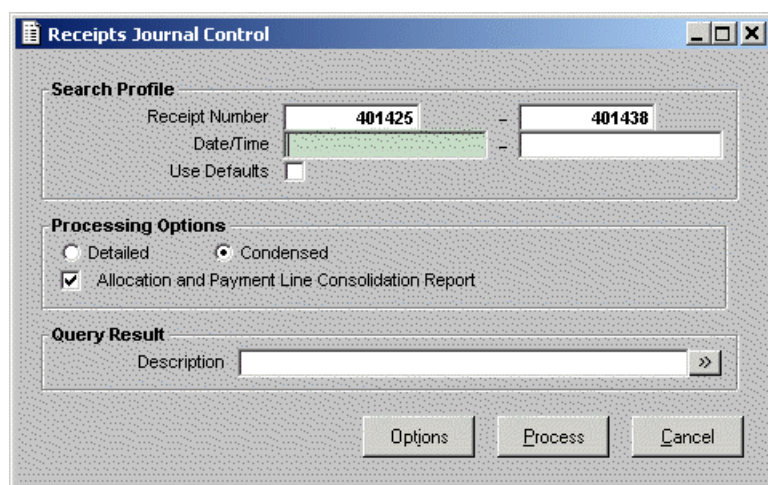
As this report can be quite large and is not required for reconciliation purposes, it is not necessary to print the report. However, the report should be submitted each night with no printer nominated. The report can then be printed as required through the Print Processed Jobs option.

**Note:** It is recommended that this report is run nightly, as a permanent End of Day job, even if it is not printed and retained. It is a complete listing of receipts taken for a day and provides the most accurate auditing tool.

### Receipts Journal Control Form

This form is used to specify options in producing the Receipts Journal Report.

Once a Search Profile has been specified and the required reports selected, click on Process, and you will then be shown the Processing Options Maintenance form. From this form you can enter the Description of the report, which Run Type you wish to use, and to which printer you would like it produced on. Selecting OK will then produce the required reports.



*Receipts Journal Report Control Form*

#### Receipt Number

Select a range of Receipt Numbers that the report is required to include.

#### Date/Time

Select a range of Dates and Times that the report is required to include.

#### Use Defaults

If this checkbox is checked on then the receipt numbers defaulted into the range fields will reflect those receipts which have not been reported on. The corresponding receipt dates will default into the date fields.

#### Processing Options

These fields give the option to either print a Condensed Receipts Journal Report or a Detailed Receipts Journal Report. Select the desired option.

**Allocation and Payment Line Consolidation Report Flag**

If this checkbox is checked on then a separate report will be produced. The Allocation and Payment Line Consolidation Report will provide a breakdown of application payments received and the method of payment that was used. The report will be executed over the receipts being processed, detailing all Receipting Applications that have been receipted to, including any user defined Receipting Applications.

**Determining how an Application Payment was made**

In determining the type of payment that was made for a Rates receipt, top down processing is used on the receipt when interrogating the receipt lines.

The first line is viewed and if this is an allocation line then the Application that payment was received for will be recorded. If the next line is a payment line then the report will indicate that the allocation line was paid using the payment type on the receipt.

If there is more than one allocation line, then the amount that was allocated is used to determine how much of the payment was used for the first allocation line and the second allocation line is used to determine how much of the payment was used for the second allocation.

Consider the following example:

Receipt 1 – single allocation line, single payment line

<u>Line Type</u>	<u>Details</u>		<u>Amount</u>
Allocation Line	RA	1	\$500
Payment Line	Cheque		\$500

Receipt 1.

Rates Payments  
Cheque \$500

Receipt 2

Single allocation line, multiple payment lines

<u>Line Type</u>	<u>Details</u>		<u>Amount</u>
Allocation Line	RA	5	\$750
Payment Line	Cheque		\$500
	Cash		\$250

Rates Payments  
Cheque \$500  
Cash \$250

Receipt 3

Multiple allocation lines, single payment line

<u>Line Type</u>	<u>Details</u>		<u>Amount</u>
Allocation Line	RA	1	\$500
	AN	23	\$35
	RC	PH	\$25
Payment Line	Cheque		\$560

Rates Payments  
Cheque \$500

Animal Payments  
Cheque \$35

Miscellaneous Receipts  
Cheque \$25

Receipt 4

Multiple allocation lines, multiple payment lines

<u>Line Type</u>	<u>Details</u>		<u>Amount</u>
Allocation Line	RA	1	\$700
Payment Line	Cheque		\$650
Allocation Line	AN	23	\$35
Allocation Line	RC	PH	\$27.50
Allocation Line	AP	PP/DEV/1 23	\$233.00
Payment Line	CASH		\$145.50
Payment Line	VISA		\$200
Rates Payments			
	Cheque		\$650
	Cash		\$50
Animal Payments			
	Cash		\$35
Miscellaneous Receipts			
	Cash		\$27.50
Applications			
	Cash		\$33
	VISA		\$200

From the above example the top down processing can be determined.

Firstly the cheque payment line is used for Rates, and since that does not cover the full allocation amount, the next payment line is sourced to make up the difference. This is why \$50 is allocated in cash. Following this logic, Animals and Miscellaneous receipts are both covered by the cash payment, but the Applications receipt is made up of the VISA transaction and the remaining cash.

The ability to sequence receipt lines on Receipt Entry is available. This allows cashiers to determine the order of the allocation lines in association with the payment lines so that the top down processing relationship can be applied. There is no security placed over this function. All cashiers will be able to sequence receipt lines on Receipt Entry.

A secured option called "Sequence Receipt Line" is available in User Authorities in Receipting Parameters. This option allows a cashier to sequence the receipt lines after the receipt has been accepted. The ability to sequence the receipt lines will be available when the "Reversals\Transfers" option is taken in Receipt Entry. The "Reversals\Transfers" button has been re-labelled "Receipt Maintenance". If a user does not have any authorities available in "Receipt Maintenance", (i.e. Reverse, Transfer or Sequence authority) then the button will be dimmed and the user will not have access.

Once a Receipt is banked then the ability to re-sequence the receipt lines is not available.

### Query Description

This field may be utilised to nominate a query definition, previously created to identify a group of properties. This function is still to be implemented.

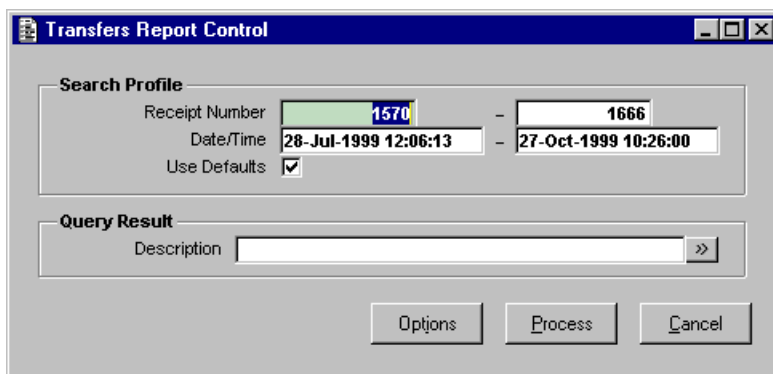
# Transfers Audit Report

This report produces a list of receipts that contain lines that have been transferred. Selection can be made by a range of receipts or dates and times.

## Transfers Report Control Form

This form is used to specify options in producing the Transfers Audit Report.

Once a Search Profile has been specified and the required reports selected, click on Process, and you will then be shown the Processing Options Maintenance form. From this form you can enter the Description of the report, which Run Type you wish to use, and on which printer you would like it produced. Selecting OK will then produce the required reports.



*Transfers Report Control Form*

### Receipt Number

Select a range of Receipt Numbers that the report is required to include.

### Date/Time

Select a range of Dates and Times that the report is required to include.

### Use Defaults

If this checkbox is checked on then the receipt numbers defaulted into the range fields will reflect those receipts which have not been reported on. The corresponding receipt dates will default into the date fields.

### Query Description

This field may be utilised to nominate a query definition, previously created to identify a group of properties. This function is still to be implemented.



## Previous Period Reversed Receipts Report

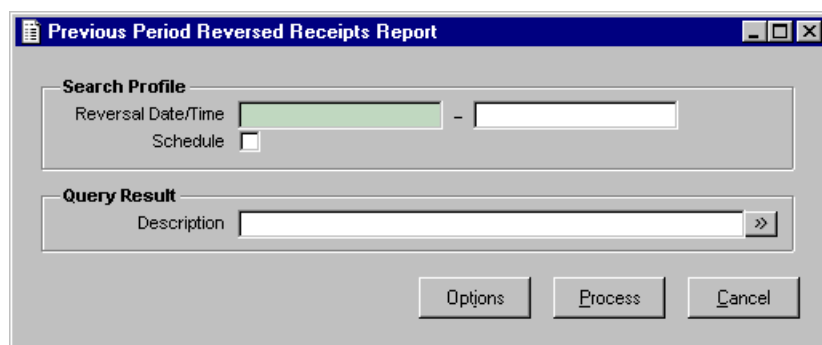
This report produces a list of previous period reversed receipts with total receipts and total amount details at the bottom. A receipt is a previous period reversed receipt if it meets the following criteria:

Receipt entered 23/07/99  
Receipt is reversed 24/07/99  
(After the Banking Reports for 23/07/99 have been performed)

If a receipt is entered and reversed on the same day, it is not a previous period reversed receipt and will not appear on this report. Those receipts are non-banked reversals and will print out on the Drawer Balance Report for that day's banking.

### Previous Period Reversed Receipts Report Form

This form allows a report to be scheduled or produced interactively, based on a date/time range, listing details of previous period receipts which have been reversed.



*Previous Period Reversed Receipts Report Form*

#### Reversal Date/Time

These fields allow a from and to date to be specified in the Search Profile. If a 'from' date only is entered then all Reversed Receipts on or after that date will be included. If a 'to' date only is specified then all Reversed Receipts before or on that date will be included. If no dates are entered then all Reversed Receipts will be included in the search.

#### Schedule

Click the Schedule checkbox on if you wish to schedule this report to be run at a particular time and only on the receipts reversed since the report was last run. This flag should only be used when the batch process is submitted as a permanent end of day process or at some other regular interval. This means that the Run Type which must be selected in the Processing Options Maintenance form needs to be one of the following:  
End of Calendar Days  
Permanent End of Day  
If any other option (e.g.. Interactive, Submit, Delayed or End of Day) is selected when the Schedule flag has been checked on, then the Schedule flag is ignored and the entered date range is used instead. If the Schedule flag is checked on, the Reversal Date/Time fields will be dimmed and not able to be maintained.

#### Query Result - Description

This field may be used to specify a previously created query definition to identify a group of records. Alternatively, a query may be selected from the pop up.

# Bulk Receipting

## Overview of the Agents Bulk Receipting Process

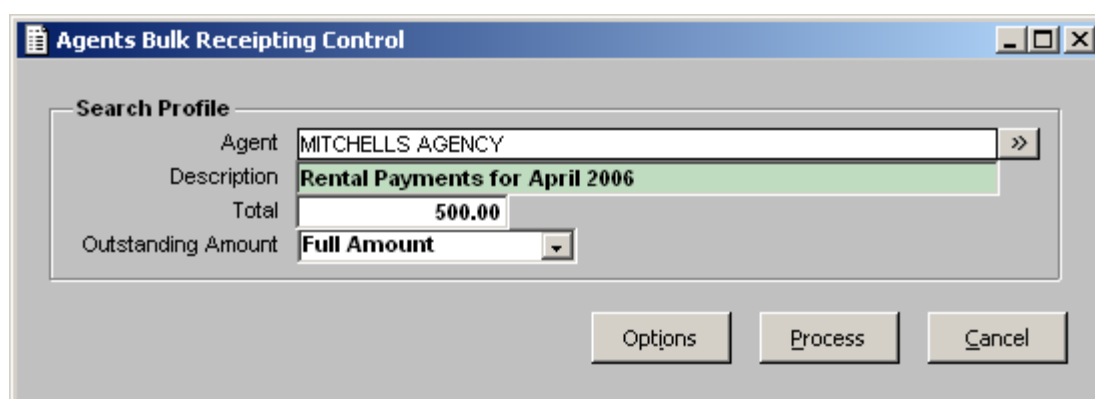
Agents Bulk Receipting is used to apply in Bulk a payment without having to manually enter each Assessment Number until all of the funds are exhausted.

Prior to being able to do Agents Bulk Receipting, it is a requirement that Notice Groups are established in the Rates Parameters and the Notice Group also must be flagged as an 'Agent'. The Notice Group must then be linked to each Assessment that will or could be paid by the Agent.

A Transaction Type (Miscellaneous Receipt) for the initial Receipting of the payment must be created and it is suggested that the Revenue General Ledger Account specified on the Transaction Type be a clearing Account, which should reconcile to Nil when all Agent's Receipts have been processed.

- Cheque or Direct Deposit Payment is paid to Council.
- A Miscellaneous Receipt is issued for the full amount, which allows the Money to be paid into the Bank and generate the General Ledger Entries, and in the case of a Direct Deposit, generate the General Ledger entries, required for Reconciliation.
- When convenient – run the required processes which will search for and batch the Agent's outstanding Rates Amounts and then associate the Miscellaneous Receipt. The Batch process will then reverse the Miscellaneous Receipt and apportion the payments over the Assessments.

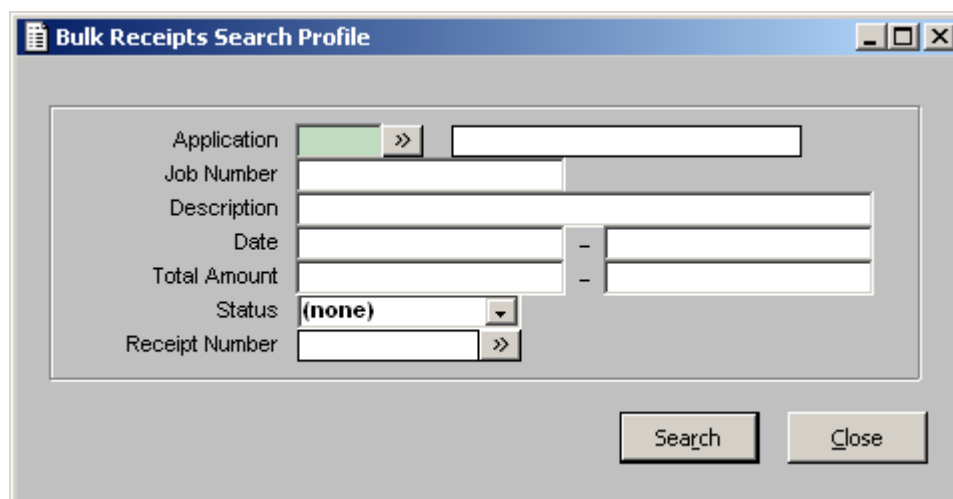
### Agents Bulk Receipting



- Select the relevant AGENT via the pop-up. This will allow you to search for ALL Names created as Agents or specify some criteria to search by.
- Enter a Description eg: Rental Payments for April, 2006.
- Enter the Total Amount (this should match the Miscellaneous Receipt amount).
- Specify whether the Agent is paying the Full Amount outstanding or an Instalment Amount.
- Click Process, enter a valid description and select the appropriate run type.

### Bulk Receipts Filter

This function is performed after completing the Agents Bulk Receipting Control. It continues the bulk receipting process by retrieving all Bulk Receipting Jobs for further processing.



**Bulk Receipts Search Profile**

Application: [ ] >> [ ]

Job Number: [ ]

Description: [ ]

Date: [ ] - [ ]

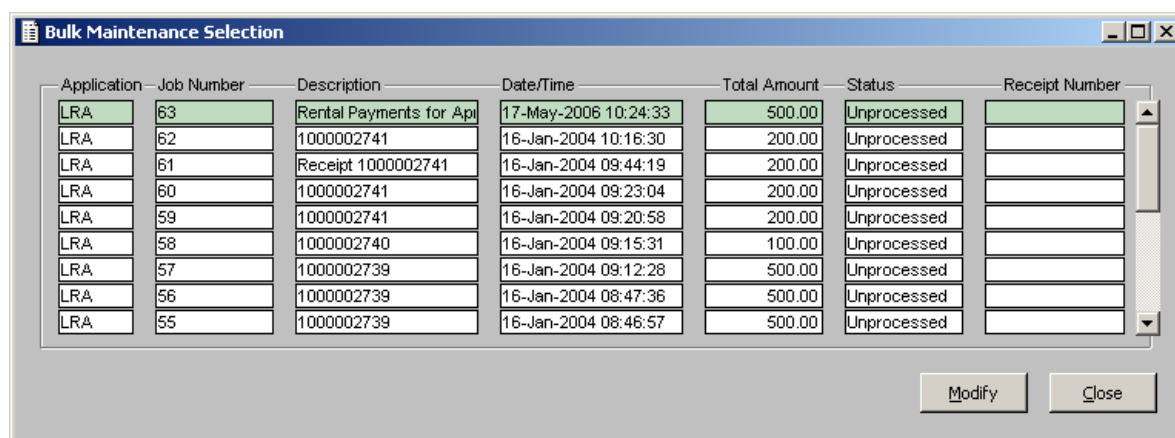
Total Amount: [ ] - [ ]

Status: (none) [v]

Receipt Number: [ ] >> [ ]

[Search] [Close]

- Enter criteria to search for the Bulk Receipt processed in the previous step or simply click the Search button. If the Application and Job Number is known this can be entered, otherwise a Date Range and / or an Amount Range could be entered. Searching for 'unprocessed' Status Bulk Receipts will only return those Receipts that have not been applied to the Assessments associated with the Agent.

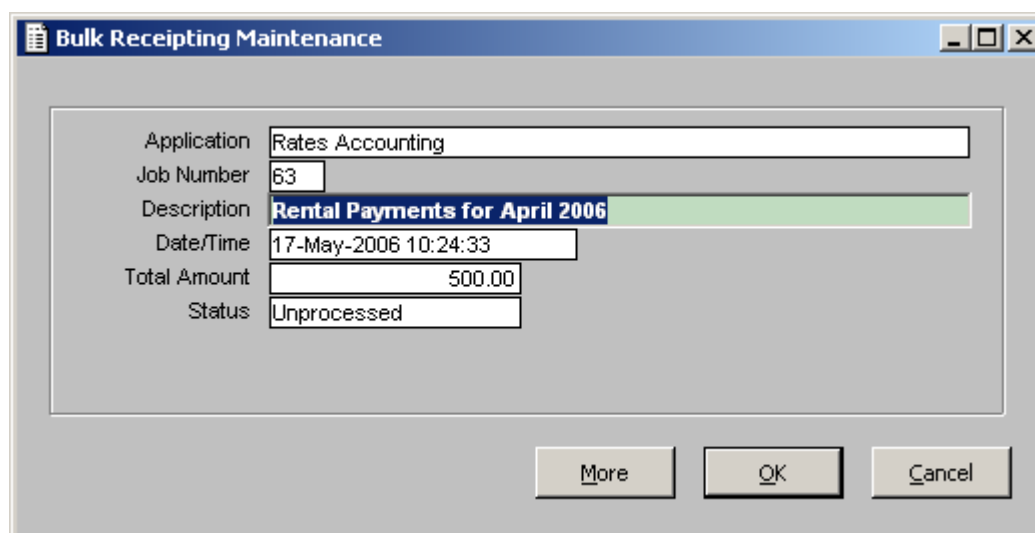


**Bulk Maintenance Selection**

Application	Job Number	Description	Date/Time	Total Amount	Status	Receipt Number
LRA	63	Rental Payments for April	17-May-2006 10:24:33	500.00	Unprocessed	
LRA	62	1000002741	16-Jan-2004 10:16:30	200.00	Unprocessed	
LRA	61	Receipt 1000002741	16-Jan-2004 09:44:19	200.00	Unprocessed	
LRA	60	1000002741	16-Jan-2004 09:23:04	200.00	Unprocessed	
LRA	59	1000002741	16-Jan-2004 09:20:58	200.00	Unprocessed	
LRA	58	1000002740	16-Jan-2004 09:15:31	100.00	Unprocessed	
LRA	57	1000002739	16-Jan-2004 09:12:28	500.00	Unprocessed	
LRA	56	1000002739	16-Jan-2004 08:47:36	500.00	Unprocessed	
LRA	55	1000002739	16-Jan-2004 08:46:57	500.00	Unprocessed	

[Modify] [Close]

- Highlight the Bulk Receipt to be processed, and click Modify



**Bulk Receipting Maintenance**

Application: Rates Accounting

Job Number: 63

Description: Rental Payments for April 2006

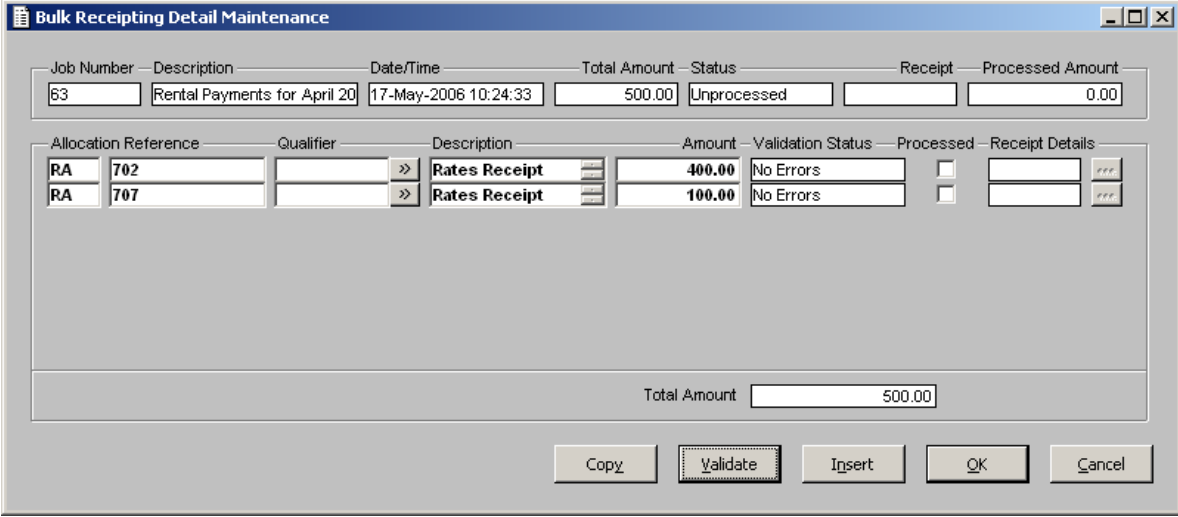
Date/Time: 17-May-2006 10:24:33

Total Amount: 500.00

Status: Unprocessed

[More] [OK] [Cancel]

- Click More (to display the Assessments linked to the Agent)



**Bulk Receipting Detail Maintenance**

Job Number	Description	Date/Time	Total Amount	Status	Receipt	Processed Amount
63	Rental Payments for April 20	17-May-2006 10:24:33	500.00	Unprocessed		0.00

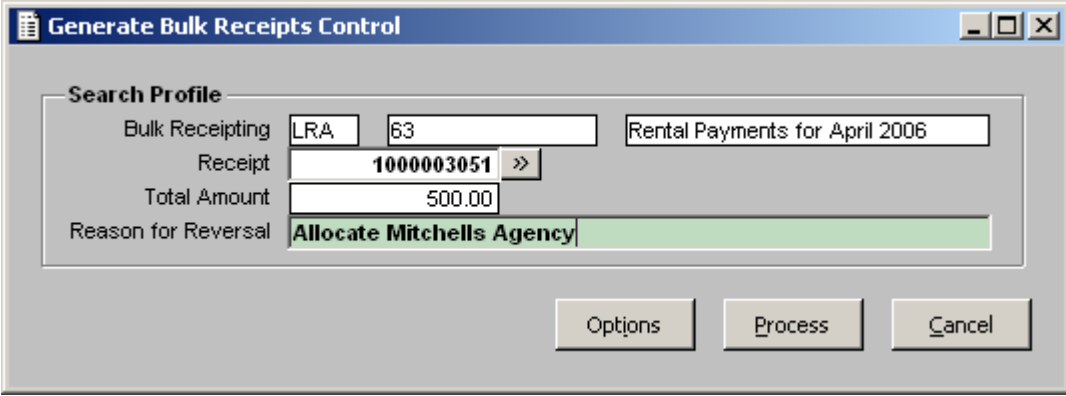
  

Allocation Reference	Qualifier	Description	Amount	Validation Status	Processed	Receipt Details
RA 702		Rates Receipt	400.00	No Errors	<input type="checkbox"/>	
RA 707		Rates Receipt	100.00	No Errors	<input type="checkbox"/>	

Total Amount: 500.00

Buttons: Copy, Validate, Insert, OK, Cancel

- Click Validate, the Validate Status should go to No Errors for all Allocation Lines. Check the message frame if any Errors are received for information as to why the Receipt will not validate. You cannot proceed until all errors are corrected. You can delete (F11) any rows not required.
- Click Copy
- Enter the Receipt Number (or click in the pop-up to search for and select the Receipt). The Total Amount (of the Receipt) will display, this amount is not maintainable.
- Enter a Reason for Reversal – eg: Allocation of Mitchells Agency Rentals.



**Generate Bulk Receipts Control**

**Search Profile**

Bulk Receipting	LRA	63	Rental Payments for April 2006
Receipt		1000003051	
Total Amount		500.00	
Reason for Reversal	Allocate Mitchells Agency		

Buttons: Options, Process, Cancel

- Click Process, enter a valid Description and process the job using the preferred Run Type.

This function processes the following:

- Reversal of the miscellaneous receipt issued to the agent for the bulk amount
- Creation of a separate receipt for each assessment
- Update of the rates system with receipt details for each assessment.

Once the job has processed, the system allocated Receipt Numbers will display, an indicator advising that the Receipt was able to be processed will also display. A detail button is available to detail out to the generated Receipt.

**Bulk Receipting Detail Maintenance**

Job Number	Description	Date/Time	Total Amount	Status	Receipt	Processed Amount
63	Rental Payments for April 20	17-May-2006 10:24:33	500.00	Processed	1000003051	500.00

Allocation Reference	Qualifier	Description	Amount	Validation Status	Processed	Receipt Details
RA	702	Rates Receipt	400.00	No Errors	<input checked="" type="checkbox"/>	100000305 ...
RA	707	Rates Receipt	100.00	No Errors	<input checked="" type="checkbox"/>	100000305 ...

Total Amount: 500.00

Close

**If a Generate Bulk Receipts process does not complete normally, the Status of the Batch will be in-process. 'In-Process' status jobs are able to be started again.** However, the job MUST be restarted before the Drawer Balance Report and Bank Deposit Listing Reports are run, because if the original receipt is unbanked, the Drawer where the original receipt is located will not be processed in these reports.

The following topics are covered in this section:

[Agents Bulk Receipting Control](#)

[Bulk Receipts Filter](#)

## Agents Bulk Receipting Control

This function is used to process bulk receipts in situations where multiple receipts are to be allocated to an agent as one bulk receipt.

This process can only be carried out after a receipt has been issued to an agent covering payments on a number of properties.

All the receipts created by the Bulk Receipting Process will pick up the same Receipt Status and Receipt Date/Time as the original receipt.

### Agents Bulk Receipting Control Form

This form allows the selection of an agent to whom a bulk receipt has been issued. An Agent may be selected via the Agent Pop Up button and a selection made from the list of Agents provided through the Agent - Name Search Profile. The Amount entered on this form should be the amount paid by the Agent which has been receipted.



*Agents Bulk Receipting Control Form*

#### Agent

This field is used to select an agent. Use the pop up arrow to activate the Agent - Name Search Profile form, (or double-click in the field, or press F2 in the field.) and select an agent from the Agent - Name Selection form.

#### Description

Enter a description for the job.

#### Total

Enter the total amount receipted to this agent in Receipt Entry. The amount entered here must match the amount receipted in Receipt Entry.

#### Outstanding Amount

This field is used to specify whether the payment is to cover the full amounts owing or instalment amounts. The options available for selection are:

- Full Amount
- Instalment Amount

If Instalment Amount is selected, then an additional field displays in which the Instalment Date must be entered.

#### Process Button

Click the Process button to send the agent details to the Rates Module to find all allocation lines listed against the agent.

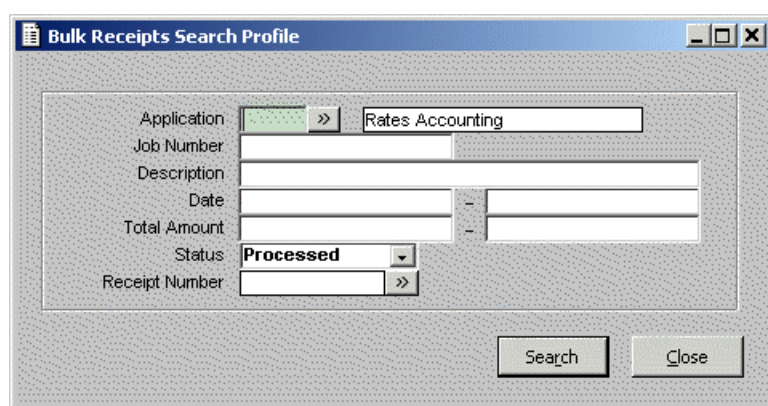
## Bulk Receipts Filter

This function is performed after completing the Agents Bulk Receipting Control. It continues the bulk receipting process by retrieving all Bulk Receipting Jobs for further processing.

### Bulk Receipts Search Profile Form

This form is used to search for a bulk receipt job processed in Agents Bulk Receipting Control. The form incorporates the ability to search by Date Range, Amount Range, Receipt Number and Bulk Job Status.

**Note:** If the Application and Job Number together have been entered as a search profile, then the other fields will be ignored in the selection criteria.



*Bulk Receipts Search Profile Form*

#### Application

Enter an Application Code or select one via the Application Code Pop Up form. Leaving this field blank will retrieve all Bulk Receipting jobs entered via the Agent - Bulk Receipting Control form. Select the required job from the Bulk Maintenance Selection Form.

#### Job No.

Enter a Job Number on which to conduct your search. This field may be left blank.

#### Description

Enter a description on which to conduct your search. This field may be left blank.

#### Date

Enter a date range on which to conduct your search. These fields may be left blank.

**Note:** In order to search on a Bulk Receipting Job for 30/01/2003 14:26:00, an operator would be required to enter the date range from 30/01/2003 to 31/01/2003.

#### Total Amount

Enter a total amount range on which to conduct your search. These fields may be left blank.

#### Status

Select a Status from the dropdown as a selection criteria. The options available are as follows:

- (none)
- Unprocessed
- Processed
- In Process



Selecting Unprocessed will prevent the Receipt Number field from displaying (as there is no Receipt Number associated with an unprocessed Job.)

### Receipt Number

Select a valid receipt number via the Pop Up as part of your selection criteria. If a Status of Unprocessed is selected in the previous field, then the Receipt Number field will not display.

## Bulk Maintenance Selection Form

This form is used to select a Bulk Maintenance job created in Agents Bulk Receipting Control. The user needs only to select a record and click the Modify button to display the record in the Bulk Receipting Maintenance form. Bulk Receipting Jobs are displayed in descending number order to assist in locating the most recent file loaded.

Application	Job Number	Description	Date/Time	Total Amount	Status	Receipt Number
LRA	43	Receipt 2401	28-May-2003 11:17:30	200.00	Unprocessed	
LRA	42	Bulk receipt	21-Jan-2002 09:26:49	100.00	Processed	
LRA	41	b	05-Dec-2001 15:23:03	500.00	Processed	
LRA	40	b	05-Dec-2001 15:21:56	500.00	Processed	
LRA	39	wv	05-Dec-2001 15:20:50	500.00	Processed	
LRA	38	bulk	05-Dec-2001 15:18:18	500.00	Processed	

Modify Close

*Bulk Maintenance Selection Form*

### Application

This field displays the Application Code of the Bulk Maintenance Job. It is display only and cannot be maintained.

### Job Number

This field displays the job number. It is display only and cannot be maintained. Jobs are displayed in descending order listing the most recent jobs first.

### Description

This field displays the description of the job. It is display only and cannot be maintained.

### Date/Time

This field displays the date and time at which the job was processed. It is display only and cannot be maintained.

### Total Amount

This field displays the Total Amount receipted. It is display only and cannot be maintained.

### Status

This field displays the Status of the Job. The options are as follows:

- (none)
- Unprocessed
- Processed
- In Process

Jobs with a Status of Unprocessed will have no associated Receipt Number.

### Receipt Number

This field displays the receipt number associated with the Job. Those Jobs with a Status of Unprocessed will not have a Receipt Number.

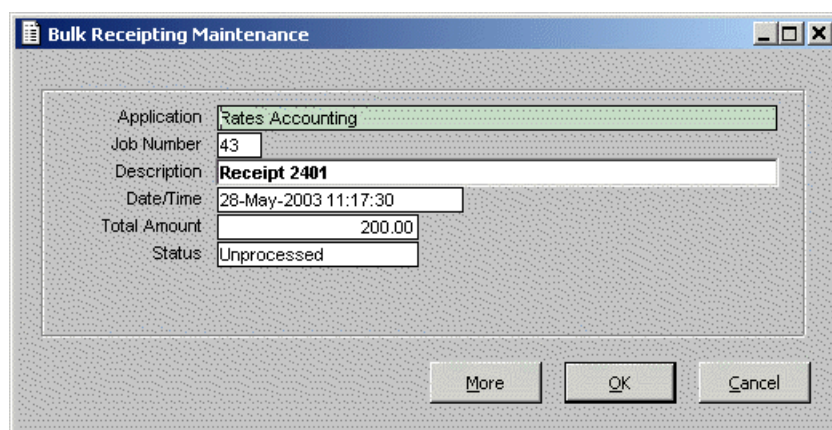
Note: No Receipt Numbers will be linked to previous jobs which have been converted by the Release 2.15 upgrade.

## Bulk Receipting Maintenance Form

This form displays after a selection is made from the Bulk Maintenance Selection form and the Modify button is pressed. It displays the details of the selected Bulk Receipting job. Click the More button to display the Bulk Receipting Detail Maintenance form showing the assessments listed against the agent.

If the Job being displayed is 'Processed' or 'In Process', then the original receipt will be linked to the job and the Receipt Number field will display the details. (Note: If the Bulk Job was processed before Release 2.15, the Receipt Number will not be available)

For an 'Unprocessed' Bulk Job there is no Receipt Number available.

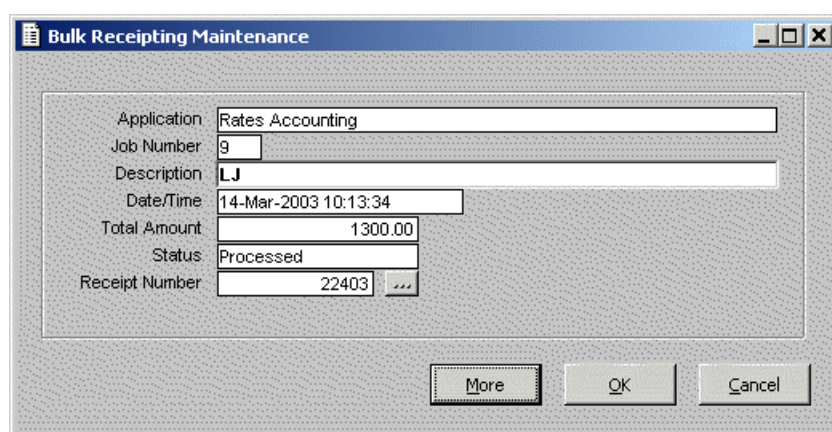


The screenshot shows the 'Bulk Receipting Maintenance' window. The fields are as follows:

Application	Rates Accounting
Job Number	43
Description	Receipt 2401
Date/Time	28-May-2003 11:17:30
Total Amount	200.00
Status	Unprocessed

At the bottom, there are three buttons: 'More', 'OK', and 'Cancel'.

*Bulk Receipting Maintenance Form (Unprocessed Job)*



The screenshot shows the 'Bulk Receipting Maintenance' window for a processed job. The fields are as follows:

Application	Rates Accounting
Job Number	9
Description	LJ
Date/Time	14-Mar-2003 10:13:34
Total Amount	1300.00
Status	Processed
Receipt Number	22403

At the bottom, there are three buttons: 'More', 'OK', and 'Cancel'.

*Bulk Receipting Maintenance Form (Processed Jobs)*

If the 'Generate Bulk Receipts Control' process fails, the Bulk Job is flagged as "In Process". The originally selected Receipt Number and already Processed Amount are recorded. The user is then able to re-start the "In Process" Bulk Job once any errors are corrected. (The originally selected Receipt Number and already processed Amounts are flagged as 'processed' allowing the failed Copy Processing to be restarted to continue copy processing.)

Application	Rates Accounting
Job Number	48
Description	Receipt 2422
Date/Time	29-May-2003 11:02:18
Total Amount	314792.19
Status	In Process
Receipt Number	2422
Processed Amount	87784.70

More OK Cancel

*Bulk Receipting Maintenance Form (In Process Job)*

### Application

This field displays the Application description. It is display only and cannot be maintained.

### Job Number

This field displays the Job Number. It is display only and cannot be maintained.

### Description

This field contains a description of the Bulk Receipting job. It is maintainable.

### Date/Time

This field displays the date and time at which the Bulk Receipting job was processed. It is display only and cannot be maintained.

### Total Amount

This field displays the Total Amount receipted. It is display only and cannot be maintained.

### Status

This field displays the status of the Job. If the status is 'Unprocessed' the Receipt Number field will not display.

An 'Unprocessed' status means that Bulk Receipts have not yet been generated.

A 'Processed' status means that Bulk Receipts have been generated and the Job has completed.

If the 'Generate Bulk Receipts' process fails for any reason, the Bulk Job is flagged as 'In Process'. (The originally selected Receipt Number and already processed Amounts are flagged as 'processed' allowing the failed Copy Processing to be restarted to continue copy processing.)

### Receipt Number

This field displays the number of the original receipt linked to this Job. (However, if the Bulk Job was processed before Release 2.15, the Receipt Number will not be available)

### Processed Amount

This field displays the amount which has already been processed for an 'In Process' Job. As the Bulk Job has not finished processing, it is able to be re-started once the errors have been corrected.

### More Button

Selection of the More Button displays the Bulk Receipting Detail Button Maintenance form.

## Bulk Receipting Detail Maintenance Form

This form displays when the More button is pressed on the Bulk Receipting Maintenance form. It lists all the Assessments for which an Agent is responsible.

The following form shows an Unprocessed Bulk Job where all Job Detail Lines are maintainable.

**Bulk Recepting Detail Maintenance**

Job Number	Description	Date/Time	Total Amount	Status	Receipt	Processed Amount
44	Receipt 2402	28-May-2003 12:12:58	300.00	Unprocessed		0.00

Allocation Reference	Qualifier	Description	Amount	Validation Status	Processed	Receipt Details
RA 1372 9		Rates	100.00	No Errors	<input type="checkbox"/>	
RA 510 5		Rates	100.00	No Errors	<input type="checkbox"/>	
RA 511 3		Rates	20.00	No Errors	<input type="checkbox"/>	
RA 512 1		Rates	20.00	No Errors	<input type="checkbox"/>	
RA 513 9		Rates	20.00	No Errors	<input type="checkbox"/>	
RA 514 7		Rates	20.00	No Errors	<input type="checkbox"/>	
RA 515 4		Rates	20.00	No Errors	<input type="checkbox"/>	
RA 516 2		Rates	0.00	No Errors	<input type="checkbox"/>	

Total Amount: 28259.70

Buttons: Copy, Validate, Insert, OK, Cancel

*Bulk Recepting Detail Maintenance Form (Unprocessed Job)*

The following form shows a Processed Job where no fields are maintainable.

**Bulk Recepting Detail Maintenance**

Job Number	Description	Date/Time	Total Amount	Status	Receipt	Processed Amount
7	elders4	06-Mar-2003 16:47:46	1200.00	Processed	22481	1200.00

Allocation Reference	Qualifier	Description	Amount	Validation Status	Processed	Receipt Details
RA 12203 0		Rates Assessment	1170.00	No Errors	<input checked="" type="checkbox"/>	22572
RA 12205 5		Rates Assessment	10.00	No Errors	<input checked="" type="checkbox"/>	22573
RA 13018 1		Rates Assessment	20.00	No Errors	<input checked="" type="checkbox"/>	22574

Total Amount: 1200.00

Buttons: Close

*Bulk Recepting Detail Maintenance Form (Processed Job)*

The following form shows an In Process Job where the Unprocessed Bulk Job Detail Lines are maintainable, but maintenance is not allowed for Processed Detail Lines. A Pop Up button alongside the Qualifier field of an Unprocessed Detail Line displays the Allocation Line Maintenance form where changes may be made.

**Bulk Recepting Detail Maintenance**

Job Number	Description	Date/Time	Total Amount	Status	Receipt	Processed Amount
8	LJ	14-Mar-2003 10:13:34	1300.00	In Process	22403	260.00

Allocation Reference	Qualifier	Description	Amount	Validation Status	Processed	Receipt Details
RA 10034 1		Rates Assessment	10.00	No Errors	<input checked="" type="checkbox"/>	22405
RA 10037 4		Rates Assessment	250.00	No Errors	<input checked="" type="checkbox"/>	22406
RA 12050 5		Rates Assessment	641.00	No Errors	<input type="checkbox"/>	
RA 12051 3		Rates Assessment	30.00	No Errors	<input type="checkbox"/>	
RA 13304 5		Rates Assessment	230.00	No Errors	<input type="checkbox"/>	
RA 13904 2		Rates Assessment	139.00	No Errors	<input type="checkbox"/>	

Total Amount: 1300.00

Buttons: Copy, Validate, Insert, OK, Cancel

*Bulk Recepting Detail Maintenance Form (In Process Job)*

**Job Number**

This field displays the number which was allocated to the job by the Agents Bulk Receipting Control. It is display only and cannot be maintained.

**Description**

This field contains the job description entered in Agents Bulk Receipting Control. It is display only and cannot be maintained.

**Date/Time**

This field displays the date and time at which the job was entered. It is display only and cannot be maintained.

**Total Amount**

This field displays the total amount entered for the job in Agents Bulk Receipting Control. It is display only and cannot be maintained.

**Status**

This field displays the Status of the Job. If the Status is Unprocessed, then the Bulk Job Detail Lines are maintainable (via the Pop Up button adjacent to the Qualifier field). If the Status is Processed, then no maintenance is allowed for Processed Detail Lines. If the Status is In Process, then there will be a combination of maintainable Unprocessed Detail Lines and non-maintainable Processed Detail Lines.

**Receipt**

This field displays the number of the original Agent Bulk Receipt.

**Processed Amount**

This field displays the amount which has been processed. For an Unprocessed Bulk Job this will be 0.00. For a Processed Bulk Job this amount will be the same as the Total Amount. For an In Process Job this field will display the amount processed up to the point where the process failed.

**Allocation Reference**

These fields display the Allocation Reference for the receipt lines. These fields are maintainable for Unprocessed Detail Lines only. Data may be keyed in directly to the field without having to use the Pop Up button. (The Pop Up button next to the Qualifier field may be used to select a new Rates Assessment).

**Qualifier**

This field contains the assessment number qualifier details. It must be a valid number or it can be left blank. If there is a Pop Up button alongside this field then the Detail Line is more than likely to be Unprocessed and is able to be maintained. If there is no Pop Up button, the Detail Line is likely to be Processed and not able to be maintained. Clicking the Pop Up button displays the Allocation Line Maintenance form which may be used to check and correct Reference Numbers and/or Amounts in the case of validation errors. Data may be keyed in directly to the field without having to use the Pop Up button. (The Pop Up button may be used to select a new Rates Assessment)

**Description**

This field contains a description of the allocation line. It is a maintainable field for Unprocessed Detail Lines only.

**Amount**

This field contains the amount of the allocation. It is a maintainable field for Unprocessed Detail Lines only.

**Validation Status**

This field displays the status of the allocation. The options are "Not yet validated", "Errors" and "No errors". In order to process the allocation line, the Validation Status field must display "No errors". This field is display only and cannot be maintained.

**Processed**

This flag will be checked ON if the Detail Line has been processed. This field is not maintainable by the user.

**Receipt Details**



If the Detail Line has been processed, this field will display the Receipt Number of the Receipt created during the bulk generation of receipts. Otherwise this field will be blank.

Selection of the Detail button alongside this field will display the Receipt associated with this Detail Line.

**Total Amount**

This field displays the total of the amounts in all allocation lines displayed. It is display only and cannot be maintained.

**Validate Button**

Click this button to validate the allocation lines. This process checks for a valid assessment number. If errors are found, the Validation Status will display "Errors". If no errors are found, it will display "No Errors"

**Copy Button**

When there are no errors in all allocation lines, the Copy Button can be pressed. This function processes the following:

- Reversal of the miscellaneous receipt issued to the agent for the bulk amount
- Creation of a separate receipt for each assessment
- Update of the rates system with receipt details for each assessment.

(refer to Agent Bulk Receipting Copy Process (279) for further details.)

**Generate Bulk Receipts Control Form**

This form, which is accessed via the Copy Button on the Bulk Receipting Detail Maintenance form, controls the Bulk Receipting process. Direct entry of the Receipt Number is allowed, as well as the ability to select it via the Pop Up. The Receipt Number entered is validated and the Total Receipt amount is checked against the Total Amount of the Bulk Job to ensure that the two amounts are the same.

Agent Bulk Receipting Copy Process

During the creation of the Bulk Receipting Job, it may be possible to locate a Job Detail Line with a zero balance. However, upon creation of the individual receipts through the Copy process, the Zero balance line is ignored.

The Receipts which are created as a result of the Copy process are created with the same receipt status as the original Receipt, as follows:

- If the original receipt has a status of banked at the time of the copy, then the new receipts will also be created with a status of banked.
- If the original receipt has a status of unbanked at the time of the copy, then the new receipts will also be created with a status of unbanked.

Once the Bulk Receipting Job is updated, it is flagged as "Processed" and can not be updated again. The details of the Bulk Receipting Job are retained for enquiry purposes only. This then prevents the same Agent Bulk Receipting Job being allocated to the assessments twice.

In addition, in order to link Agent Bulk Receipting to Online receipting, the original receipt and generated individual receipts are linked back to the actual Bulk Receipting Job and related Detail Lines to enable operators to identify generated receipts.

For the Copy Processing, it is possible to fail half way through for some reasons. As a result of that failure, the Bulk Receipting Job is flagged as "In Process" and the already processed Detail lines are flagged as "Processed". This failed Copy Processing can be restarted to continue copy processing.

**Note:** The failed Copy Processing must be restarted before running the Drawer Balance Report and Bank Deposit Listing Report, otherwise, if the original receipt is unbanked, the Drawer where the original receipt is located will not be processed in the Drawer Balance Report and Bank Deposit Listing Report. i.e. If a drawer has an unbanked Receipt and the Receipt is linked to a 'Half-Processed' Agent Bulk Receipting Job,

then the Drawer Balance Report and Bank Deposit Listing Report will not process the drawer and the unprocessed drawer will be reported in the "Unprocessed Drawers Report".

**Note:** When archiving Receipts, if the eligible Receipts were created via Agent Bulk Receipting Copy Processing and the Agent Bulk Receipting Details are still retained, the receipts will not be deleted and error messages will be written to the Exception Report.

**Generate Bulk Receipts Control**

**Search Profile**

Bulk Receipting LRA 44 Receipt 2402

Receipt 2402 >>

Total Amount 300.00

Reason for Reversal Bulk receipt

Options Process Cancel

*Generate Bulk Receipts Control Form*

When a failed Bulk Job (In Process) is restarted, the original selected Receipt Number is used.

**Generate Bulk Receipts Control**

**Search Profile**

Bulk Receipting LRA 9 LJ

Receipt 22403

Total Amount 1300.00

Reason for Reversal

Options Process Cancel

*Generate Bulk Receipts Control Form ('In Process' Job)*

## Bulk Receipting

These fields display the Application Code, Job Number and Description of the Bulk Receipt.

### Receipt

This field will contain the receipt number issued to the agent for the Agent's Bulk Receipt. Type in a Receipt Number or access the pop-up to select the receipt number to be used in the Bulk Receipting process. The Receipt Number entered is validated and the Total Receipt Amount is checked against the Total Amount of the Bulk Job to ensure that the two amounts are the same. If validation is successful the Receipt Amount will default into the Total Amount field, otherwise an error message will display to indicate that the selected Receipt is invalid.

When re-starting a previously failed Bulk Job, the Receipt field will be non-maintainable and the original Receipt Number will be defaulted into this field.

### Total Amount

The Total Amount of the Receipt is defaulted into this field when the Receipt Number is entered. This field is not maintainable.

### Reason for Reversal

This field allows a reason for reversal to be entered for the original receipt (which will be reversed during the Generate Bulk Receipts process when new receipts are generated for the each Detail Line).

### Process Button

This button is used to carry out the following functions:

Process the miscellaneous receipt reversal (Enter a reason for the reversal when prompted)

Create individual receipts for each assessment. (These receipts can be viewed in Receipt Enquiry).



# Batch Functions

The following topics are covered in this section:

[Batch Print Receipts](#)

[Archive Receipts Control](#)

[Bank/Branch Import](#)

## Batch Print Receipts

Refer to Document Batch Processing instructions in the Word Processing User Guide for details on this function.

## Archive Receipts Control

This function allows receipts to be archived. Initially, receipts can be flagged for archiving and viewed via Report Only mode. The Update and Report option will delete all archived receipts from the system.

### Archive Receipts Control Form

This form allows receipts to be archived. A search profile is provided to enable receipts to be filtered by Receipt Number, Date/Time, Drawer ID and Receipt Status. Processing Options include a Report Only option where receipts which are eligible for archiving can be viewed first. Regardless of which processing option is selected (Report or Update), if the 'Receipts Archive Detailed Report' is flagged on then receipts will be added to the reporting entity CRPRC13. If 'Receipts Archive Total Report' is flagged on then receipts will be added to the report entity CRPRC19. If Report and Update is selected then the selected receipts will be deleted from the system.

**Note:** Regardless of whether this process is run in Report mode or Update mode, if neither the Detail Report nor the Total Report options are selected, then no records will be created in the reporting entities CRPRC13 and CRPRC19.

If a receipt was system voided or user voided and has no detail line, then one entry will be created in CRPRC13 for the receipt header. (In update mode the selected receipts will also be deleted).

This data may be exported to a file which can be opened in Excel (e.g. CRPRC13.xls). To achieve this, an export format needs to be set up in Query Parameters / Export/Import Format Maintenance, and this format can then be used to export the data to a file via Options/Export Processed Jobs (on this form).

**Note:** When Archiving receipts, if the eligible receipts were created via Agents Bulk Receipting Copy Processing and the Agent Bulk Receipting Details are still retained, the receipts will not be deleted and error messages will be written to Exception Report.

**Archive Receipts Control**

**Search Profile**

Receipt Number: 2237 - 2241  
Date/Time:   
Drawer ID: >>   
Receipt Status: (none)

**Processing Options**

☒ Report Only ☐ Update and Report  
☒ Receipts Archive Detail Report  
☒ Receipts Archive Total Report

**Query Result**

Description: >>

Options Process Cancel

*Archive Receipts Control Form*

#### Receipt Number

Enter a range of receipt numbers to be flagged for archiving. These fields are mandatory and cannot be left blank.

#### Date/Time

Enter a Date and/or Time Range as your search profile. If these fields are left blank then all date/time combinations will be included.

**Drawer ID**

You may enter a Drawer ID to limit your search. If this field is left blank then all Drawers will be included.

**Receipt Status**

You may select a Receipt Status from the dropdown list. The available choices are as follows:

- Banked
- Banked Reversed
- PP Reversal
- System Voided
- Unbanked
- Unbanked Reversed
- User Voided

**Processing Options**

In Report Only mode, this process will pick up eligible receipts and write the details into the report entity CRPRC13 and produce the reports which have been checked on.

In Update and Report mode, this process will pick up eligible receipts and write the details to the report entity CRPRC13 as well as deleting the receipts from the system. It will also produce the reports which have been checked on. The Receipt Archive Exception Report will be produced regardless of any other settings (Suspended receipts will be written to the Exception Report).

**Receipts Archive Detail Report**

If this flag is checked on then the Receipts Archive Detail Report will be produced when the archive process is run.

**Receipts Archive Total Report**

If this flag is checked on then the Receipts Archive Total Report will be produced when the archive process is run.

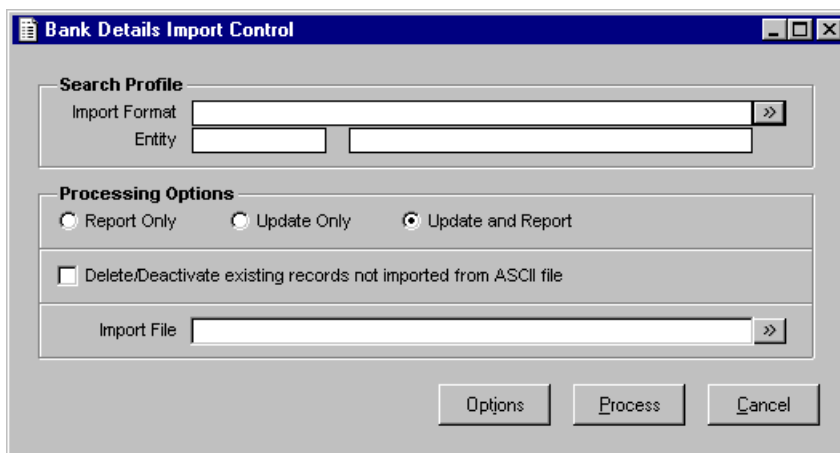
**Query Result Description**

This field may be utilised to nominate a query definition, previously created, to identify a group of receipts.

# Bank/Branch Import

## Bank Details Import Entity Control Form

This function allows BSB bank details in ASCII format to be imported into the Pathway Receipting System, Bank Details Maintenance Form for use in the receipting of cheques. An import format must first be set up in Query Parameters / Export/Import Format Maintenance using the Entity CRCBANK.

The image shows a software window titled "Bank Details Import Control". It contains several sections: "Search Profile" with fields for "Import Format" and "Entity"; "Processing Options" with three radio buttons for "Report Only", "Update Only", and "Update and Report", and a checkbox for "Delete/Deactivate existing records not imported from ASCII file"; and an "Import File" field. At the bottom are three buttons: "Options", "Process", and "Cancel".

*Bank Details Import Entity Control Form*

### Search Profile - Import Format

Use the Pop Up to display the Export/Import Format Pop Up Form from which you can select a previously defined Import Format.

### Search Profile - Entity

Once the Import Format is selected the Entity and Description on which it is based are defaulted into these fields. These fields cannot be maintained.

### Processing Options

These radio buttons allow you to choose from the following processing options:

- Report Only
- Update Only
- Update and Report

### Delete/Deactivate Existing Records not imported from ASCII file

### Import File

This field allows the path and filename of the Import File to be entered or selected from the Pop Up. This field is mandatory.

## Bulk Receipt Reversal

A new Menu Option has been created (in Release 3.02) to provide the ability to reverse a group of receipts in one Reversal Entry. This is to cater for the situation where a bank file has been incorrectly loaded twice, or where a council wishes to have a supervisor reverse ALL receipts for cashiers.

### Bulk Receipt Reversal Control

This form will be displayed when the Menu Option 'Bulk Receipt Reversal' is selected.

The parameters on this form will allow selection of the receipts to be reversed, the reason for the reversal of the receipts and the Drawer ID to be used for the reversal of the receipts.

*Bulk Receipt Reversal Control form*

### Bulk Receipt Reversal Processing

Each of the selected Receipts will be processed for reversal. If a Receipt cannot be reversed for some reason, it will be ignored and an exception will be printed on the Exception Report.

**NOTE:** If the Exception message begins with 'Information Only', then an informational message has been issued – but the Receipt is still reversed.

**NOTE:** If a record does not exist on CRCCSDR for the Reversal Drawer Id/Cashier combination selected, then one will be created.

#### Processing Options

This section allows 3 choices:

- **Receipt Range**      This option will allow selection of Receipts using a from/to range

- Enter Receipts      This option will make allow selection of specific Receipts via the [Enter Receipts] button
- Both                      This option will allow selection of Receipts using a combination of both the options above. i.e. selection of Receipts using a from/to range in addition to selection of specific Receipts via the [Enter Receipts] button

**Receipt Range**

The Receipt Range fields become available when the Receipt Range Processing Option is selected. They allow a receipt range to be keyed in. This would reverse all receipts within the entered range. Additionally, using this option with the 'Drawer ' button allows a Drawer selection to be applied. This will then reverse receipts based on the Receipt Range entered and the Drawer(s) selected.

Both From and To fields are mandatory.

**Reason for Reversal**

Entry of this field is mandatory.

This is used as the default reversal reason for the entire batch of receipts which will cater for the situation where, for example, an entire bank file is being reversed.

The ability to override this default is provided for specific Receipts selected via the [Enter Receipts] button.

**Use Original Drawer**

When this option is checked on, the reversal of all receipts in the batch will be done using the Original Drawer through which the receipt was entered.

**NOTE:** A Receipt will still be reversed even if someone is signed on to the Drawer which is the Original Drawer for the Receipt.

**Note:** If you are currently logged on to the same Drawer as the receipt being reversed, the Bulk Receipt Reversal process takes the Drawer from the Receipt being reversed and retrieves your current logon details. Then it uses the Bank Reference for your current logon (NOT from the Receipt being reversed). If you are not currently logged on to the same drawer as the receipt being reversed, it takes the Drawer from the Receipt being Reversed and retrieves your current logon details. As you are not logged on to this drawer, the Bank Reference will be blank.

**Use Reversal Drawer/ID**

When this option is checked on, a Reversal Drawer ID must be entered or selected via the Pop Up. This drawer will apply to ALL reversals performed for the batch.

**Reversal Drawer ID**

This field is mandatory if 'User Reversal Drawer' is checked on.

A Drawer Id can be entered into this field or the Pop Up can be used to select a Drawer Id. The Pop Up will only display Drawer Id's which are 'Active' and the entered/selected Drawer Id must be 'Active' in order to be accepted as valid. A warning will be issued if the selected Drawer is still signed on.

**NOTE:** Receipts will still be reversed even if someone is signed on to the nominated Reversal Drawer Id

**Cashier**

This field is mandatory if 'User Reversal Drawer' is checked on.

A Cashier can be entered into this field or the Pop Up can be used to select a Cashier. The Pop Up will display all User Id's and any User Id will be accepted as valid.



**Bank Reference**

Entry into the Bank Reference field is only required where 'Use Reversal Drawer' is selected and the user is not currently signed on to the selected 'Drawer Id' (This applies only if the Receipting System Parameter 'Bank Reference Mandatory' is checked on)

**Query Result**

This field can be used to select Receipts to be reversed using a Query. If this field is populated, then all other parameters will be ignored except 'Reason for Reversal' and the Drawer Selection fields.

**Enter Receipts Button**

This button only becomes available when receipt selection is set to 'Enter Receipts' or 'Both'. If any Receipts have previously been selected via this button, the button text will be bold.

When pressed, it will call the 'Bulk Receipt Reversal Receipt Maintenance' form.

**Drawer Button**

This button only becomes available when receipt selection is set to 'Receipt Range'. If any Drawers have previously been selected via this button, the button text will be bold.

When pressed, it will call the 'Bulk Receipt Reversal Drawer Maintenance' form

**Bulk Receipt Reversal Receipt Maintenance**

This form allows specific Receipts to be selected. The form is accessed via the Enter Receipts button on the Bulk Receipt Reversal Control form.

If the 'entered Receipts' option is selected on the calling form, then the header fields (Receipt Range etc) will be blank. If the 'Both' option had been selected, then the header fields will be populated (although not maintainable).

Receipt Number	Date/Time	Amount	Reason for Reversal
1999418651 >>	26-Mar-2005 00:00:00	218.00	ERROR
1999418653 >>	26-Mar-2005 00:00:00	65.00	ERROR

*Bulk Receipt Reversal Receipt Maintenance*

**Receipt Range**

This field is display only.

If 'Entered Receipts' was selected on the 'Bulk Receipt Reversal Control' form, then these fields will be blank.

If 'Both' was selected on the 'Bulk Receipt Reversal Control' form, then these fields will contain the from/to range as entered on that form.

**Include Receipt Range**

This field is display only.

If 'Entered Receipts' was selected on the 'Bulk Receipt Reversal Control' form, this field will be checked off.

If 'Both' was selected on the 'Bulk Receipt Reversal Control' form, this field will be checked on

**Receipt Number**

A Receipt Number may be typed into this field or the Popup may be used to select a Receipt Number using the standard receipt search functionality.

The entered/selected Receipt will only be accepted as valid if it has not already been Reversed or Voided or Suspended.

**Date/Time**

This field is display only. It displays the Date/Time details for the selected receipt

**Amount**

This field is display only. It displays the Amount details for the selected receipt

**Reason for Reversal**

This initially defaults to the 'Reason for Reversal' entered on the Bulk Receipt Reversal Control form. The user may override the default for an individual receipt.

## **Bulk Receipt Reversal Drawer Maintenance**

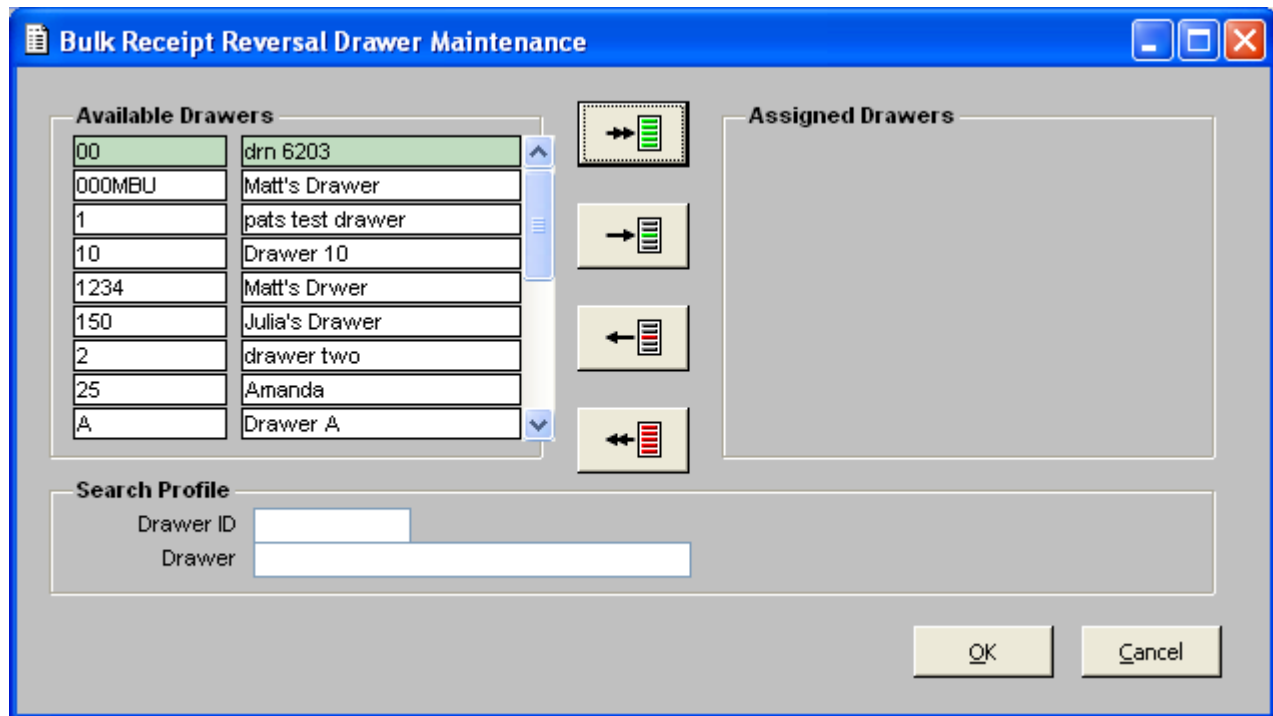
The Bulk Receipt Reversal Drawer Maintenance form allows the customer to assign those drawers to be considered when receipts within a nominated receipt range are selected.

When this form is first displayed, it shows all 'Active' Drawer Ids in the 'Available Drawers' columns on the left hand side of the form. If any of the Drawer Ids has previously been assigned (i.e. for a Saved Set), then they will be shown in the 'Assigned Drawers' columns on the right hand side of the form.

Use the buttons provided to select/deselect the Drawer Ids.

Any Drawer Ids in the 'Assigned Drawers' columns will be used in conjunction with the From/To Receipt Range to further condition the selection of Receipts to be reversed.

i.e. Where you want to reverse receipts in the Receipt Range 10001 to 10020 - but only those in Drawer Id FRONTDESK



*Bulk Receipt Reversal Drawer Maintenance*

# Appendix

## Receipt Printing

A receipt printer that previously required a “print.bat” file for the thick client may be set up differently for the smart client.

The smart client does now support the concept of a “print.bat” file for the purposes of printing but Windows printer drivers should be used if possible.

Both smart client receipt printing setup options are explained below after a background explanation of the existing thick client print.bat processing.

### Existing Thick Client Processing

The print.bat concept was to simply have the Uniface thick client print command produce the CWPR7000.Pxx text file and allow path and filename to be passed to the .BAT file as the %1 argument and have the print.bat decide what processing to do with the file.

The thick client required a printer definition defined in Pathway parameters.

Typical contents of the thick client print.bat file:

```
rem @echo off
type %1 > lpt1
type c:\temp\cut.txt > lpt1
del %1
```

This “types” the content of the CWPR7000.Pxx file to the LPT1 printer port and then “types” the content of the c:\temp\cut.txt file to the LPT1 printer port and deletes the CWPR7000.Pxx file.

%1 is substituted with the path and name of the file. Its value is dependent on the contents of the Pathway SetF.asn file:

```
; Location of printouts.
```

```
*.p??                .\tmp\*.p??
```

There can be issues when the working folder of the shortcut that starts the Pathway session is a UNC path. The print.bat concept was invented before UNC paths and works more successfully with mapped network drives as the working folder. The issues are to do with the CMD.exe that starts to process the print.bat commands does not open with the current directory set to the UNC path because CMD.exe does not support that. There are ways around this with additional commands in the .bat file.

The cut.txt file contains a control code command sequence to request the printer cuts the paper after the receipt has printed. This “cut” control code command sequence is specific to the particular model of printer being used. **Different models and brands of printer use different control codes.**

Example control codes:

	Control Codes	Hex	Decimal
<b>Full Cut</b>	ESC + P + 00	1B, 50, 00	27, 80, 00
<b>Partial Cut</b>	ESC + P + 01	1B, 50, 01	27, 80, 01

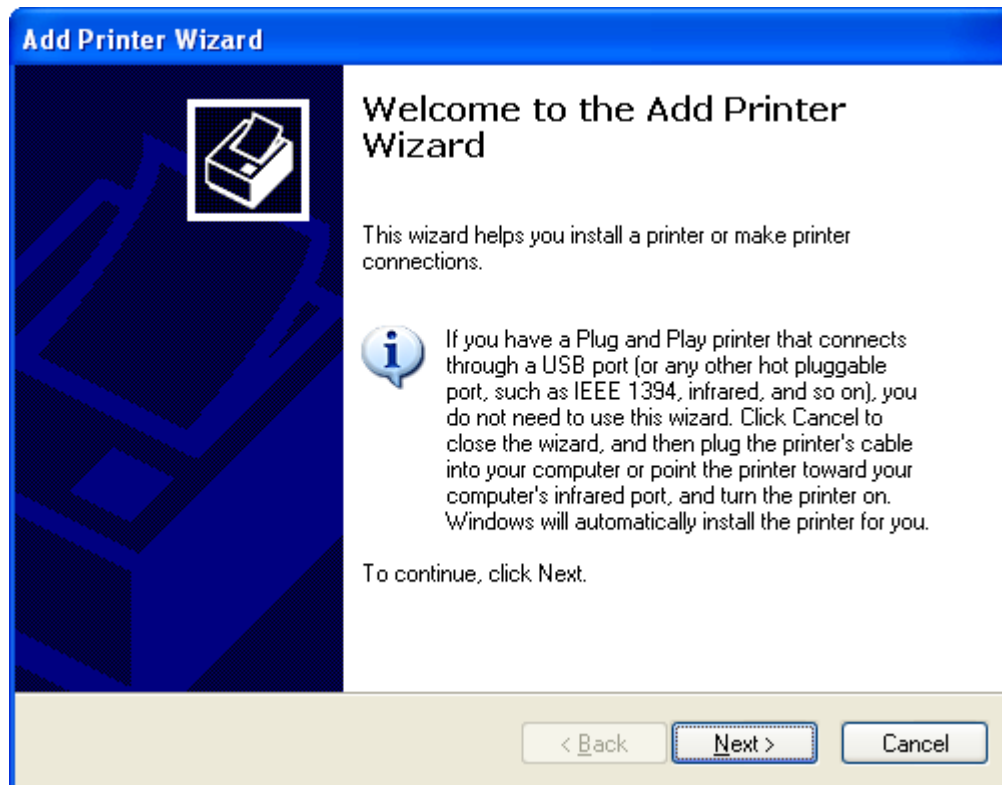
In addition to the cut commands a customer may use other control codes to print a council logo that has been loaded into the printer or initiate the receipt drawer open (the “ding”) feature if the printer supports it.

### Smart Client Processing using a Windows Printer Driver

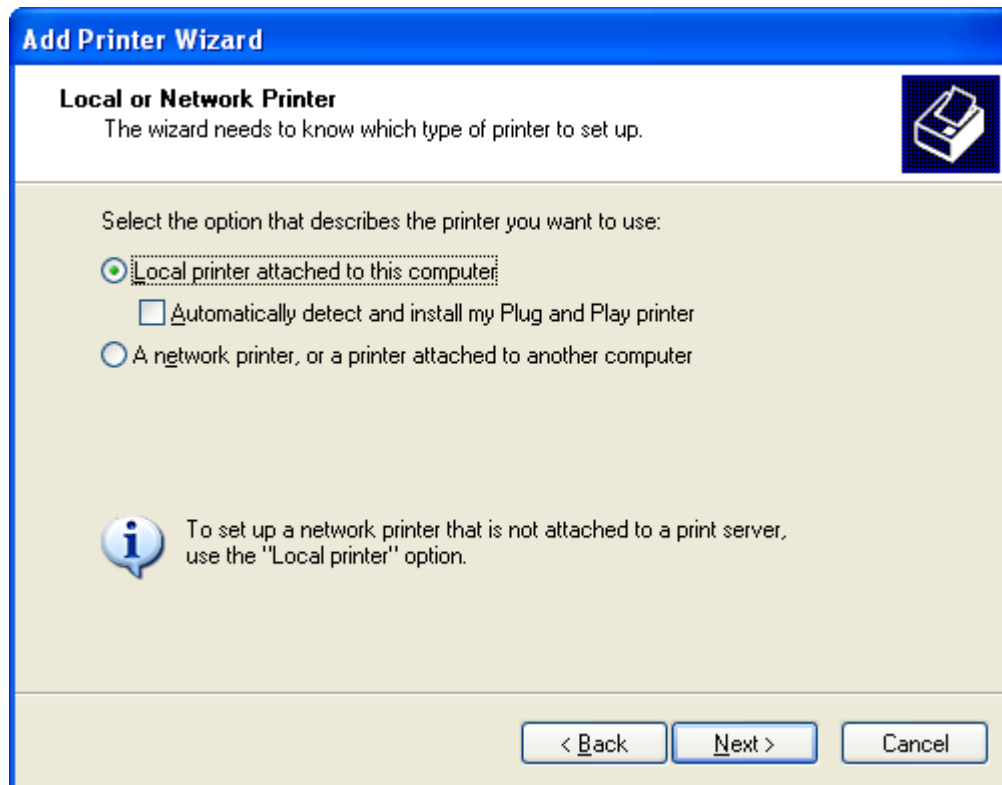
The smart client does not require a printer definition in Pathway parameters to use a local printer. It allows printing to any of the printers installed locally on the client machine being used.

One smart client equivalent of the thick client print.bat “printer” is to install a printer using the Microsoft Generic / Text Only driver.

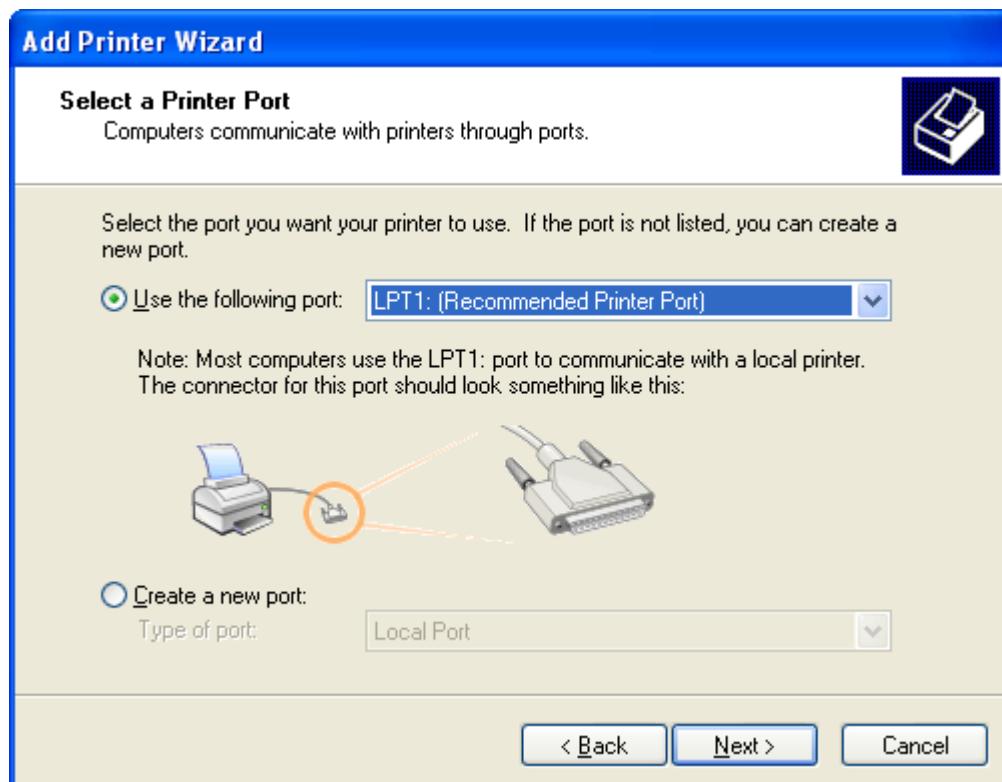
1. Go to Printers and Faxes
2. Select Add Printer (Administrator rights to the machine are required)



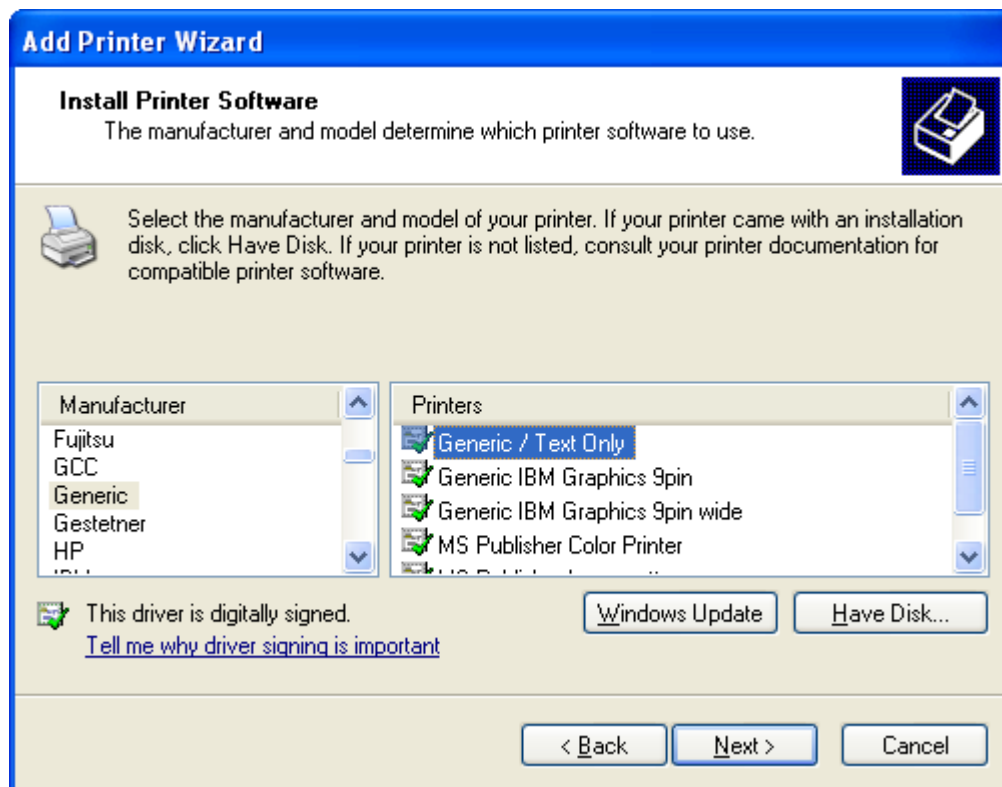
3. Click on Next



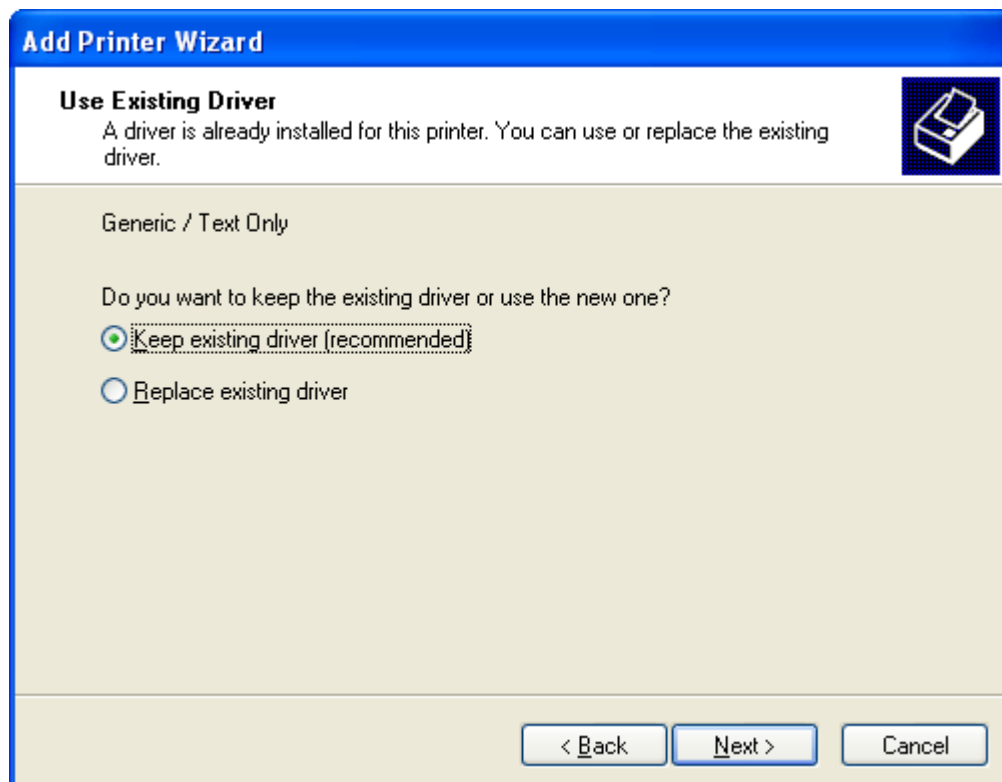
4. Choose Local printer attached to this computer and click on Next



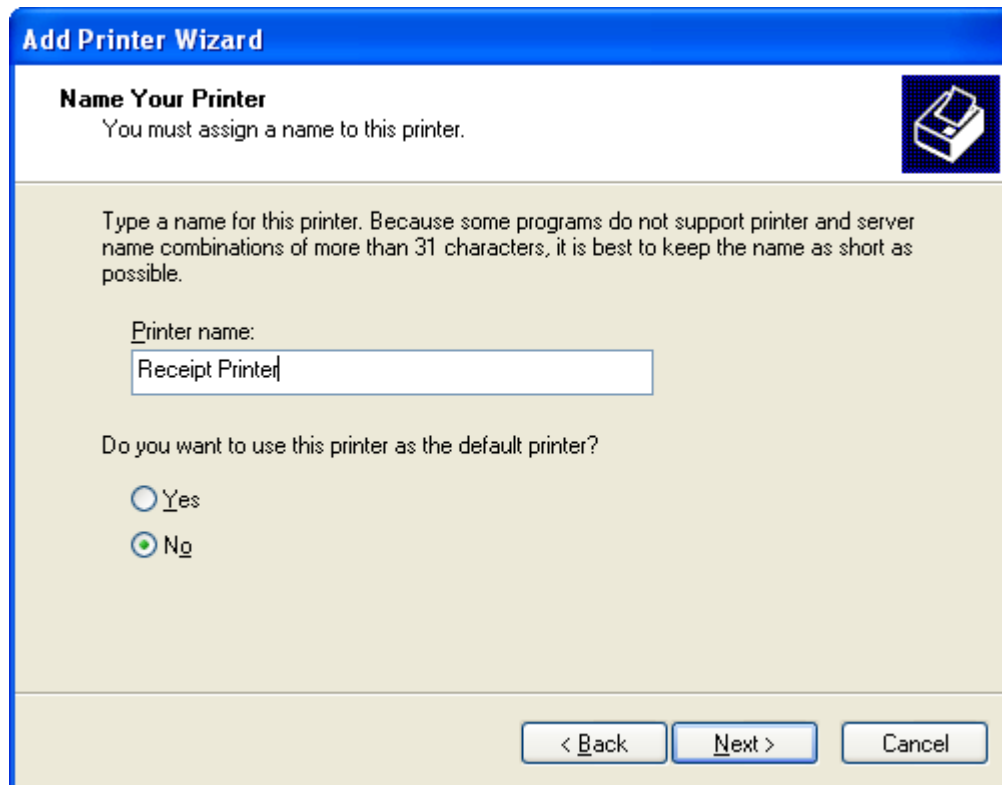
5. Select the required port the printer is connected to and click on Next



6. Select the Generic manufacturer and Generic / Text Only printer and click on Next



7. Select Keep existing driver and click on Next



**Add Printer Wizard**

**Name Your Printer**  
You must assign a name to this printer.

Type a name for this printer. Because some programs do not support printer and server name combinations of more than 31 characters, it is best to keep the name as short as possible.

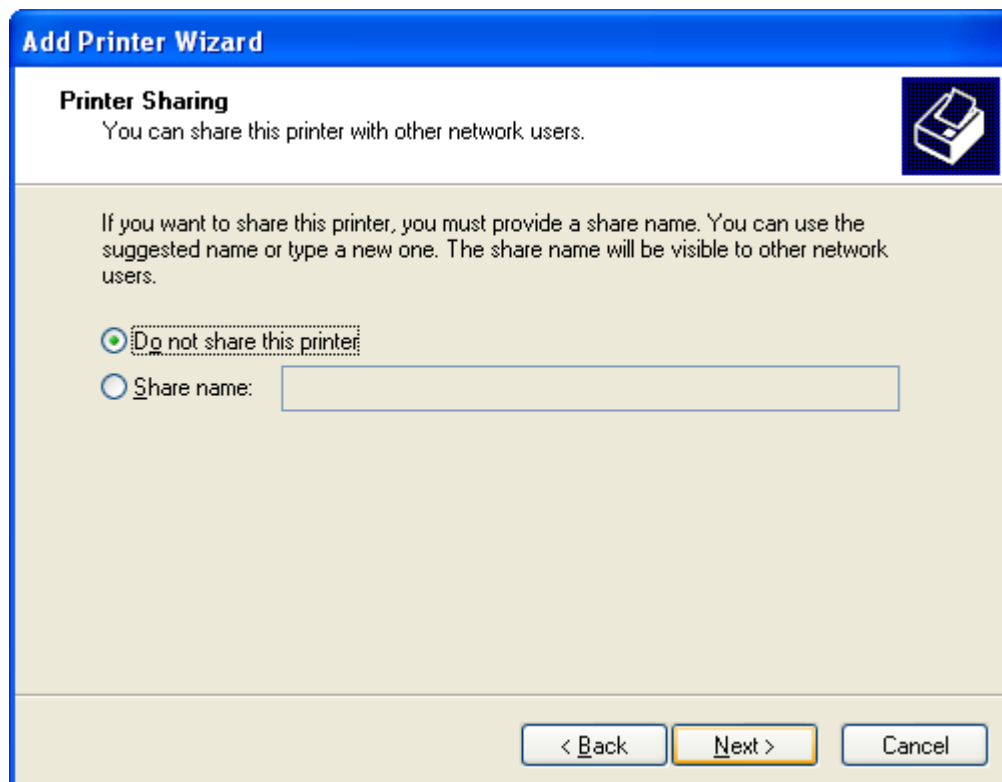
Printer name:

Do you want to use this printer as the default printer?

☐ Yes  
☒ No

< Back   Next >   Cancel

8. Type in a name for the printer and decide whether to make it the default printer and click on Next



**Add Printer Wizard**

**Printer Sharing**  
You can share this printer with other network users.

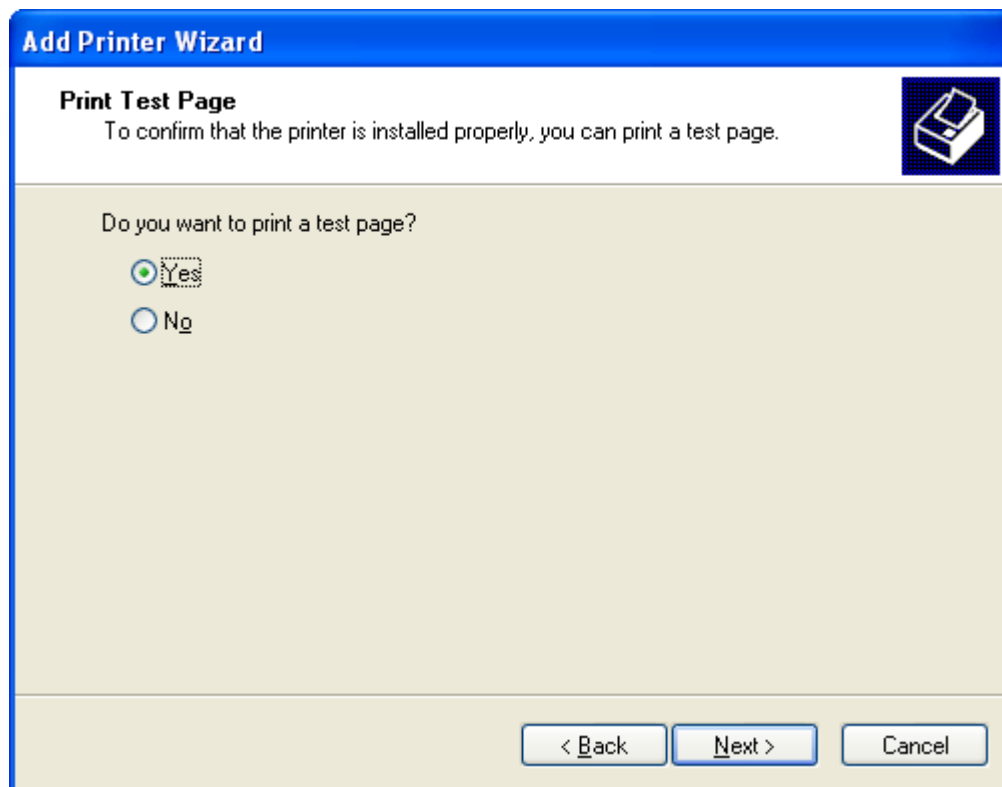
If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

☒ Do not share this printer  
☐ Share name:

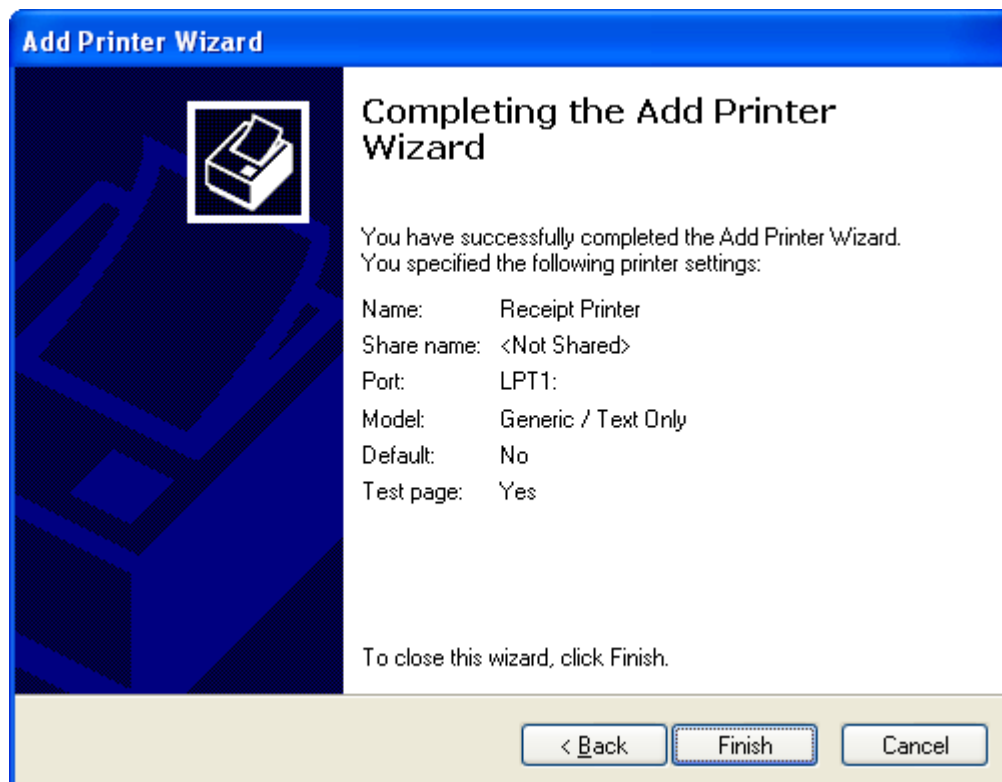
< Back   Next >   Cancel

9. Decide whether to share the printer, in this example we assume not sharing the printer, then click on Next





10. Select Yes to print a test page and click on Next



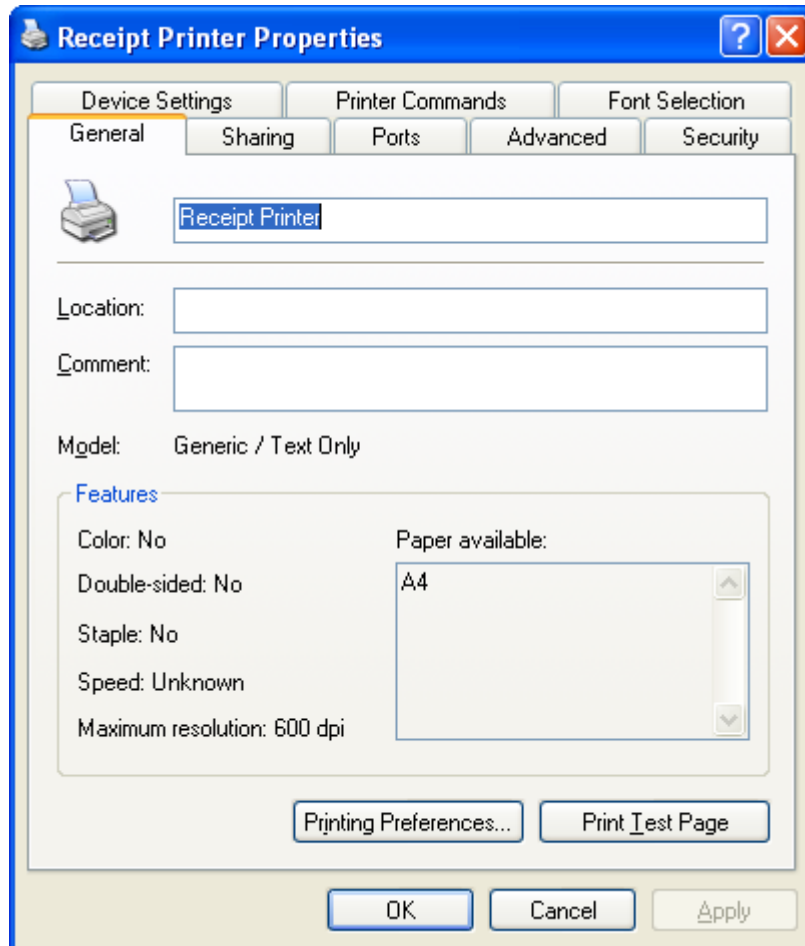
11. Click on Finish

*Note that this example shows how to install for a local printer connected to the machine. Step 4 allows selection of a network printer connected to a separate machine. Step 5 also allows the choice of creating a*

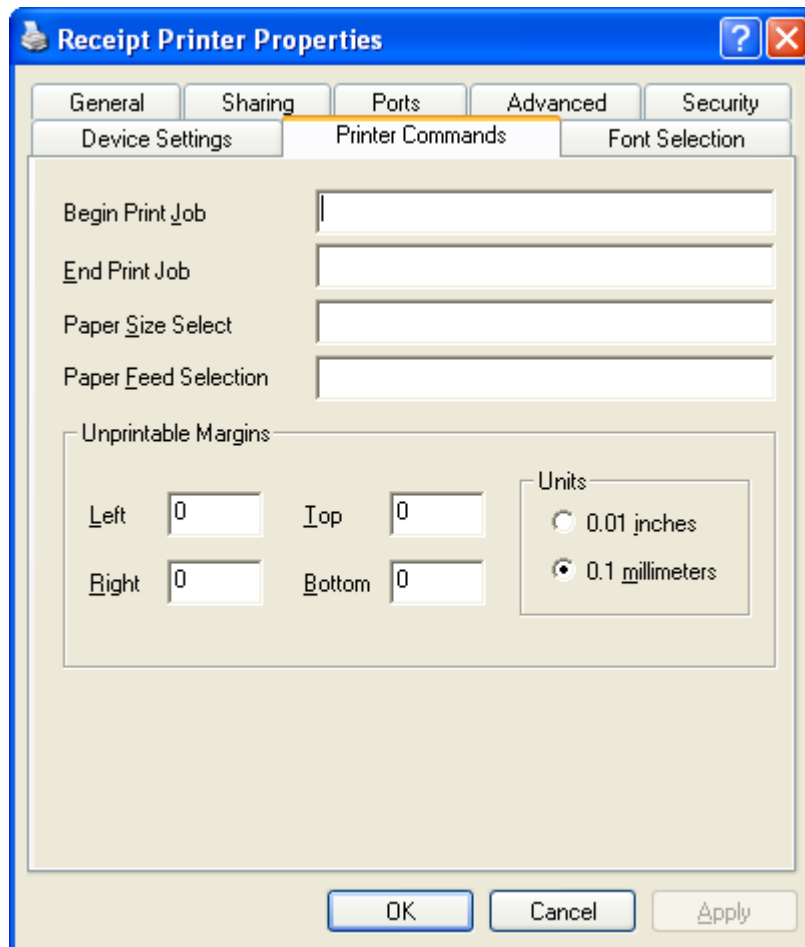
*new port which can be a TCP/IP address to connect a “local” printer to a printer connected to a different machine if required.*

To have the cut (or other) control code command sequence sent to the printer when the receipt is printed the control codes are entered into the properties of the printer driver.

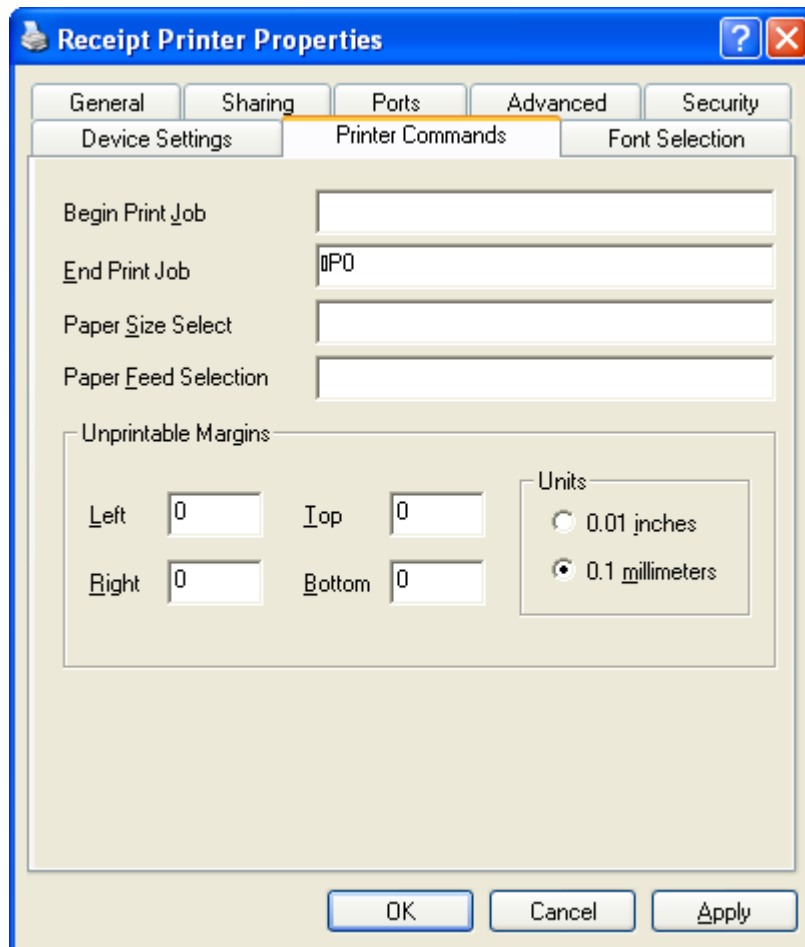
1. Go to Printers and Faxes
2. Locate the newly installed printer and right click on it and select Properties



3. Activate the Printer Commands tab



4. Open the existing cut.txt file and copy the contents into the clipboard and then paste them into the "End Print Job" box:



5. Click on OK

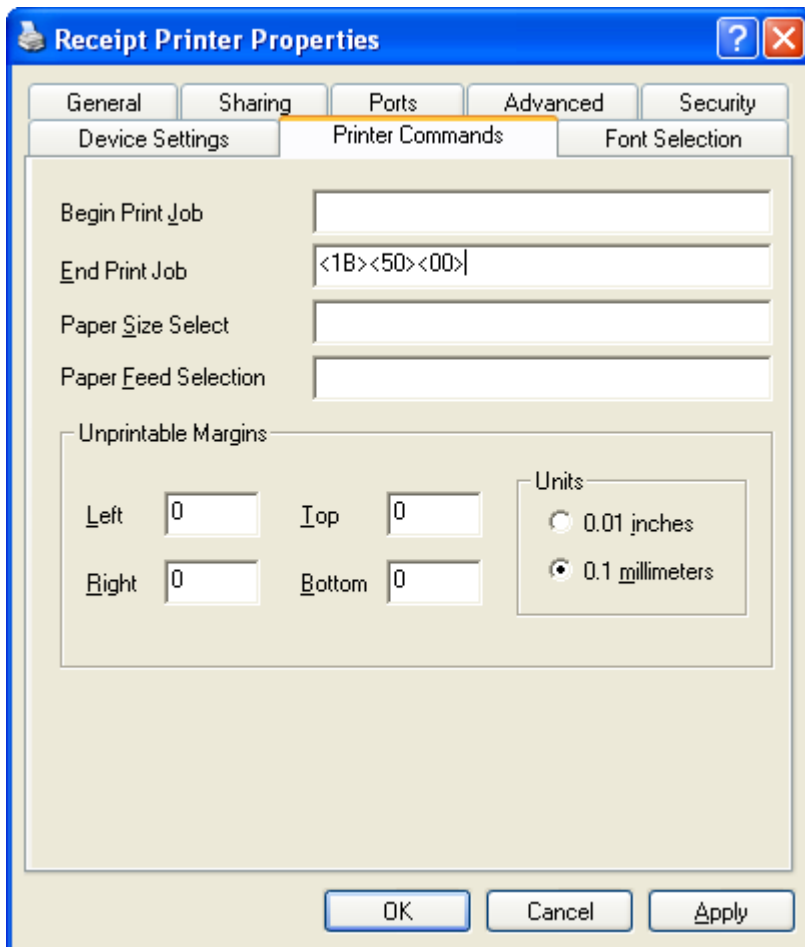
Pressing F1 for help on the “End Print Job” field displays the following help information:

Provides a place for you to type a control code that is sent to the printer at the end of a print job. You can use this control code to reset a printer to its default mode at the end of a print job.

If your printer's operating manual specifies control codes using hexadecimal (base 16) numbers, enter them directly enclosed by angle brackets. See [Using printer control codes](#) in Printing help for examples of some common control codes and their hexadecimal equivalents.

For more information, see your printer's operating manual.

so an alternative way of entering the control codes if the hexadecimal values are known is to enter the command as follows:

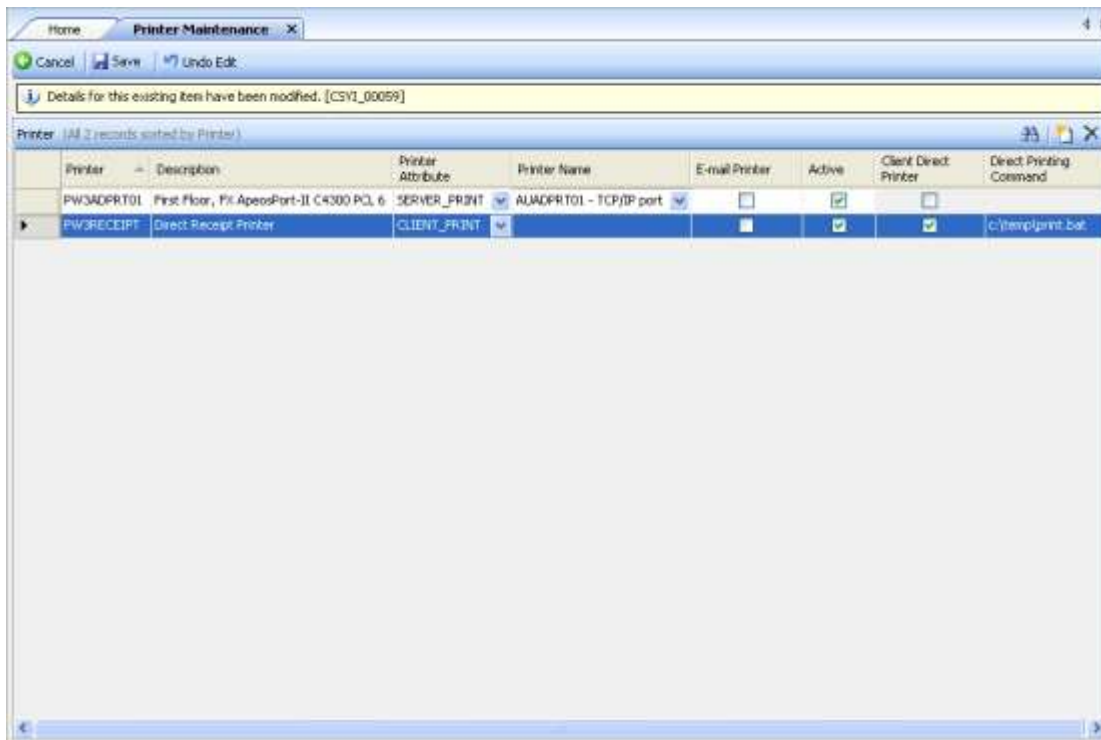


If you need to send a “print logo” and/or “open drawer” command at the top of the receipt you would enter the control codes into the “Begin Print Job” box.

*Note that this example is for the Microsoft Generic / Text Only printer driver. Using the specific printer driver provided by the manufacturer of the printer may provide different ways to achieve the same result and may not require the knowledge of the printer specific control codes.*

### Smart Client Processing using a “Client Direct Printer”

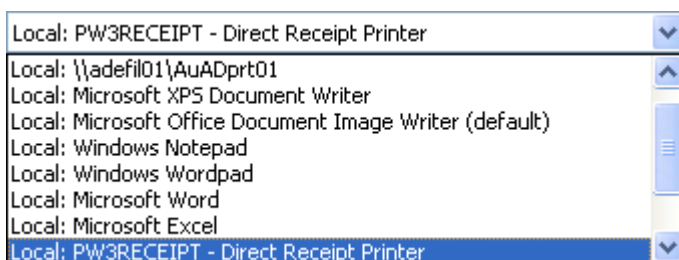
To use a print.bat file to print to a receipt printer from the smart client, a “Client Direct Printer” must be defined in the Pathway smart client menu option Batch Processing >> Printer Maintenance.



1. Add a new printer record and enter the printer name and description
2. Select CLIENT\_PRINT as the printer attribute
3. Do not specify a printer name
4. Leave E-mail Printer checked off
5. Make sure Active is checked on
6. Check on Client Direct Printer
7. Enter the direct printing command

*Note that the direct printing command is not validated at all. It is the responsibility of customers setting this up to ensure that the print.bat file is deployed correctly to all client machines on which this method of receipt printing will be used.*

Once the "Client Direct Printer" is defined it will appear as an available local printer to which users can choose to print.



Example contents of a print.bat file that prints to the receipt printer attached to the LPT1 printer port of the local machine and issues a cut command after printing the receipt is:

```
rem @echo off
type %1 > lpt1
type c:\temp\cut.txt > lpt1
del %1
```

The "del %1" command is required by the thick client to delete the file once it has been printed but this is not required by the smart client as it cleans up the files even if the .bat file does not.

If a mixture of smart client and thick clients are in use for an interim period leaving the “del %1” in place for the smart client will not cause any problems.