Registers User Guide

Feedback
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Pathway 3.09 (Thick Client Version)

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REGISTERS USER GUIDE

Overview

The PATHWAY Registers System provides the ability to record, maintain and report on additional information required by Councils. This additional information can be in the form of fixed length fields requiring specific values as well as free format fields. The ability is also required to allow lookup fields to exist against a register where the valid entries have been pre-defined. This information can be recorded and linked to existing information held in another Pathway PPR Module or recorded as stand alone information.

The Registers System is integrated to the following modules:

- Animals
- Applications
- Assessments
- Customer Service
- Infringements
- Licensing
- Name & Address
- Property
- Receipting
- Street/Suburb

If the Register is integrated to the existing modules it becomes part of the integrated solution and as such the details can be viewed from that module provided the user has the appropriate security.

Some examples of where the Register System could be used includes:-

- Cemetery Register
- Council Owned Property Lease Register
- Impoundment Registers (Vehicle, Animal, Sidewalk Signs, Shopping Trolleys etc.)
- Notifiable Diseases
- Sharps Register
- Bin/Recycling Register

The system is able to generate a cost (e.g. Animal Release Fee) via a simple calculation and will allow for a receipt to be generated directly to that cost. However there is no facility to generate invoices or documentation as the system is designed to be a Register of Information and not a Sundry Debtor System.
(NB. There can only be 1 Income Account per Register)

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 1st 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.

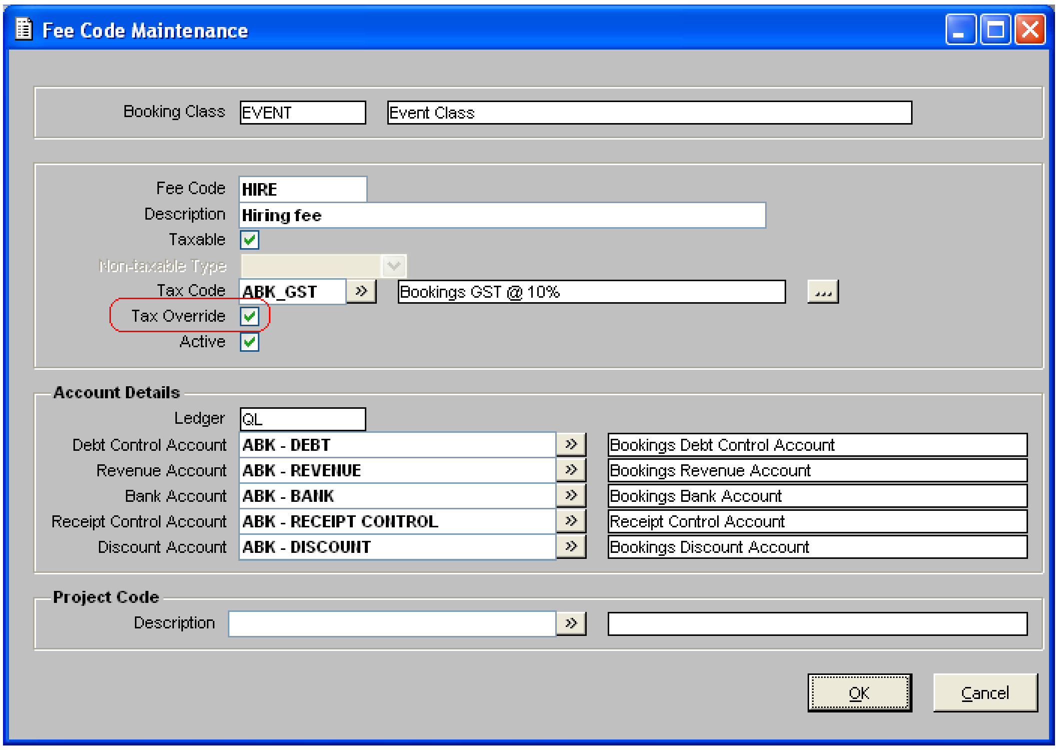
- Councils must ensure that any Fees added to a booking before 01/10/10 are transferred to Debtors (where applicable) and invoiced before 01/10/10, otherwise the fees must be removed from the Booking. Fees added before 01/10/10 will initiate a time of supply prior to 01/10/10. This results in a tax rate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



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 1st July 2000. This allows the parameters across all modules to be set up without the risk of GST being generated prior to the 1st 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 CashAccount	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 tine 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 SuspenseAccount	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 SuspenseAccount	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
I = Input Tax
O = Out of Scope
E = Export Sales
Z = Undefined

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, I, O, E, Z 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.

<u>Licensing</u>
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.

<u>Rates</u>
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 <u>is not</u> using Pathway Water Billing
and
If Legal Fees and GST <u>is not</u> 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 <u>is</u> 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 <u>is</u> using Pathway Water Billing and Legal Fees and GST <u>is not</u> being raised, then.
System Parameters
Should be set to Non-Taxable with Non-taxable Type set to 8 (Division 81)
Select <u>ALL</u>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 - Registers

Register Type
A Taxable ON/OFF flag is required
Where this is set to ON a valid Tax Code is required.

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.

Registers
General Processing
Any fees nominated within a Register Type that has been set to Taxable ON, will be deemed to be Tax 'Inclusive'.

Registers is a 'Cash' module and therefore no Tax is generated when the Fees are created.

Tax calculation is performed on the receipt amount allocated to a taxable Register Type. Calculation will be 1/11 of receipt amount where rate = 10% or 1/9 of receipt amount where rate = 12.5%.

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

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

Ledger entries generated will be sourced CRGR.

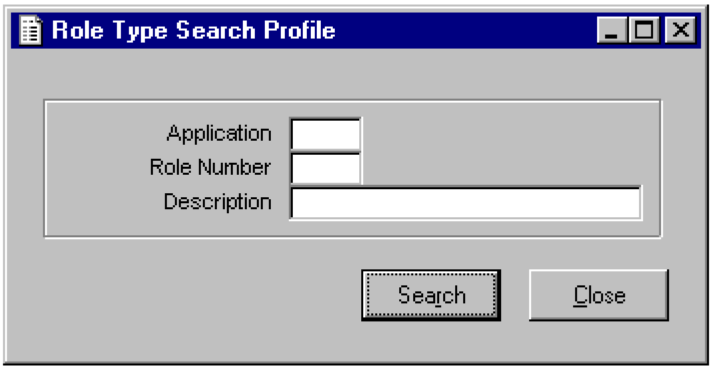
Registers Parameters

The following topic is covered in this chapter:

Parameters

This section is used to create a Register and create fields associated to that Register. Account details are also established in this section.

Role Type Search Profile Form



Role Type Search Profile

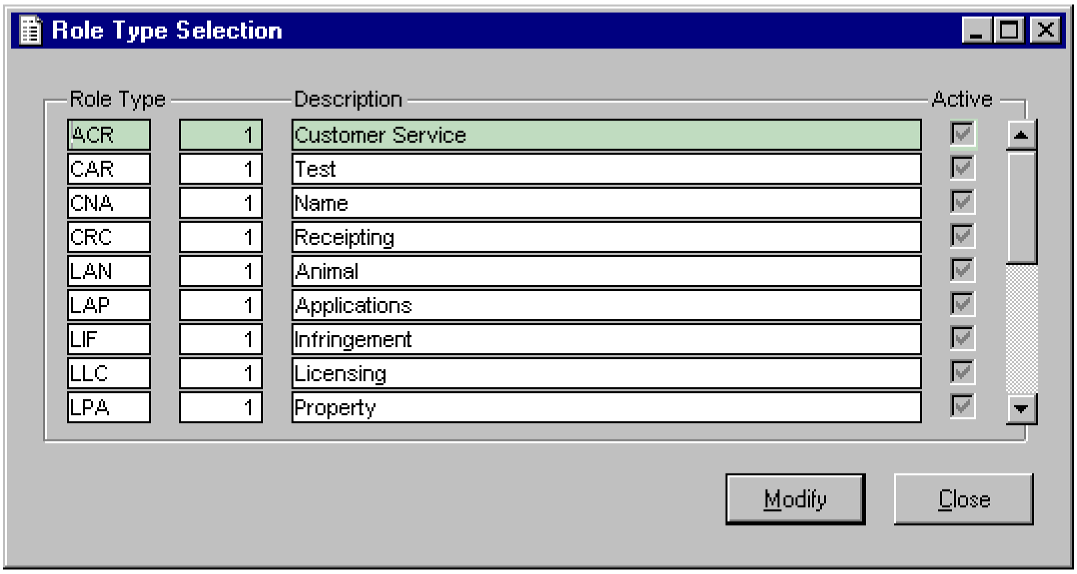
This form is used to search for the role types that are associated with Registers. This menu should not be used by a user and is for use by the system supplier.

Role Type Search Fields
The following fields are available on this form for searching on the Role Types available for Registers

- Application
- Role Number
- Description

Role Type Selection Form

This form is used to search for the role types that are associated with Registers. This menu should not be used by a user and is for use by the system supplier.



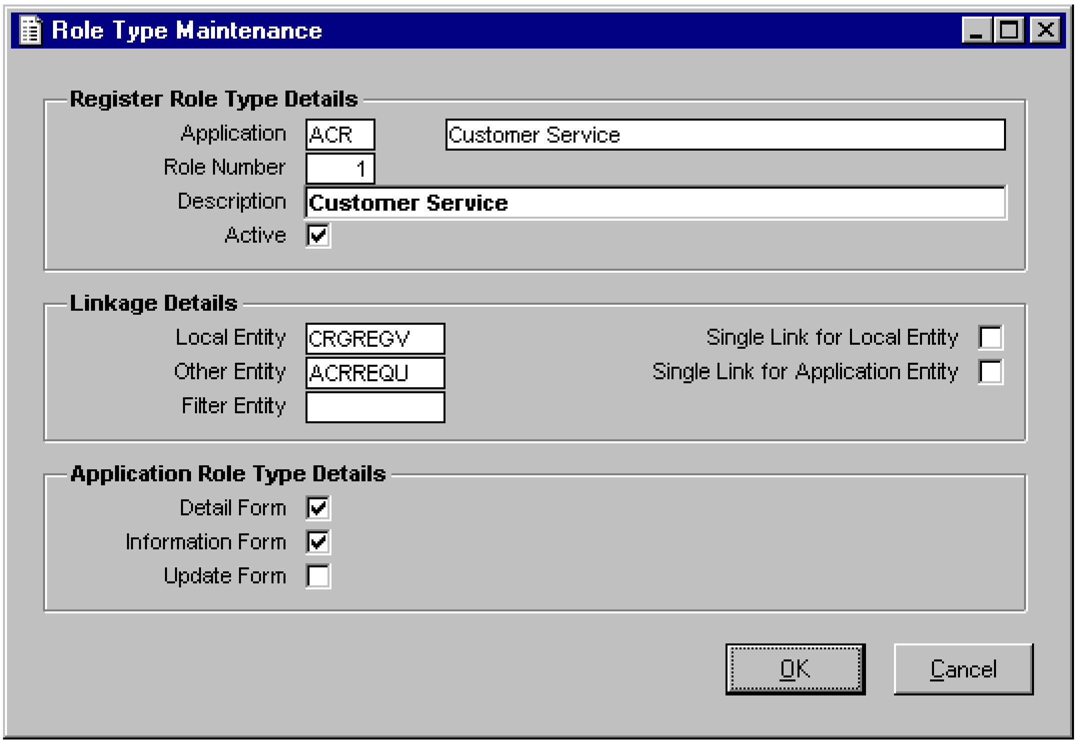
Role Type Selection Form

Role Type Selection Fields
The following fields are displayed on this form which shows the Role Types associated to Registers

- Role Type
- Description
- Active

Role Type Maintenance Form

This form displays information relating to the Role Type that has been selected. This menu should not be used by a user and is for use by the system supplier.



Role Type Maintenance form

Role Type Maintenance Fields
The following areas are displayed on this form
- Register Role Type Details
- Linkage Details
- Application Role Type Details

Register Search Profile Form

This form is used to search for a specific Register or group of Registers. Use the “Register Code” and “Description” fields to refine your search.

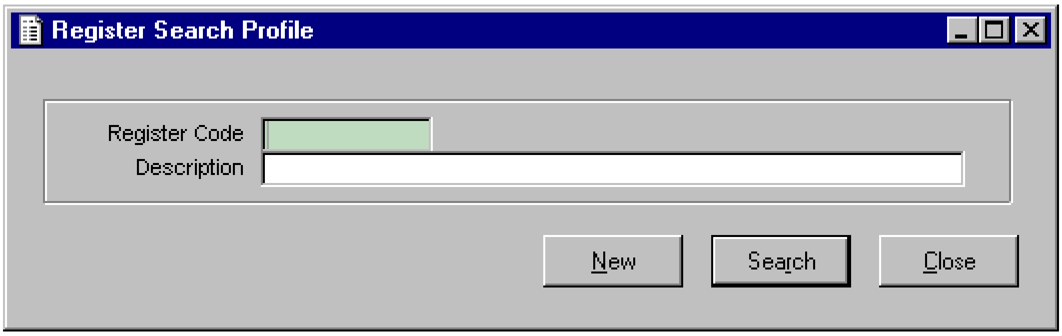
Wildcard searching is available on this form. For more information on wildcard searching, see the “How To Use” user guide.

To initiate a search, select the “Search” button, or press F8.

If one record matches the search profile that has been entered, you will be taken to the Register Maintenance form for the matching record.

If two or more records match the search profile that has been entered, you will be taken to the Register Selection form from which you can select the desired record.

Select “New” to create a new Register record.



Register Search Profile Form

Register Code
This field is used to enter a specific Register Code (or part thereof) to refine your search. Wildcard searching is available on this field.

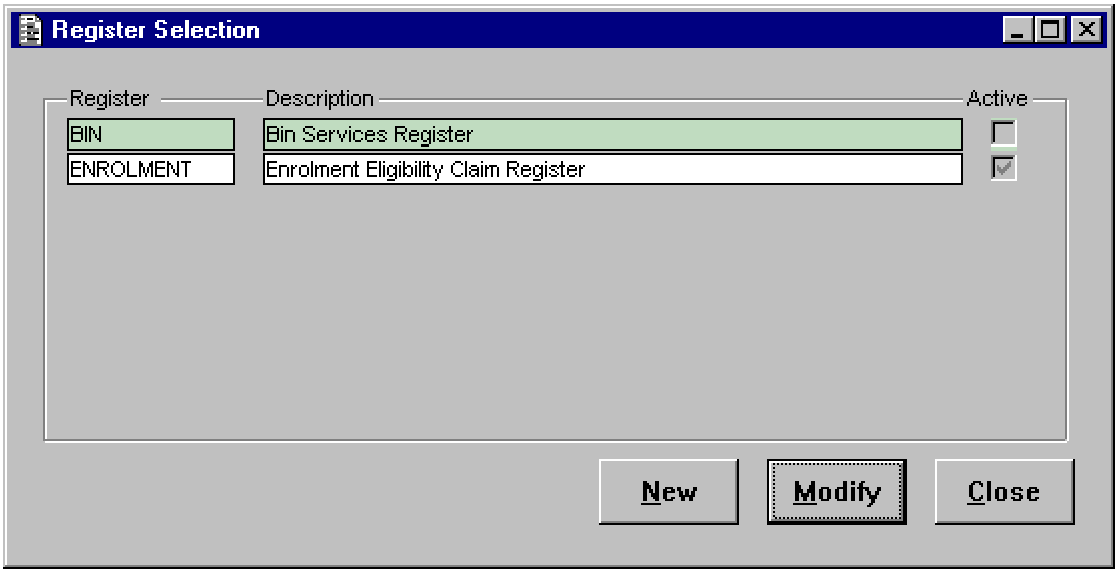
Register Description
This field is used to enter a specific Register Description (or part thereof) to refine your search. Wildcard searching is available on this field.

Register Selection Form

This form is used when two or more records match the search specified in the Register Search Profile form.

There are three ways of accessing a particular record. Firstly, you can highlight the record and press F2. Secondly, you can double click on a record, and thirdly, you can select the required record, and select the “Modify” button.

To create a new Register record from this form, select the “New” button.



Register Selection Form

Register Code
This field displays the Register Code of records that match the search profile. Double clicking this field will take you into the Register Maintenance form for the selected Register Code. This field is display only and cannot be maintained.

Register Description
This field displays the Register Description of records that match the search profile. Double clicking this field will take you into the Register Maintenance form for the selected Register Description. This field is display only and cannot be maintained.

Active
This field is used to show if the Register is active or not. When the box is checked on, the Register is active and available for Maintenance and Receipting. An active Register is available to the system for selection.

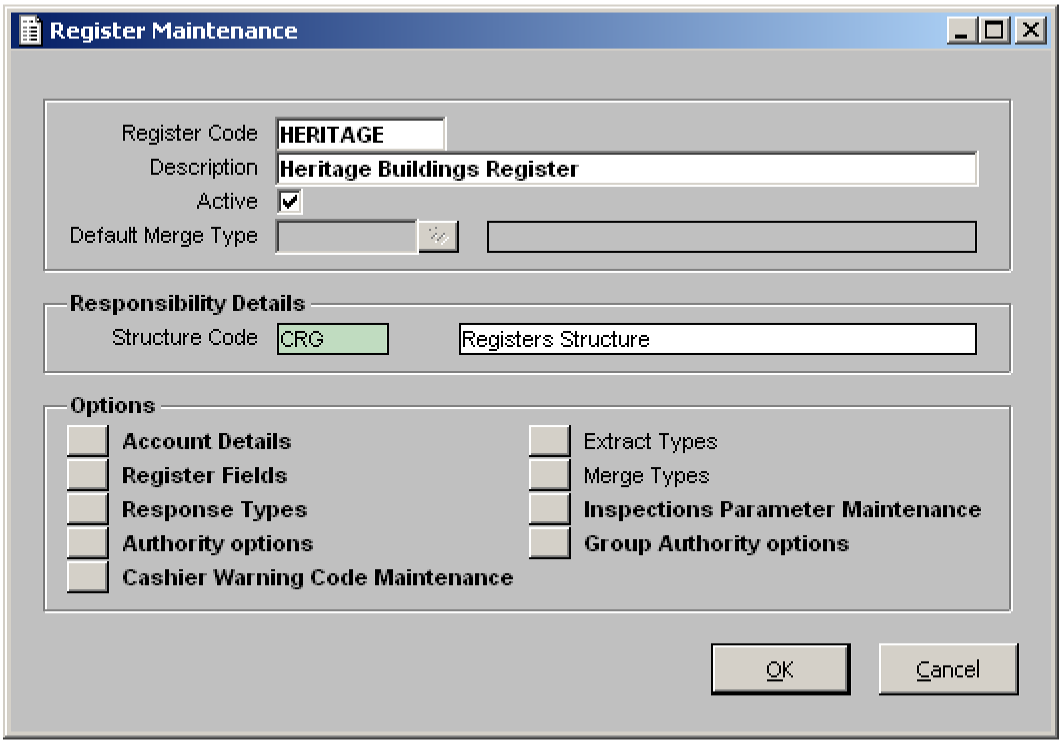
When a Register is flagged as not active, or inactive, the Register record is not available to the system for selection via Maintenance or Receipting. It is available via the Enquiry and Reporting menus. However, any original data using this Register record will not be affected (i.e. will keep the inactive Register record).

Inactive registers are not available for maintenance or receipting, but are available for enquiry and reporting.

Active registers are available for all register options.

Register Maintenance Form

This form is used to define both a Register code and Register description. Selecting the Accounts Details button will allow you to define accounts for the Register. Selecting the Register Fields button will take you to the Register Field Maintenance form where fields can be defined for a Register.



Registers Maintenance Form

Register Code
This field is used to enter the Register Code for the Register. Up to ten alpha-numeric characters can be used in this field.

Register Description
This field is used to enter the Register Description for the Register. Up to fifty alpha-numeric characters can be used in this field.

Active
This field is used to show if the Register is active or not. When the box is checked on, the Register is active and available for Maintenance and Receipting. An active Register is available to the system for selection.

When a Register is flagged as not active, or inactive, the Register record is not available to the system for selection via Maintenance or Receipting. It is available via the Enquiry and Reporting menus. However, any original data using this Register record will not be affected (i.e. will keep the inactive Register record).

Inactive Registers are not available for maintenance or receipting, but are available for enquiry and reporting.

Active Registers are available for all Register options.

Default Merge Type
If Word Processing Merge Types have been defined for the Register then it is possible to nominate a Default Merge Type that will automatically be selected at the time of creating a Letter against a Register Entry. This field may be left blank.

Responsibility Details – Structure Code
These fields are used to select the required responsibility structure for the Register that is being created.

Double clicking in this field, or using F2 invokes the Responsibility Structure Pop Up form. The values contained in this form are user definable only from the Responsibility application.

NOTE: It is also possible for other Modules to create or update Registers from within the Module. This is done from the actual Module using the Registers Link Selection form. Only those Registers that have that module defined in their parameters will be displayed to allow creation or modification.

The modules that have the ability to create new or modify Registers are:-

- Animals
- Applications
- Customer Service
- Infringements
- Licensing
- Property
- Rates

'Authority Options' have been introduced into Registers. Authority Options are a standard function of the Responsibility Options application and provide for the assignment and securing of specific functions to Responsible Groups.
Within Registers the Authority Options are 'Register Entry/Maintenance' and 'Register Enquiry'. These options can be assigned and maintained via two Option Buttons available on the Register Parameter Maintenance form.
The 'Authority Option' function allows the assignment of the available options to the Register. The 'Groups Authority Option' function allows the assignment of the selected Authority Options to specific Groups within the Structure assigned to the Register.
These Authority Options will be tested for all users and all attempts to access a Register. For those users not authorised for a particular function (Maintenance or Enquiry) an error message will be displayed. Additionally, the Register Popup forms will exclude those Registers that a user is not authorised to for the selected function. When attempting to access a Register from another, related application, the same authority tests will be performed and will display an error message where access has not been granted.

Once Authority Options have been assigned, the Structure Code field will no longer be editable and the popup button will be hidden.

For more information on responsibility structures, please refer to the “Responsibility User Guide”.

Options - Account Details
Selecting this button will invoke the Register Account Maintenance form, which is where general ledger accounts can be assigned to the Register. These Accounts will be used when receipting to the Register.

Options - Extract Types
Selecting the Extract Types Button will allow Extract Types to be defined for this register.

Options - Register Fields Button
Selecting this button will invoke the Register Field Maintenance form, where the fields required for the Register can be defined.

Options - Merge Types
Selecting the Merge Types Button will allow Merge Types to be defined for this register.

Options - Response Types
Selecting the Response Types button will display the Response Types Maintenance form where Response Types may be set up for this Register.

Options - Inspections Parameter Maintenance
Selecting the Inspections Parameter Maintenance button will display the Register Inspection Parameter Maintenance form where Inspection parameters may be set up for this Register.

Options - Authority Options
Selecting the Authority Options button will display the Assign Entry Authority Options form where the assignment of functions can be made for the Register. Once a function has been assigned it will

become available for assignment to the Groups defined for the associated Structure. See further details on Register Security under the Structure Code field on this form. (23)

NOTE: There are two ways this can be used. First, you can assign only the option(s) that you want the Group to have access to, leaving the 'Secured' option set to "No". Or, you can assign both options and use the 'Secured' option to control access by selecting 'Secured' = "Yes" on the option(s) that are to be unavailable to the Group. Either approach will work, HOWEVER, if the 'System Default User' is to be assigned to any Groups it will be important to always assign ALL the available options and then specifically secure them as required.

When complex Structures are used with subordinate groups where a user might appear in more than one Group, the access to the Authority Option is determined by the COR application based on the existing rules for inheritance between Groups.

Additionally, if the System Default User has been assigned to a 'Default' Group within the structure, any Authority Option not explicitly assigned to any other Group that has been assigned to the Default User, will be available to those Groups. If you need to restrict access to an option that is normally available to the Default User or Group, then you must assign that option to the other Group(s) and set the 'Secured' option to "Yes".

Options - Group Authority Options

Selecting the Group Authority Options button will display the Responsibility Group Selection form. This option will permit the assignment of functions for the Responsibility Groups associated with the Structure on this Register. Only those functions assigned via Authority Options will be available. See further details on Register Security under the Structure Code field on this form. (23)

Note: When a cashier is receipting to a Register record, all Registers containing Receipting fields will display for selection. All cashiers will have access to the Registers Selection form from which they can select a Register record, however, at this point authority checking will be implemented to determine whether the cashier has Enquiry authority. If so, the Display button will display on the Selection form. If not, the cashier will only be able to select a Register record but not display it.

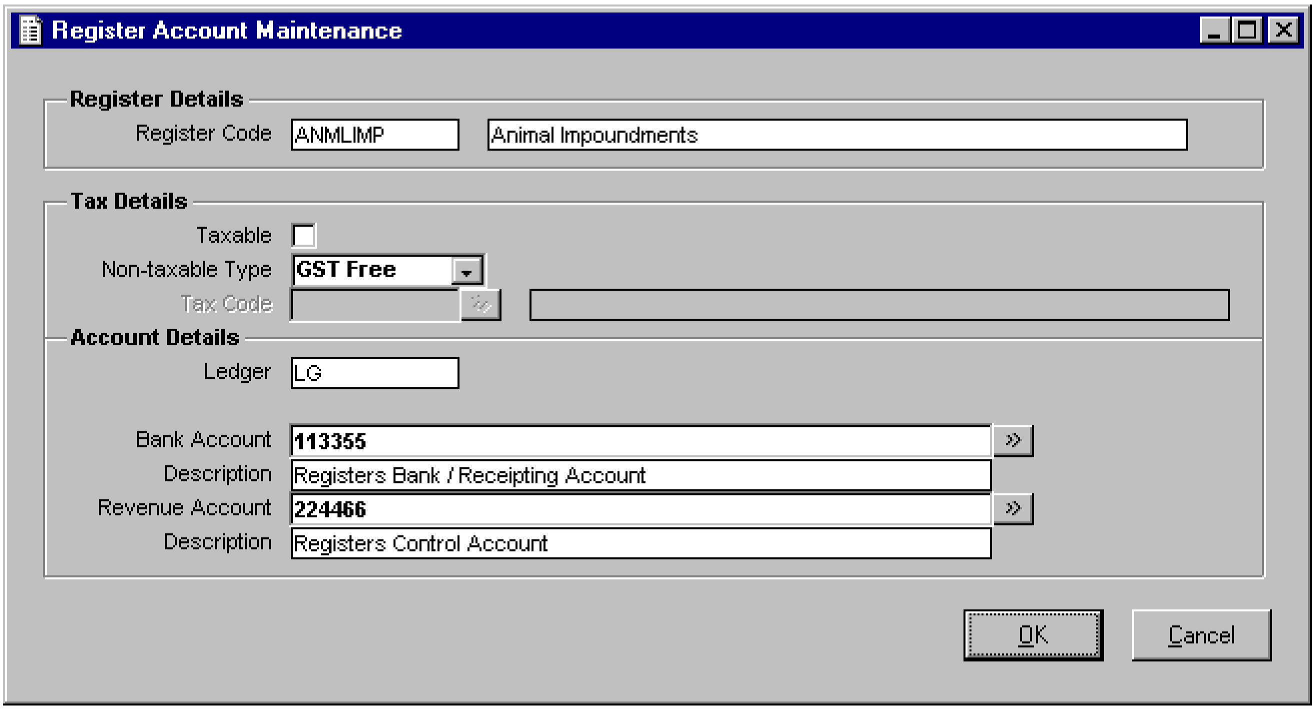
Options - Cashier Warning Code Maintenance

Selecting the Cashier Warning Code Maintenance Options button displays the Warning Code Maintenance form where Warning Codes and messages may be set up to alert the Cashier during Receipt Entry.

See also Cashier Warning Codes

Register Account Maintenance Form

This form is used to allocate accounts specified in the General Ledger system to the Registers system. These accounts are used for receipting only, and unless these accounts are specified, you will not be able to add a receipting link to your Register. If the receipting transactions are taxable then the Taxable flag will need to be set on this form. If the receipting transactions are non-taxable then a Non-taxable Type will need to be defined.



Register Accounts Maintenance Form

Register Code and Description

These fields show the Register Code and Description for the Register. These fields cannot be maintained on this form, but can be changed on the Register Maintenance form.

Taxable

If this field is checked on then the Register will be Taxable and the applicable Tax Code will be required to be entered also. If this field is checked off then the Register will be Non-taxable and a Non-taxable Type will be required.

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

This field contains the Tax Code that is applicable to the Register. Enter a valid code or select from the Tax Code Pop Up form. These codes are defined within the Tax menu.

Ledger

These fields show the ledger from which an account belongs to. When an account has been selected, then highlighting that account will cause it's ledger to appear in the ledger field. The field is read only and cannot be maintained.

Account Details

The Revenue Account Field is used to enter the Account Number that the Fee will be credited to. The Account code can be entered if known, or the Pop Up Button can be used to select from a predefined list.

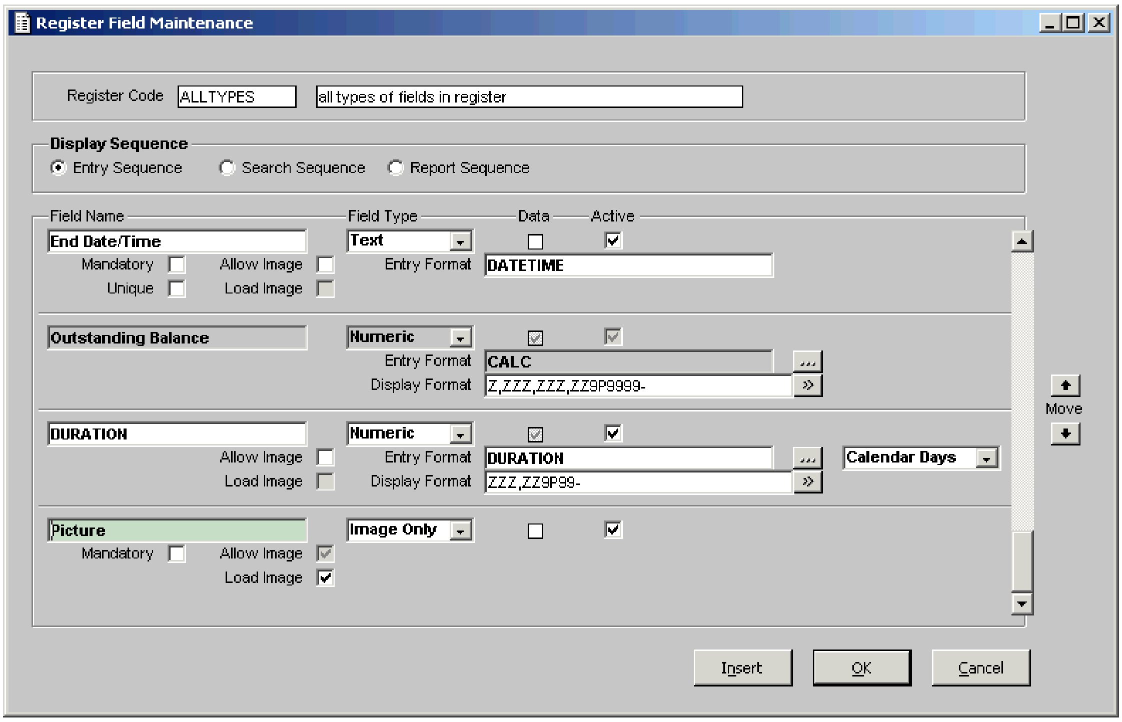
The Bank Account Field is used to enter the Account Number that the Receipt will be debited to. The Account code can be entered if known, or the Pop Up Button can be used to select from a predefined list.

Register Field Maintenance Form

This form is used to add, change or delete Register fields. It is also the place where specific formats for Register fields are defined.

To delete a field from this form, select F11 or choose Delete from the Edit menu.

Note: Deleting a Field from the Register definition will delete all the records that have a value in this field.



Register Field Maintenance Form

Register Code and Description

These fields show the Register Code and Description for the Register. These fields cannot be maintained on this form, but can be maintained on the Register Maintenance form.

Display Sequence

These three radio buttons allow the order of the fields to be modified for different purposes. Fields can be sorted for Entry Sequence, Search Sequence or Report Sequence. The order of the fields can be changed by selecting a different display sequence and using the up and down arrows on the right hand side of the field.

Field Name
This field is used to enter the name of the field you wish to associate to your Register. Up to 25 alpha-numeric characters can be used in this field.

Note that for the Receipting Fields of Outstanding Balance and Payments the Field Name is not able to be changed. These field names are exclusive and therefore cannot be used to name a field within the Register. Additionally when a Field Name has been linked to Receipting it is possible to use the field and enter in a Field Name and have the line input capable within Register Entry.

Field Type
This field is used to specify if the field is a "Text" field, an "Image Only" field, a "Numeric" field (Only available with the Authorised Function Code), or a "Comment" field (Only available with the Authorised Function Code).

Text Field - If a "Text" field is nominated, then the following fields will be available - Data, Active, Mandatory, Unique, Module Link, Entry Format, Display Format and Validate. A Text field will allow a user to enter in up to 100 characters in the field within Register Maintenance Entry.

Image Only - If an "Image Only" field is specified, then only an image may be linked to the Register Entry. The following fields will appear - Data, Active, Mandatory, Allow Image and Load Image.

Numeric Field - "Numeric" fields (only available with the Authorised Function Code) provide for the definition of a Register Field that will be stored and treated as a true numeric field. Numeric fields must have an 'Entry Format' defined that sets out the data entry rules for the field, and must also have a 'Display Format' selected that sets out how the field is to be displayed on the screen and on reports. Numeric fields are stored in the Pathway database with 20 significant digits and 4 decimal places. The Entry and display formats allow the user to specify how to represent these fields.

Comment Field - If a "Comment" field (only available with the Authorised Function Code) is selected, then the Data and Mandatory checkboxes will appear. This field type allows storage of an unlimited amount of free format text. The "Comment" field type can be added to any new or existing Register. An existing "Text" or "Image Only" field may be changed to a "Comment" field if it does not have any Register Entries containing data; (and conversely, a "Comment" field may be changed back to a "Text" or "Image Only" field provided it has no data).

Note: If a field type is changed from 'Text' to 'Comment' then any details contained in the field when it was defined as a 'Text' field will not be retained.

Note: The Register Entry Search Profile form will not include any 'Comment' type fields. It is not possible to search on the text of a 'Comment' field.

Note: If a Text field is changed to a Numeric field any Commas and Dollar Signs will be removed from the Text data so that the Numeric value will be converted correctly. However these characters will be treated as invalid in the Entry Format. So if your Entry Format contains Commas or Dollar Signs, you can remove them from the Entry Format and allow the Text to Numeric conversion to process the data. No data loss will result from these particular special characters. **However, any characters other than Commas and Dollar Signs in the data will cause data loss and cause any characters to the right of the first non-numeric character to be lost**.

Data
The 'Has Data' checkbox glyph is used to show the user if the field has been used by a Register record. The indicator has three possible values:

- Unchecked – The field has no data associated with it
- Checked – The field has at least one Register Entry with data
- Checked/Greyed – This is a CALC or DURATION field that might be used in another calculation.

Active
This checkbox allows the Register Field to be flagged as 'inactive'. Setting a Register Field to 'Inactive' will allow any existing data stored for that field to be viewed within Register Entry/Maintenance, but not modified. An 'Inactive' field will not be displayed when adding a new Register Entry. Also, any field set to be 'Inactive' that is part of an existing 'CALC' definition, will be treated as though its value were Zero when performing the calculation. Warning messages will be displayed whenever a field is made 'Inactive' and some data has been stored for that field, or it has been referenced by a 'CALC' or 'DURATION' calculation field.

Module Link
Selecting this button will take you to the Module Detail Maintenance form where you can specify which application you require to link a Register field to. For example, if you wish to link a Register record to a particular property, this is done using the LPA 1 Role Type.

Modules available for selection are:-

- Animals
- Applications
- Assessments
- Customer Service Requests
- Infringements
- Licensing
- Name & Address
- Property
- Receipting
- Street/Suburb

If a Receipting link is required (i.e. CRC - 1) then the Field Type must be set as 'Text' in order for the Module Link Button to display. Once the Receipting Link is selected and OK is clicked on the Module Detail Maintenance form, the Field Type is changed to 'Numeric' and 2 other numeric fields are created:

- Payments
- Outstanding Balance

These fields are non-maintainable and will be populated when a receipt is raised against the Register Entry. At that point, the Payment field is updated with the receipt amount, and the Outstanding Balance field is recalculated to display the remaining amount (depending on the formula entered in the field).

Validate
This checkbox indicates whether the value entered into the Register field will be validated against a set of pre-defined values. Checking this box on will activate the Values detail button where a set of values can be created for selection.

Mandatory
This field is used to specify whether the field is a mandatory field. If this checkbox is checked on, then this field must be populated when entering a new Register record. If it is checked off, the entering of data into this field is optional.

Unique
This field is used to specify whether the value that will be entered into the field will be unique. That is, no other Register record can have the same value for that field.

Allow Image
This checkbox field allows the user to specify that Image(s) may be linked to this field. Using this flag allows the user to attach Images to any Register field as required.

Note: If Images have already been linked to a field in a Register Entry, then you are not permitted to turn the 'Allow Image' or 'Load Image' flag OFF in parameters.

Load Image

The Load Image field relates to a field that has been defined as an Image. This checkbox will only be available when the 'Allow Image' field is checked on. Enabling this function means that any Image linked to a Register Entry will actually be stored within the Pathway database. Otherwise only the path to the Image file will be kept by Pathway. It is no longer possible to modify this setting once any Images have been linked to a Register Field.

Note: When the Load Image flag has been checked on, the Image will be stored i.e. 'loaded' into the Pathway database as a LONG RAW data type. This is similar to a BLOB (Binary Large Object) in that they are both binary data types. However LONG RAW consists of variable length raw binary data, whereas BLOB consists of unstructured binary data. The entire image will be stored in the CRGIMAGE field of the CRGIMAG table.

When the Load field has been checked off, the Image is only linked to an external Windows data file and it will be read from that location each time. External Images can be stored on any normal Windows network resource and can have normal or UNC format names.

A consideration when deciding on whether to store Images in the Pathway database or externally as Windows data files, is that when loaded into the database an Image cannot be edited. If stored as a Window data file it is possible to have external image editing programs called via the 'Edit" button on the form.

Note: If Images have already been linked to a field in a Register Entry, then you are not permitted to turn the 'Allow Image' or 'Load Image' flag OFF in parameters.

Entry Format

This field allows the user to specify data entry rules for fields (especially the 'Numeric' field where this is a requirement) and also provides for some special data entry keywords (CALC, DURATION, DATE, DATETIME) . If a Module Link has been selected or the Validate checkbox is checked on, the Entry Format Field is not displayed.

Valid Values are as follows:

'DATE' (Entered in Uppercase only)	This will ensure that a valid date is entered. The field will function as if it were a true date field. That is if for example 15 were typed into the field and then the user tabbed out of the field, the number would change to 15-OCT-2001 (assuming that the current month was October and the year 2001). The calendar function is available by double clicking in the field or by using the F2 key. The field type for a date field is 'Text'.
'DATETIME' (Entered in Uppercase only)	This specifies that the field is to store combined Date and Time values. The field type for a combined date/time field is 'Text'. *(This is only available with the Authorised Function Code*)
'DURATION' (Entered in Uppercase only)	This will calculate the duration of days between 2 date fields. The Duration can be calculated in either Calendar or Working Days. This is controlled by the setting in the Date field next to the Duration field. The field type for a duration field is 'Numeric'. When defining a 'DURATION' calculation that will use the 'DATE' fields as operands, the result of the calculation will be provided in days. When defining a 'DURATION' calculation that will use the 'DATETIME' fields as operands, the result of the calculation will be provided in hours and parts of an hour e.g. 12.75. Therefore it is best to select a Display Format accordingly.
'CALC' (Entered in	This will allow the user to nominate a calculation using the fields entered i.e. This Field = Field A + Field B / 15. Valid operands are '*', '-', '+', '/'. The field type for a calculation field is 'Numeric'.

Uppercase only)

‘#’	Hash. Each position designated by a ‘#’ indicates that a numeric value must be entered. A decimal place can be indicated by a ‘.’ A valid numeric syntax string can look like the following example: (-)(#)(#)(#)#.##
‘*’	An asterisk indicates that any alpha-numeric input is available. This cannot be used in a numeric syntax string.
‘?’	A question mark indicates that the field requires the entry of a single alphanumeric character. For every question mark in the Entry Format the user is required to enter a character. This cannot be used in a numeric syntax string.
‘ ‘	If the Entry Format is left blank then any alpha-numeric character can be entered. If a specific character is entered i.e. ‘A’ then this must be entered by the user.
‘.’	Full Stop. Used to indicate the decimal point.

The following characters are invalid for Numeric fields:

Left Square Bracket	[
Right Square Bracket	]
Left Brace	{
Right Brace	}
Logical 'Or' Symbol	|
Forward Slash	\
Backward Slash	/
Less Than Sign	<
Greater Than Sign	>
Comma	,
Colon	:
Semi Colon	;
Question Mark	?
Tilde	~
Accent	`
Exclamation Mark	!
At Sign	@
Dollar Sign	$
Percent Sign	%
Caret	^
Ampersand	&
Underscore	_
Plus Sign	+
Equals Sign	=

Any combination of values can be used excluding the ‘DATE’, ‘DATETIME’, ‘DURATION’ and ‘CALC’ options.

For example, the combination could be ##A?? in which case a valid entry would be 27ADS. That is, the user must enter two numbers, an ‘A’ and any two alphanumeric characters.

Another example could be (#)(#)(#) in which case a valid entry could be one of the following:-

- 1
- 12
- 123

but 1234 would not be a valid entry.
By using the brackets it makes the field format optional instead of mandatory and therefore could be left blank.

Display Format
The Display Format field and Popup button are shown for the new ‘Numeric’ field types. Selection of a display format is mandatory. The popup form will offer a pre-defined selection of display format codes that may be selected for use when displaying, printing and extracting numeric field data.

Eg: “ZZ,ZZZ,ZZ9P99-“

The display formats are shown using the following legend:

’Z’ – a blank padded digit position (i.e.: blank padded when zero)
’9’ – a digit or decimal position (i.e.: not blank padded)
’P’ – the decimal place
‘-‘ – the negative sign
’,’ – comma (i.e.: numeric edit separator)

For each Display Format option there is one format that shows the number with commas and another that will show the number without commas. Because Display Formats must be pre-defined, the available list is extensive, but not exhaustive. A Display Format should be selected that will be large enough to display the largest value you expect a numeric field to hold.

Note: The display format does not limit the size of the numeric data that is actually stored. This is fixed at 20 significant digits and 4 decimal places for all numeric fields. The Display Format just determines how the data will be displayed or printed.

When a Display Format is chosen, an Entry Format is generated automatically to allow for the optional entry of numeric data with the appropriate number of significant digits and decimal places. A valid Entry Format is mandatory for all ‘Numeric’ fields.

Note: Although the Display Format legends show the negative sign in a trailing position for display purposes, when entering a number, any sign must be entered as the leading character. The automatically generated Entry Format will reflect this requirement.

The Display Format field is only available for ‘Numeric’ field types, and hence only when the Authorised Function Code is active.

Calculation / Duration Detail Button
Selecting this button will take you to either the Field Calculation Maintenance form, where calculations can be defined, or the Date Duration Calculation Maintenance form where the From and To Date fields can be nominated.

It is only possible to select this button if the Entry Format field has the value ‘CALC’ or ‘DURATION’ in it, otherwise, an error message will be displayed.

Calendar Format
The Calendar Format field is only displayed when the Entry Format of DURATION has been nominated. This allows selection of either ‘Calendar Days’ or ‘Working Days’ from the dropdown.

Values
Selecting this button will take you to the Register Field Values Maintenance form. The Values button will only be available if the Validate checkbox is checked on. If it is, then a list of pre-defined values can be entered into the Register Field Values Maintenance form. Once these values are set up, you can either select from the list or key it in.

Move Buttons
These buttons are used to sequence the order of the fields that have been defined on this form. They are used in conjunction with the Display Sequence to order the records for a given purpose.

Module Detail Maintenance Form

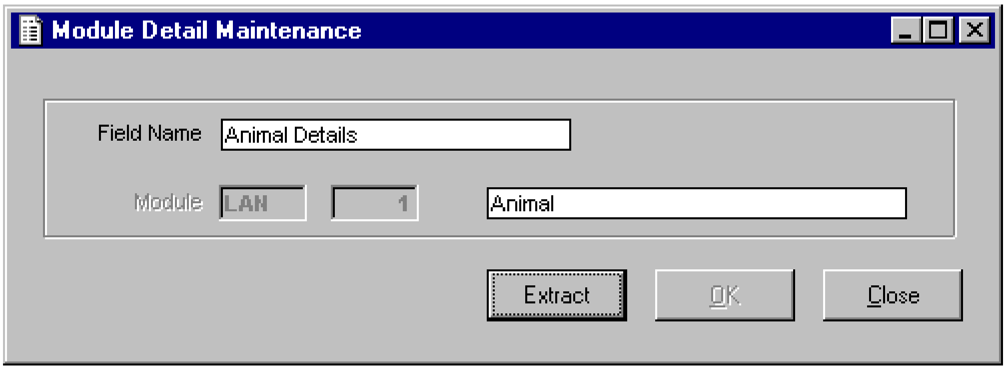
This form is used to allocate an application to a Register field. This can be used when you might want to link a property, infringement, application, assessment etc to a Register record.

Selecting a Role Type will allow you to, in the Register Entry form, detail out to the required Pathway application and select a record to be associated to that Register record.

At present, it is possible to link records from the following applications to a Register record:

- Animals
- Applications
- Assessments
- Customer Service Requests
- Infringements
- Licensing
- Name & Address
- Property
- Street/Suburb

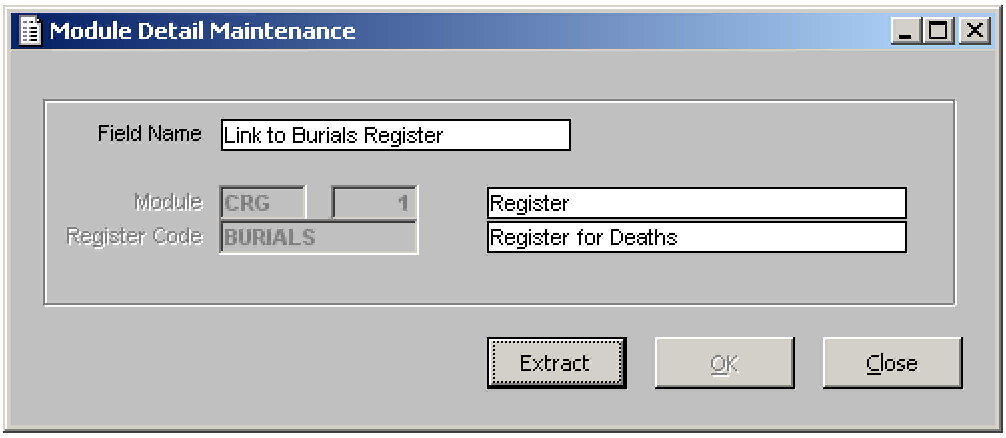
In addition, there is a receipting option available for selection. The receipting option can only be selected if accounts have been specified for the Register, and allows a link between the receipting application and Registers, meaning that receipts can be generated for a Register record. When the receipting module has been selected two additional fields will be automatically added to the Register. These are Payments and Outstanding Balance. The Payments field will show receipts that have been receipted against the particular Register Reference. The Outstanding Balance field can be used as a 'CALC' field and have a calculation defined against it to calculate out an Outstanding Balance for the Register Reference. This Outstanding Balance is used within the Receipting Module as the dollar amount that is to be receipted for the Register Reference.



Module Details Maintenance Form

The following variation on the form displays the extra fields which become available when the CRG 1 Module Link is selected to create a link to another Register.

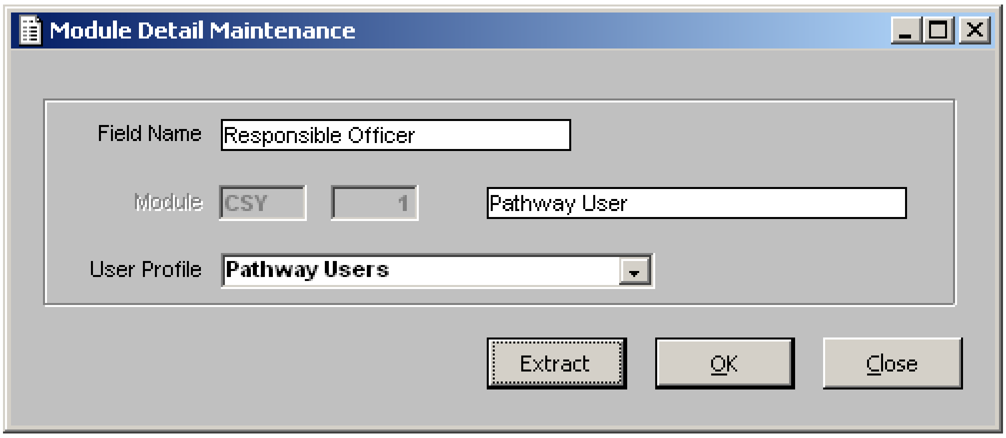
See further details on [Linking to another Register](#).



Module Detail Maintenance form showing Register Code fields

Another variation on the form shows the field which becomes available when the CSY 1 Module Link is selected to link field to a User as a Responsible Officer.

See further details on Linking a Register field to a Pathway User.



Module Detail Maintenance form showing User Profile field

Module Link fields and Extract Lists

When defining a Register with Module Link fields to other Pathway Modules the Register Field Maintenance function will automatically create and maintain Word Processing Extract Lists for the related module. These extract lists will include all the fields from the Register (excluding ‘Image Only’ Field Types) and will enable the related module to incorporate data extracted from the Register Entries linked to the module.

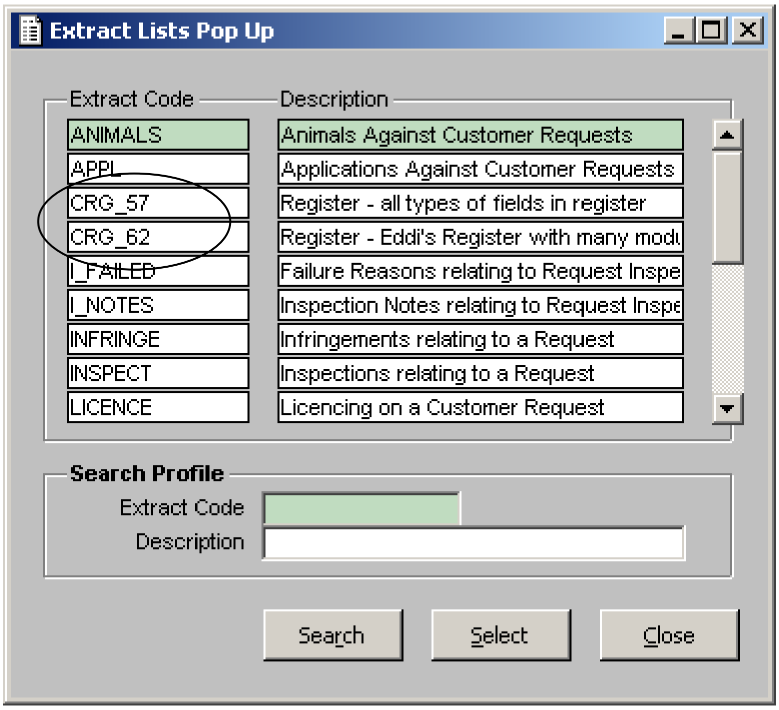
These Extract Lists will be available for the user to create Extract Types based upon them within the related application modules.

For example:

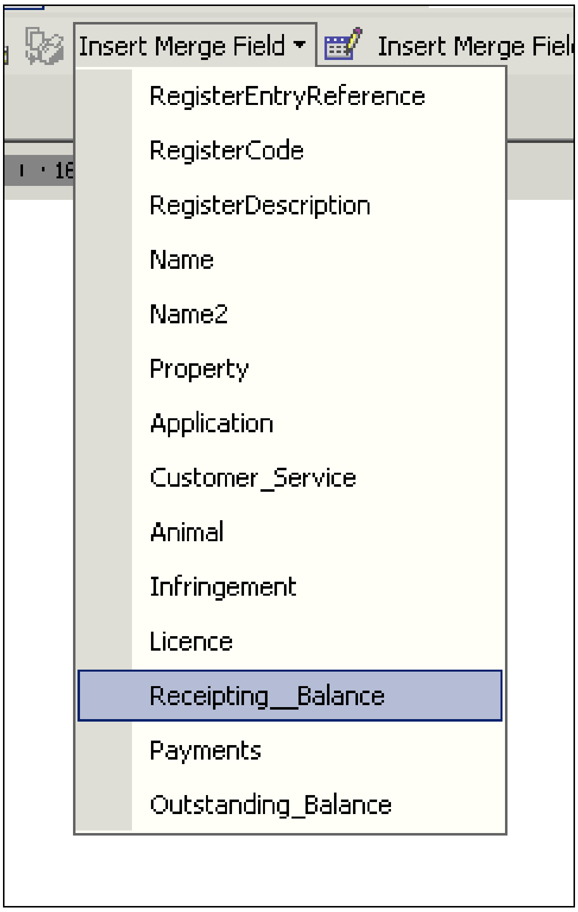
If a Register has a Module Link field defined as a link to ‘Customer Service’. Then the Customer Service Extract Type maintenance function will offer an Extract List in the popup which you may select to create an Extract Type. The Extract list will be named, “CRG_nnnn”, where nnnn is a unique number. The Extract List description will be, “Register – xxxxxxx”, where xxxxxxx will be up to 39 characters of the associated Register description.
When creating the Extract Type Template document all the fields from the Register will be available as Merge Fields for inclusion on the document. Three extra fields will be provided automatically on every Extract List. These will be the Register Code, Register Description and the Reference Number of the associated Register Entry for the extract.

These Extract Lists will be maintained for all Register Module Link fields, except where the relationship between the client application module and Registers is undefined within the Word Processing module. Currently these undefined types include ‘Receipts’, ‘Property Streets’ and ‘Infringement Offences’. All other Module Link types are supported.

Note: Any changes to a Register may require any Extract Type Template documents to be reviewed. Extensive checking is performed by the Register Field Maintenance form and appropriate warning, or error messages will be shown as necessary.



Register Extract Lists available for selection in Customer Service



Register fields available as merge fields

Field Name

This field displays the name of the field for which the link to another application is being made. This field is display only and can be maintained via the Register Field Maintenance form.

Module

This field is used to select the Role Type record which enables the Register system to link to other Pathway applications.

Double clicking on the field, or selecting the Pop Up button will invoke the Role Type Pop Up form, from which a valid Role Type record can be selected.

Extract Button

Selection of this field displays the Application Role Type Field Extraction Maintenance Form. The Application Role Type Field Extraction Maintenance Form allows the user to assign the fields of the module to be displayed within Registers and for reporting purposes.

The following Application Role Types allow the defining of Extract Fields:

- Animals
- Applications
- Assessments
- Customer Service Requests
- Infringements
- Licensing
- Name & Address
- Property
- Receipting
- Street/Suburb

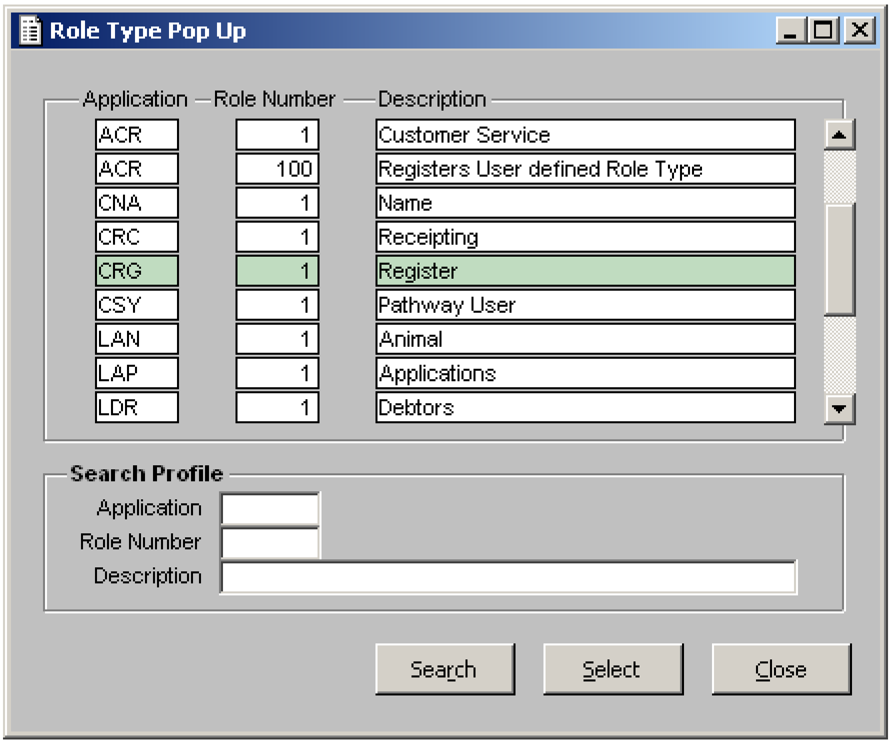
Role Type Pop Up Form

This form is used to select a specific role type to enable the Registers system to link to other applications.

The values contained in this form are system-defined and cannot be altered.

The search profile section of this form can be used to narrow down a search. See the "How To Use" user guide for more information on searching.

Selecting the required record can be done in three ways. Firstly, you can double click on the record you wish to use. Secondly, you can highlight the record and select the "Select" button. Thirdly, you can highlight the required record and press F2.



Role Type Pop Up Form

Application
This field displays a list of the Application Types that are established at a system level. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Role Number
This field displays a list of the Role Numbers that are established at a system level. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Description
This field displays a list of the Role Type Descriptions that are established at a system level. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Search Profile - Application
This field is used to search on Application Types. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" user guide.

Search Profile - Role Number

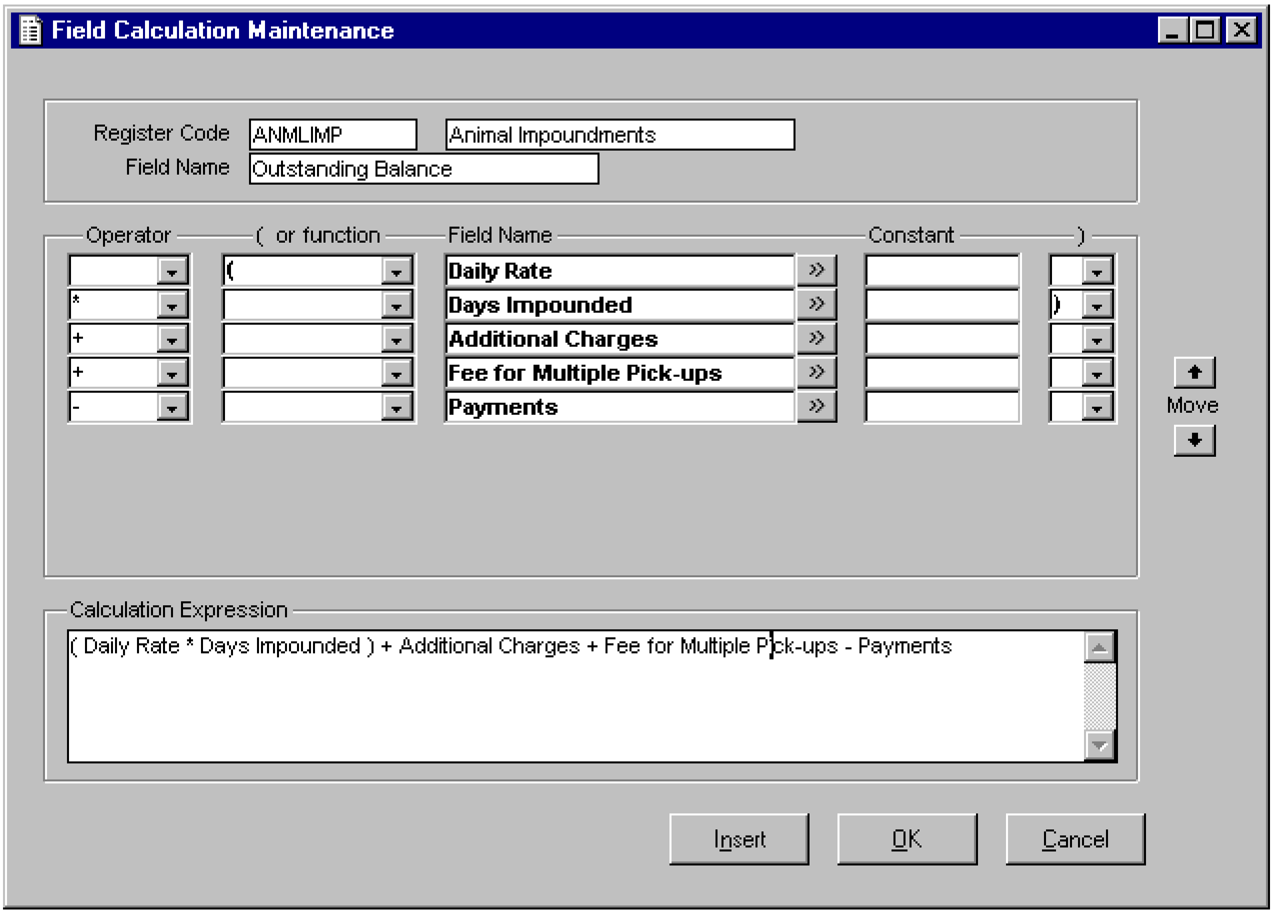
This field is used to search on Role Numbers. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" user guide.

Search Profile - Description
This field is used to search on Role Type Description. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" user guide.

Field Calculation Maintenance Form

This form is used for basic calculations for which the results are to be put into the Registers field nominated. For example, Field A + Field B / 100. Valid Operators are '*' multiply, '/' divide, '+' add and '-' subtract.

The ability to enter this form is determined by the value in the Entry Format field. That is, if the value is 'CALC', then you are able to access this form.



Field Calculation Maintenance Form

Register Code
This field shows the Register Code that was selected from the Register Selection form. The Register Code cannot be altered from this form, but can be altered from the Registers Maintenance form.

Field Name
This field shows the field that the calculation is being created for. The Field Name cannot be altered from this form, but can be altered from the Register Field Maintenance form.

Operator
This field is used to specify which operand you wish to use for the particular calculation line. Choices include add '+', subtract '-', multiplication '*', division '/' or Blank.

(or function
This field has multiple uses depending on the selection made from the dropdown. The options available are:-

- **Blank**

this is the default and means that no special Function applies to this line

- **(**

The Left Bracket supports the nesting of a calculation. It begins a nested calculation and is used to determine what part of the calculation is done in what sequence.

Note that there must be an equal number of Right and Left Brackets within a Field Calculation.

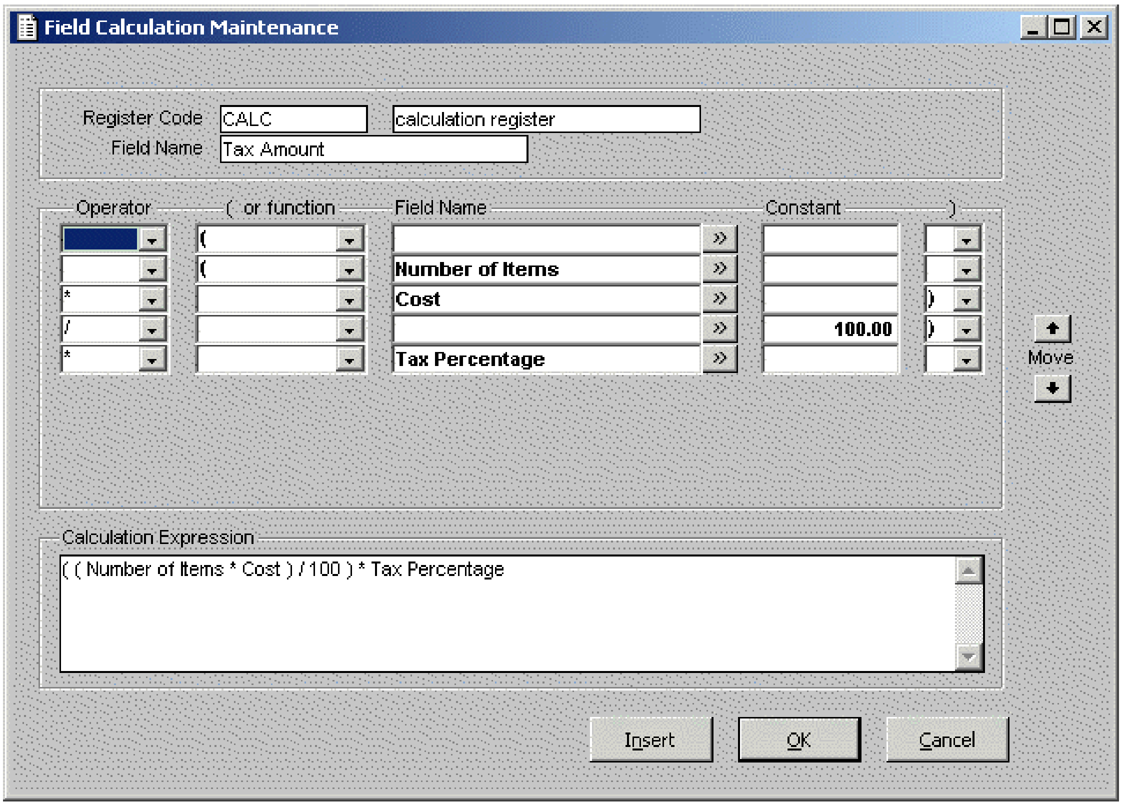
- **Integer part**

When Integer Part is selected then only the integers (whole figures) are used for the field nominated in the Field Name of the line

- **Fraction part**

When Fraction Part is selected then only the fractions (decimal figures) are used for the field nominated in the Field Name of the line.

The Calculated field below (i.e. Tax Amount) would use the following components:



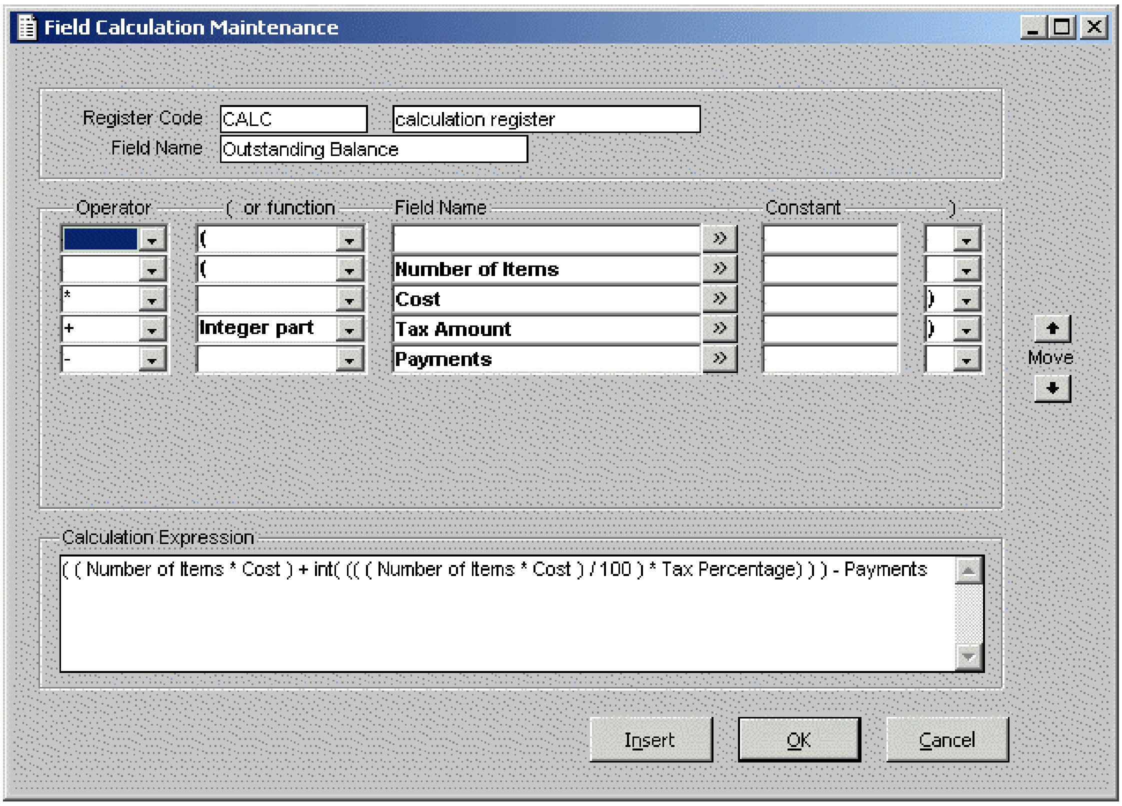
In the above example the calculations would take on the following sequence based on the use of the brackets.

1. Number of items multiplied by cost
2. Result of step 1 divided by 100
3. Result of step 2 multiplied by the tax percentage nominated

The resultant formula would be ((number of items * Cost) / 100) * tax percentage

This Calculated field can then be embedded within other calculated fields.

The following screen capture shows an example of how a calculated field can be used within another calculated field.



In the above example the calculations would take on the following sequence based on the use of the Brackets.

1. Number of items multiplied by cost
2. Result of step 1 plus calculated field ‘Tax Amount’ (Integer value only)
3. Result of step 2 minus Payments

The resultant formula would be:
((Number of Items * Cost) + int((((Number of Items * Cost) / 100) * Tax Percentage))) – Payments

This will give the following result on the Register Entry Maintenance Form.

FIELD	**CALCULATION**	**RESULT**
Number of Items	15	15
Cost	15.25	15.25
Tax Percentage	10	10
Tax Amount	15 x 15.25 / 100 x 10	22.875
Amount Due	15 x 15.25 + 22	250.75

Field Name

These fields are used to add fields that you wish to be included in the calculation. Double clicking the field or selecting the Pop Up button will invoke the Register Type Fields Pop Up form, from which a valid record can be selected.

The Pop Up will display all fields that are valid to be included in a calculation. This will include:

- Numeric fields
- Text fields
- CALC or DURATION fields that are not dependent on other calculations.

This will exclude:

- Image Only fields
- Comment fields
- DATE or DATETIME fields
- Module Link fields (except the CRC field)

Note: On this form, fields can be selected, OR a constant can be selected on one line.

Constant
This field is used if you require a constant value to be used in a calculation. Whole numbers, decimals or a mixture of whole and decimals can be used.

Note: On this form, fields can be selected, OR a constant can be selected on one line.

)
The Right Bracket supports the nesting of a calculation. It ends a nested calculation and is used to determine what part of the calculation is done in what sequence.

Note that there must be an equal number of Right and Left Brackets within a Field Calculation.

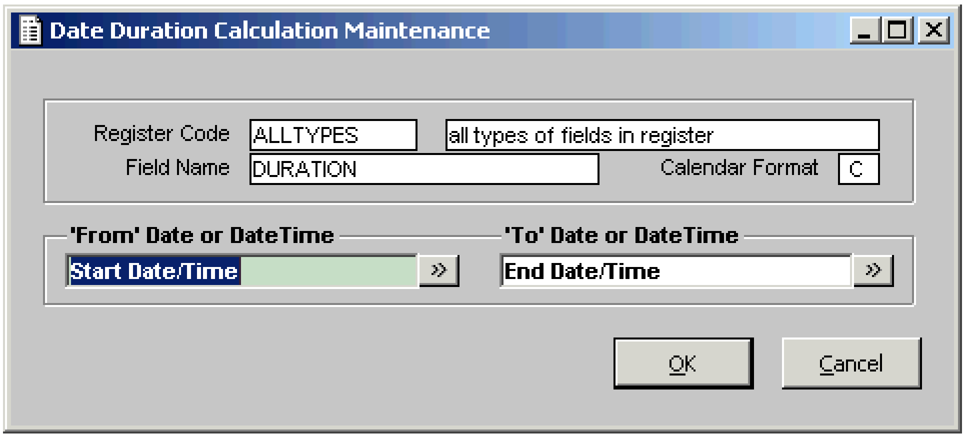
Calculation Expression

Move Up
Selecting the Move Up Button will move the focused line up the display to resequence the calculation process.

Move Down
Selecting the Move Down Button will move the focused line down the display to resequence the calculation process.

Date Duration Calculation Maintenance Form

The Date Duration Calculation form is used to define which Date fields are to be used to calculate a Duration of Days based on either Calendar or Working Days. Only those Fields defined as Date fields within the Register will be shown in the Pop Up and allowed for selection. The Duration is worked out using the Default Pathway Calendar or if a Register Calendar has been defined, then the Register Calendar is used.



Date Duration Calculation Maintenance Form

Register Code
This field shows the Register Code that was selected from the Register Selection form. The Register Code cannot be altered from this form, but can be altered from the Registers Maintenance form.

Field Name

This field shows the field that has been nominated as a 'Duration' field within the Register.

Calendar Format
This field shows the Calendar Format that has been assigned to the Duration Field. This can be either 'C' for Calendar days or 'W' for Working Days.

'From' Date or DateTime
The 'From' Date field is used to identify the Date field that will have the commencement date value entered into it.

'To' Date or DateTime
The 'To' Date field is used to identify the Date field that will have the end date value

Register Type Fields Pop Up Form

This Pop Up form displays all the fields that are valid to be included in a calculation. This will include the following field types:

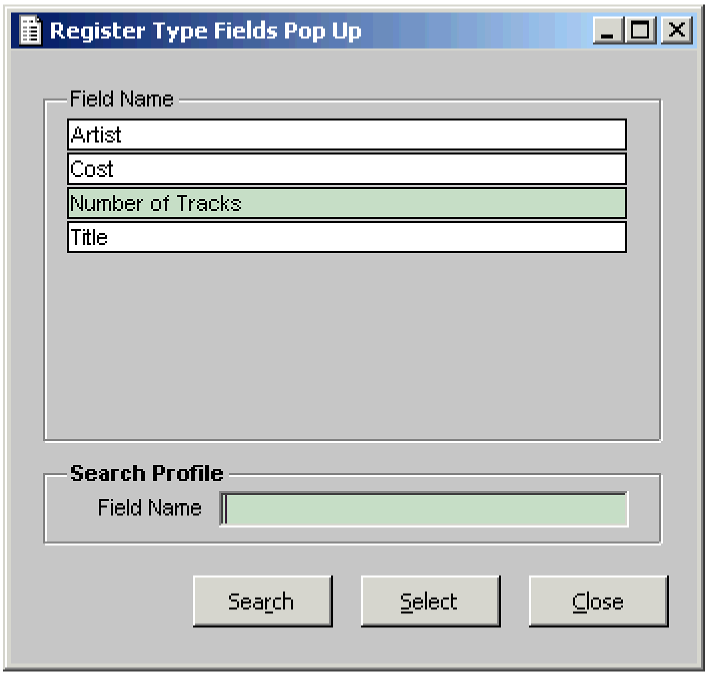
- Numeric
- Text
- CALC or DURATION fields that are not dependent on other calculations

This will exclude the following field types:

- Image Only
- Comment
- DATE or DATETIME
- Module Link fields (Except the CRC field which can be included)

This Pop Up form is used to select a valid field for use in the required calculation.

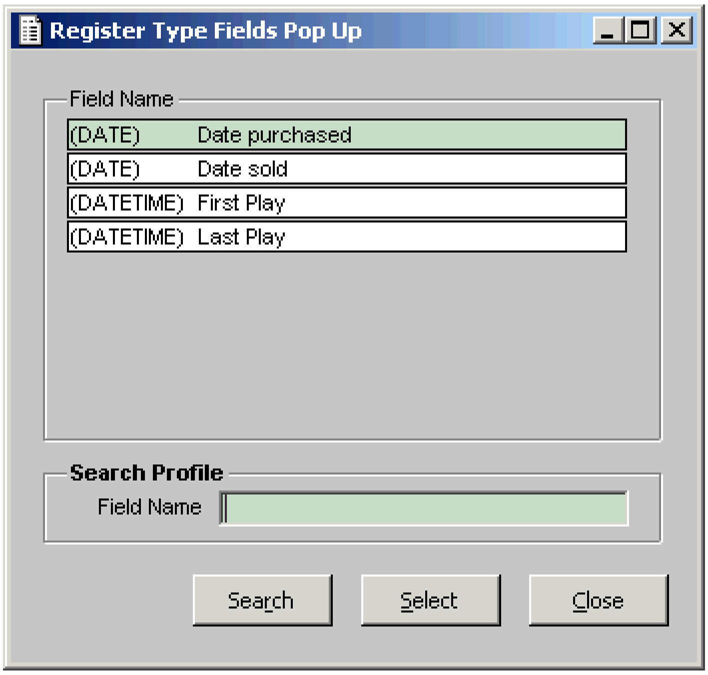
The information displayed in this form cannot be altered from this form, but can be altered from the Register Fields Maintenance form.



Register Type Fields Pop Up Form

The following form shows the types of fields which are displayed for selection when the fields are being selected as part of a DURATION calculation. To assist the user to make the correct selection, the

Entry Format value for each field will prefix the actual field name. When selecting the fields they must be a pair, i.e. they must both be DATE or both be DATETIME fields. This is validated when OK or CANCEL is pressed.



Showing fields used in a DURATION calculation

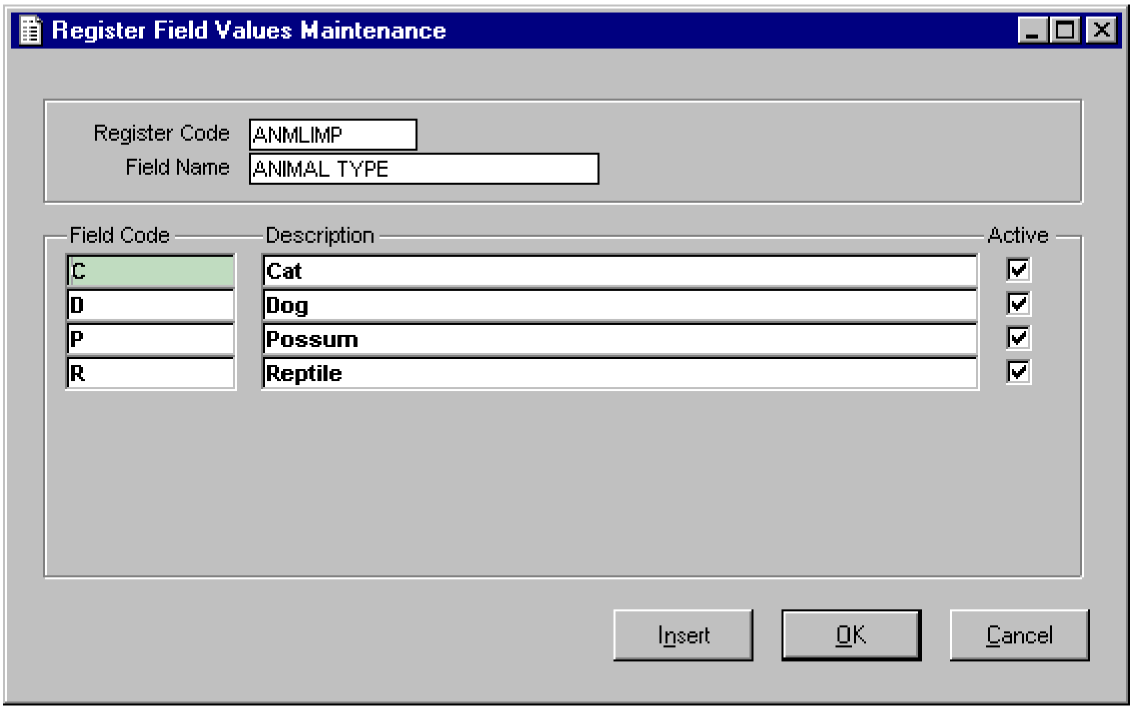
Field Name
This field displays a list of the Fields that are established on the Register Fields Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Search Profile - Field Name
This field is used to search on Field Names. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" user guide.

Register Field Values Maintenance Form

This form is used to specify values that a field can have. When values have been specified, a pop up button will appear next to the field on the Register Entry Maintenance form, and only values specified on the Register Field Values Maintenance form can be used in populating that field.

To create a new record, select the "Insert" button, or select F9.



Register Field Values Maintenance Form

Register Code
This field shows the Register Code that was selected from the Register Selection form. The Register Code field cannot be altered from this form, but can be altered from the Registers Maintenance form.

Field Name
This field shows the field that the values are being created for. The Field Name field cannot be altered from this form, but can be altered from the Register Field Maintenance form.

Field Code
This field is used to enter a short description of the value record. Up to ten alpha-numeric characters can be used in this field.

Description
This field is used to enter a longer description of the value record. Up to fifty alpha-numeric characters can be used in this field.

Active
This field is used to show if the Values Record is active or not. When the box is checked on, the Values Record is active. An active Values Record is available to the system for selection.

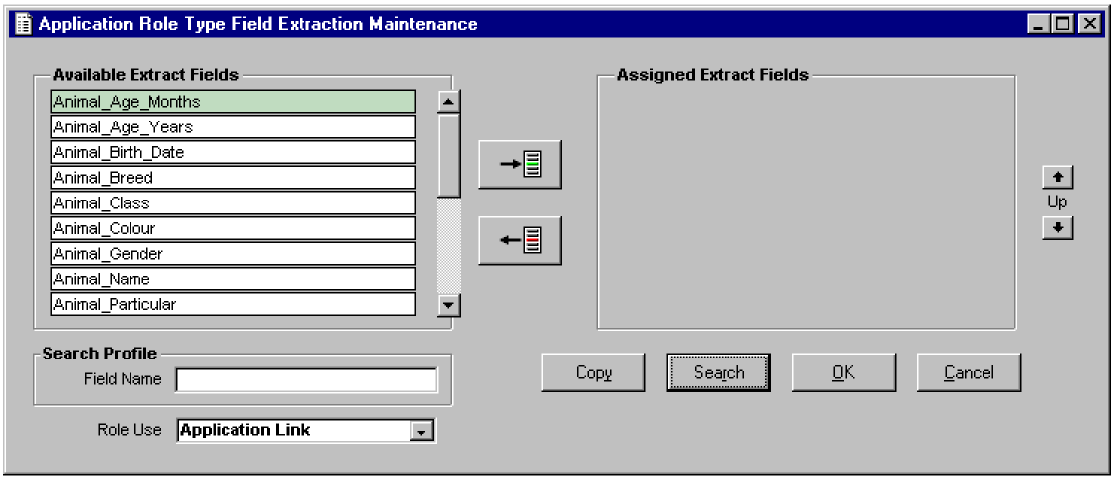
When a Values Record is flagged as not active, or inactive, the Values Record is not available to the system for selection. However, any original data using this Values Record will not be affected (i.e. will keep the inactive Values Record).

Application Role Type Field Extraction Maintenance Form

Registers allows the use of Extract Fields defined in Word Processing for extraction into a Register or a Register Report. This allows the user to determine what extra details are to be displayed or printed on the report when a link is made to another application within Pathway.
Further, the ability to select Extract Fields to display when module link details are viewed, can be determined by the user.
To implement this feature within Registers, the following steps should be followed:

1. Access the Register Parameters menu option
2. Maintain a field that is a module field

3. The Module Detail Maintenance Form displays
4. Click on the Extract Button
5. The Application Role Type Field Extraction Form displays.



Application Role Type Field Maintenance Form

Available Extract Fields
The Available Extract Fields are all the fields that are defined as Extract Fields in Word Processing for the module to which the field is linked.

Assigned Extract Fields
The Assigned Extract Fields are all the fields that have been selected for extraction for the field defined in Registers

Select Button
Select this button to move Extract fields from the Available side to the Assigned side.

Remove Button
Select this button to move Assigned fields back to the Available side.

Move Up/Move Down Buttons
Select these buttons to reorder the Assigned Extract fields.

Search Profile – Field Name
This field can be used to conduct a search on Available fields. This is useful when there are more than 9 fields available. Wildcard searching is available.

Role Use
The Role Use field indicates the use for which the fields have been selected. The options available from the drop-down list are:

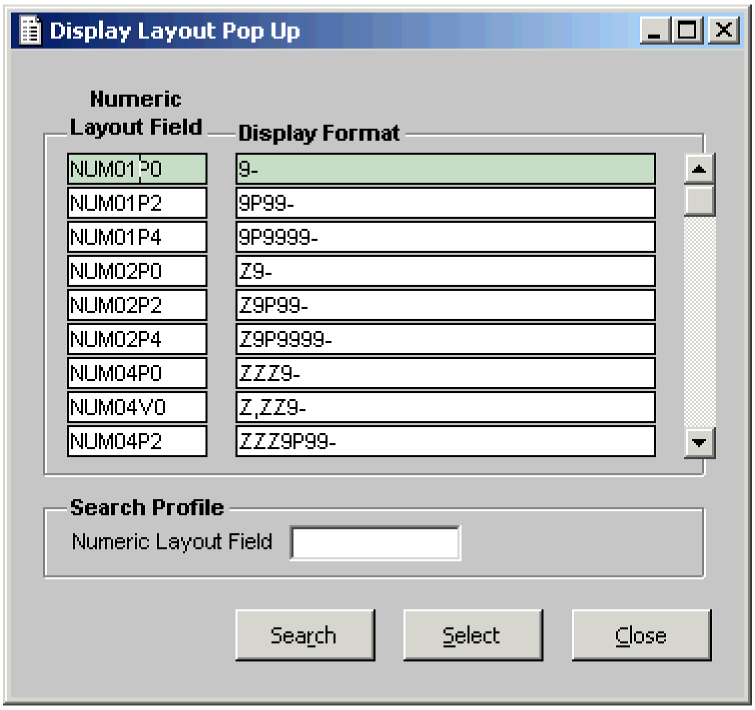
- Application Link
- Report

Application Link indicates that fields have been selected to be displayed on line in Pathway when viewing details about the module link.
Report indicates that fields have been selected to be printed on the Register Report.

Copy Button
The Copy Button allows the fields to be copied from one Role Use to another. The copy process does not remove fields that have already been selected but adds the fields that have not been selected for the Role Use that is being copied to.
The fields can be sequenced in the order that they are required to be displayed.
Once the parameter setting here has been done, the fields will now be used to display on the Module Link Maintenance Form and the Reporting Form.

Display Layout Pop Up Form

This form is used to select a display format for Numeric fields which will display in the Display Format field of the Register Field Maintenance Form.



Display Layout Pop Up Form

Numeric Layout Field
This field displays the Numeric Layout Field Code.

Display Format
This field displays the Numeric field format which may be selected to display the value of the field.

The display formats are shown using the following legend:

’Z’ – a blank padded digit position (i.e.: blank padded when zero)
’9’ – a digit or decimal position (i.e.: not blank padded)
’P’ – the decimal place
‘-‘ – the negative sign
’,’ – comma (i.e.: numeric separator)

For each Display Format option there is one format that shows the number with commas and another that will show the number without commas.

The user has a choice between approximately 66 different formats.

Search Profile
Enter a Numeric Layout Field Code and click the Search button to initiate the search.

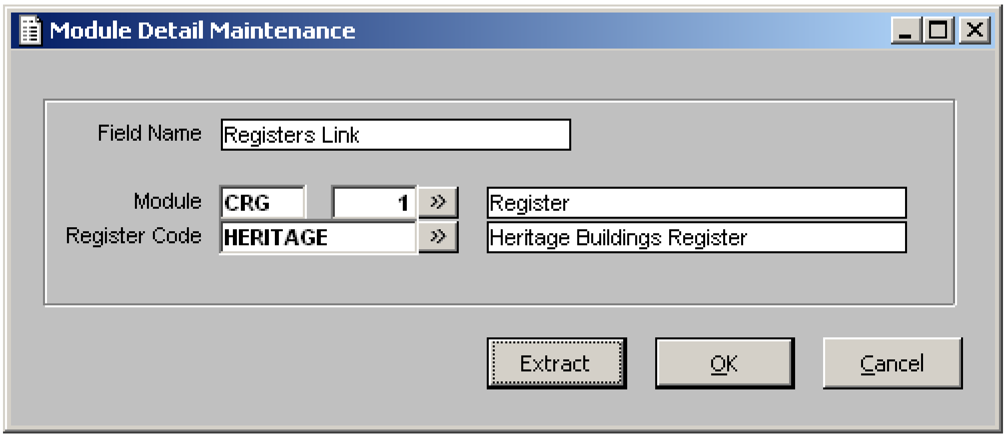
Linking to another Register

Functionality has been introduced to allow an existing Register to be defined as a link to another Register. This will allow councils to define common data that is used across a number of Registers only once, and then link to the required record.

Register to Register Link

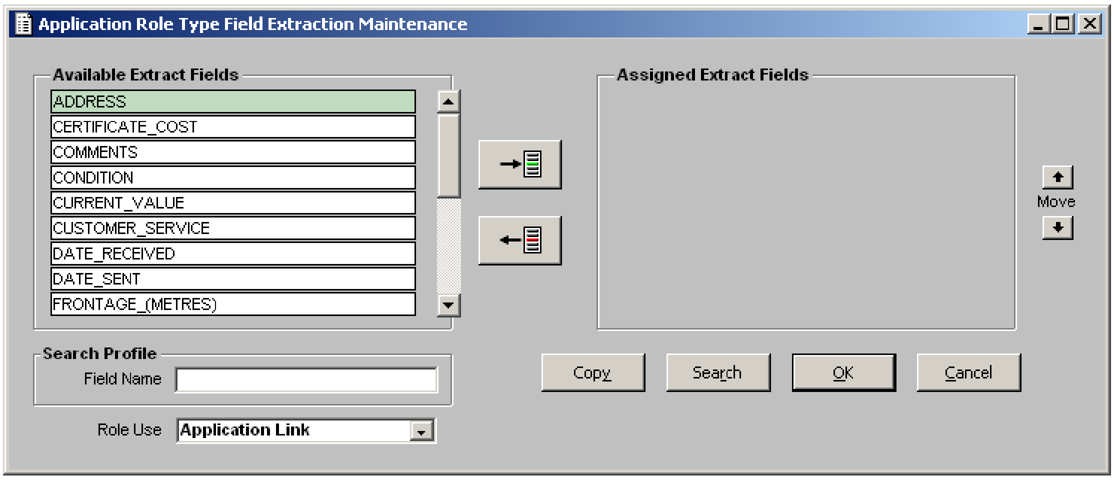
Register Parameters allow the user to create a module link to Registers. This creates a relationship between one register and another.

This is achieved via the "Module Link" button in Register Field Maintenance. When users select the "Register" Role Type, an additional field becomes available to select a Register to link to the field. The ability to select the current Register is ***not*** available.



Module Detail Maintenance form showing new Register Code field

"Extract" functionality is available allowing users to define the details that are to be presented on screen, in documents and on the Register Report.



Application Role Type Field Extraction Maintenance form showing fields from the linked Register

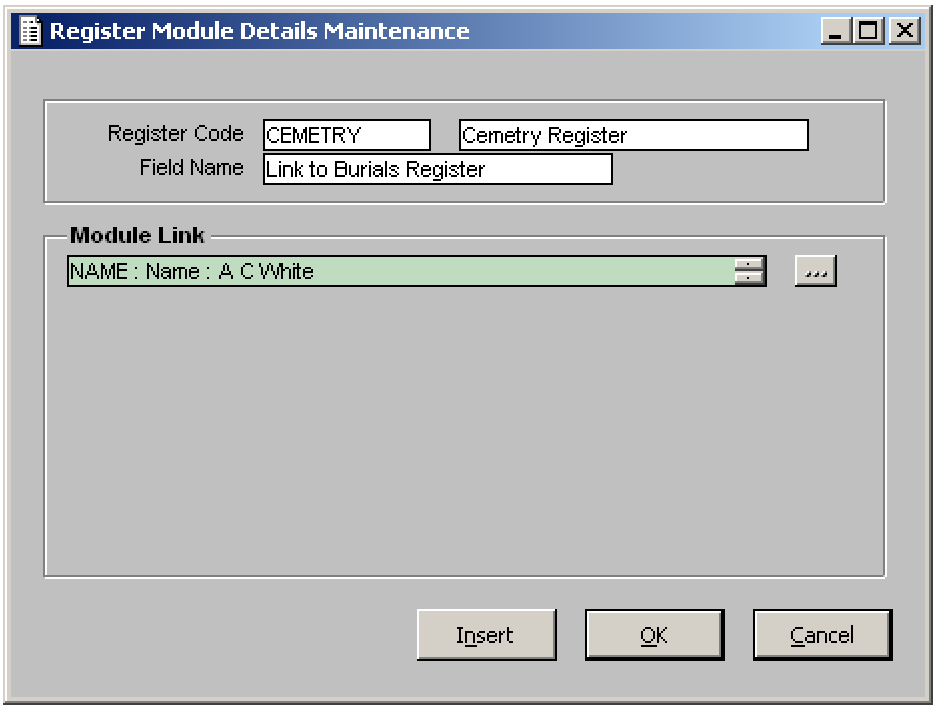
The "Available Extract Fields" that will be presented are the fields that are defined within the Register that is being liked to.

Where the Register has links to other modules, then the setup for those fields within the other modules will take effect, i.e. if a Register has a link to Property and specific Property fields are defined for display at the “Application Link” level, then these will be displayed in the Register record that is linked to the Register.

Note: The more fields that are selected to be displayed, a longer period of time will be required to extract the information to be displayed to the user on screen.

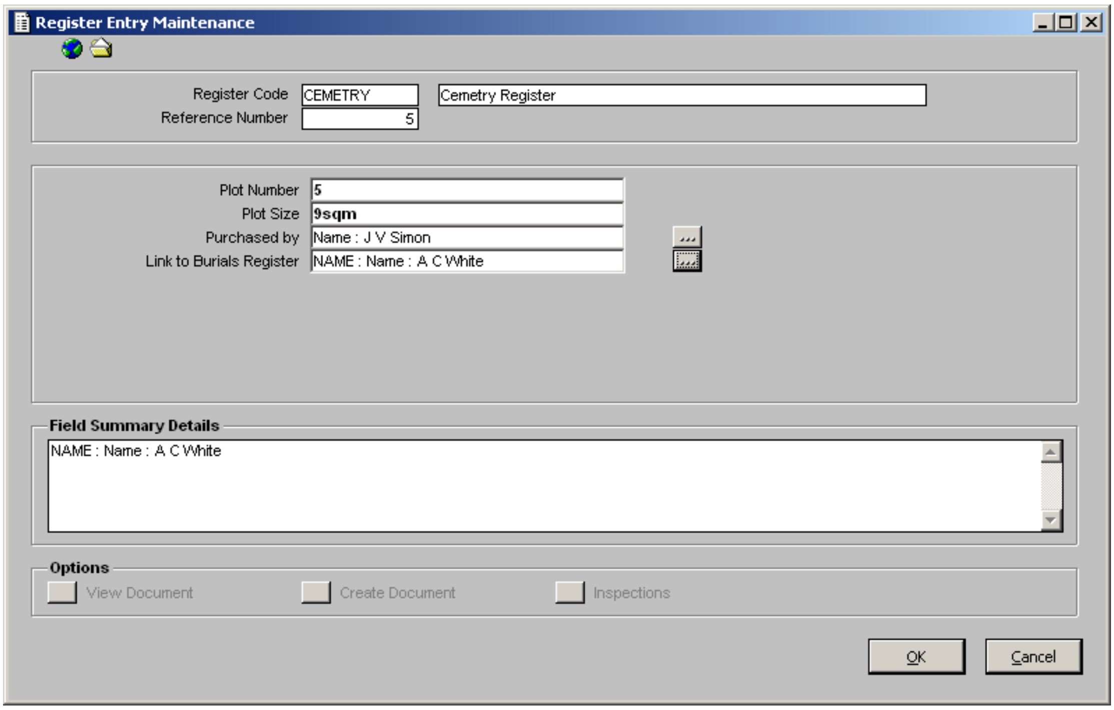
Register Module Details Maintenance

Where a field has been defined as a Register Link, then the user will be able to use the standard “Insert” functionality to link a record from another Register to the current Register Record.



The detail button will take the user to the Register Record that is linked in display mode. This will allow the user to view in detail the record that is linked.

Where a field is a module link field, the detail field linked to the module link field will be made a NON EDITABLE field.



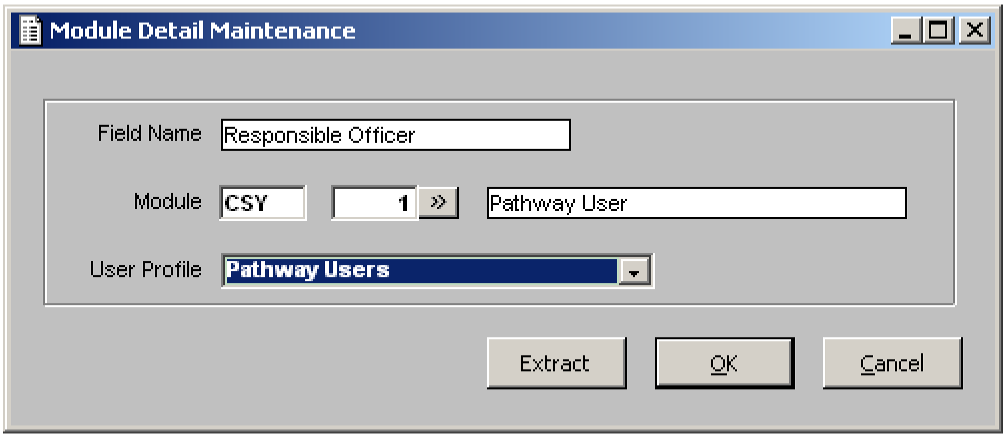
Where a field is a module link field, the user is not able to enter details directly into the field.

The contents of the module link field will display details of the first linked field.

Linking a Register field to a Pathway User

The ability to link to a user of Pathway is available when setting up Register fields.

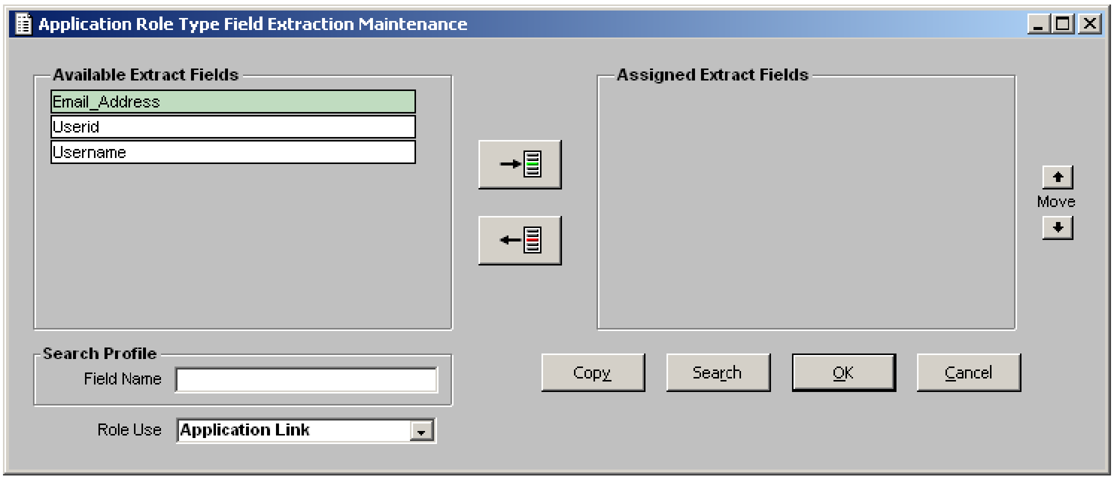
By selecting the CSY 1 Role Type as the Module Link, an additional option becomes available that will allow the user to define whether only users in the Responsibility structure linked to the Register can be used, or whether any user recorded in Pathway can be linked. The following form displays in this scenario:



Module Detail Maintenance form showing fields available for CSY 1 Role Type

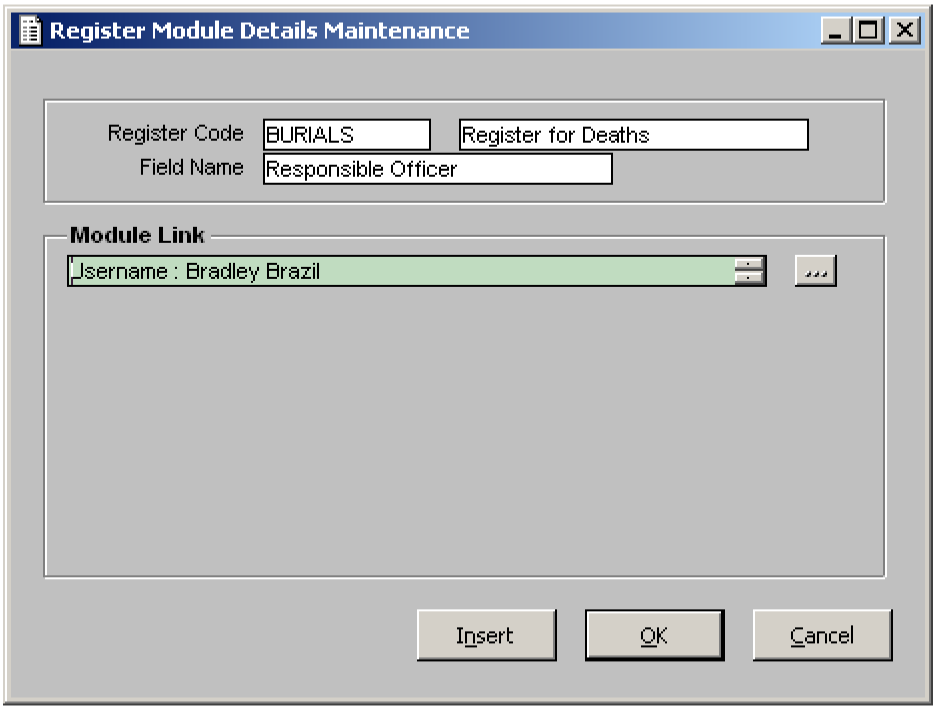
When the Extract button is selected, the following Extract fields become available to be assigned as Application Link, Report and Extract List fields:

- UserID
- Username
- Email Address



Available Extract List fields for Responsible Officer Module Link

Register Entry
When a Responsible Officer Link field is added to a Register, the user is presented with either all Pathway Users to select from or only those Users in the Responsibility Group depending on the set up of the parameters. The field value for the Responsible Officer field will always display the first link, and the field is non-editable..

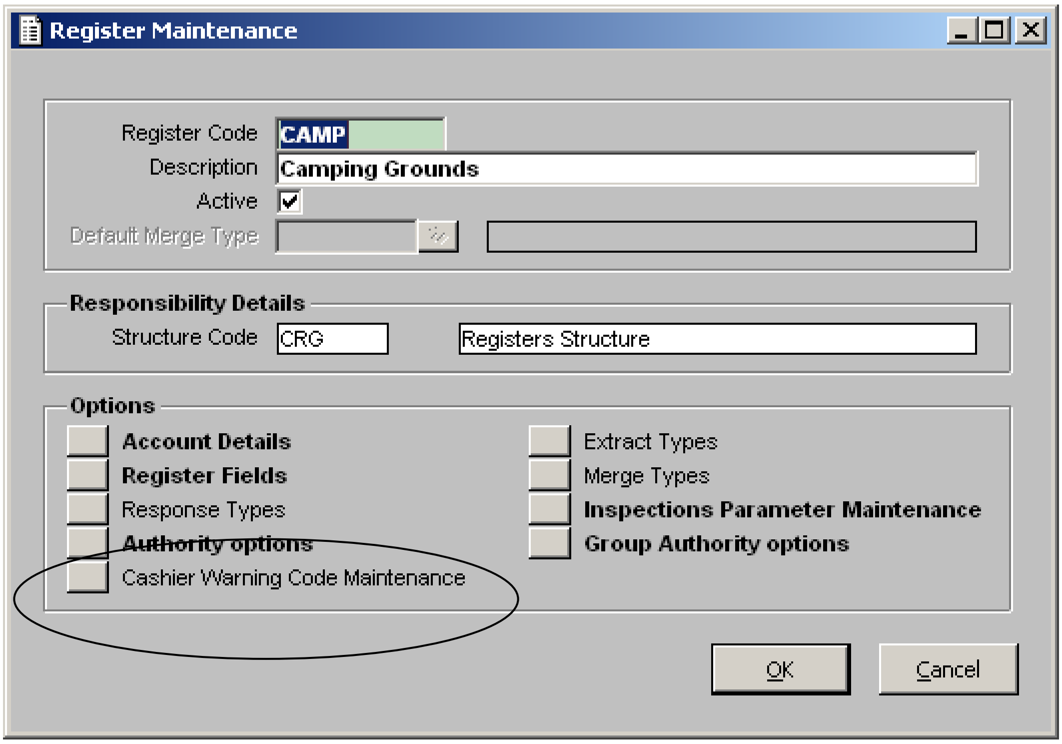


Register Module Details Maintenance form showing a selection from the Pop Up

Note: Although a detail button is provided, there is no ability to detail out on the CSY module field.

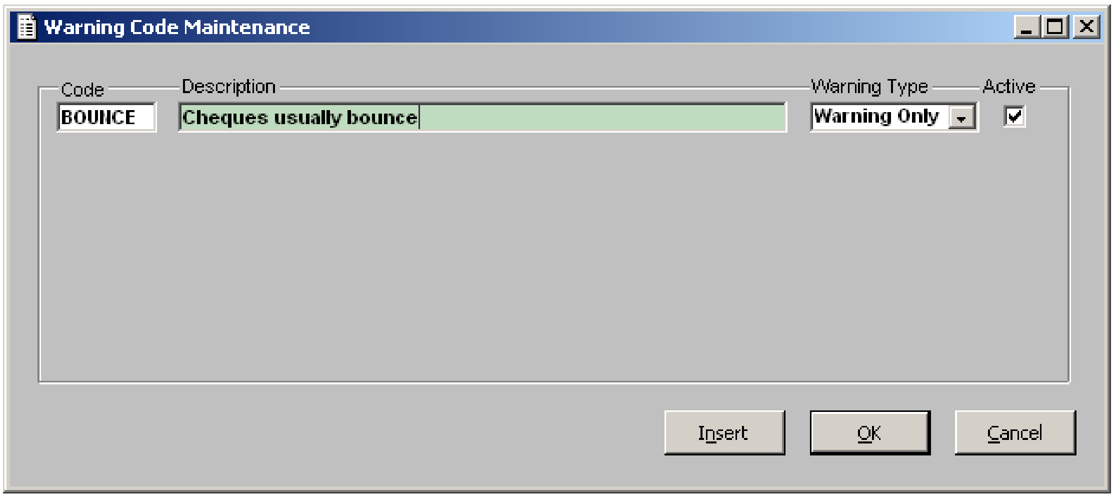
Cashier Warning Codes

As of Release 2.18 a new option has been added to Register Maintenance to allow users to define Cashier Warning Codes for each Register. This allows users to add Cashier Warning Codes to Register Records and subsequently restrict payment on certain Register Records.



Register Maintenance form showing the new option for Cashier Warning Codes

A number of Warning Messages may be set up on this form using the standard Receipting function of Cashier Warning Codes.



Cashier Warning Codes may be set up to be applied to a Register record

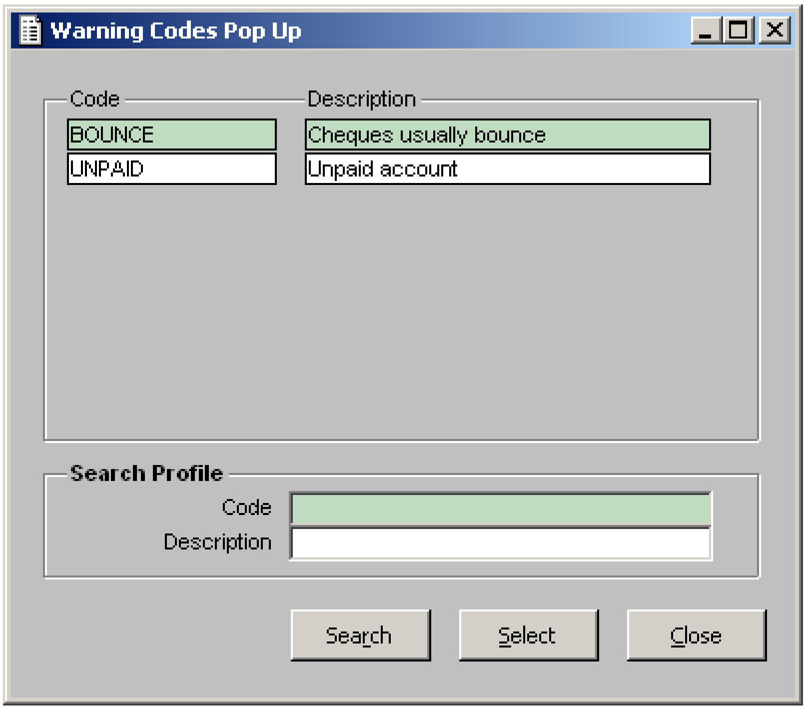
A Cashier Warning is able to be recorded against a Register Record. This is available via an “Options” pull down menu in Register Maintenance.

The options that are available are:

Cashier Warning, with a sub menu of Reset and Set

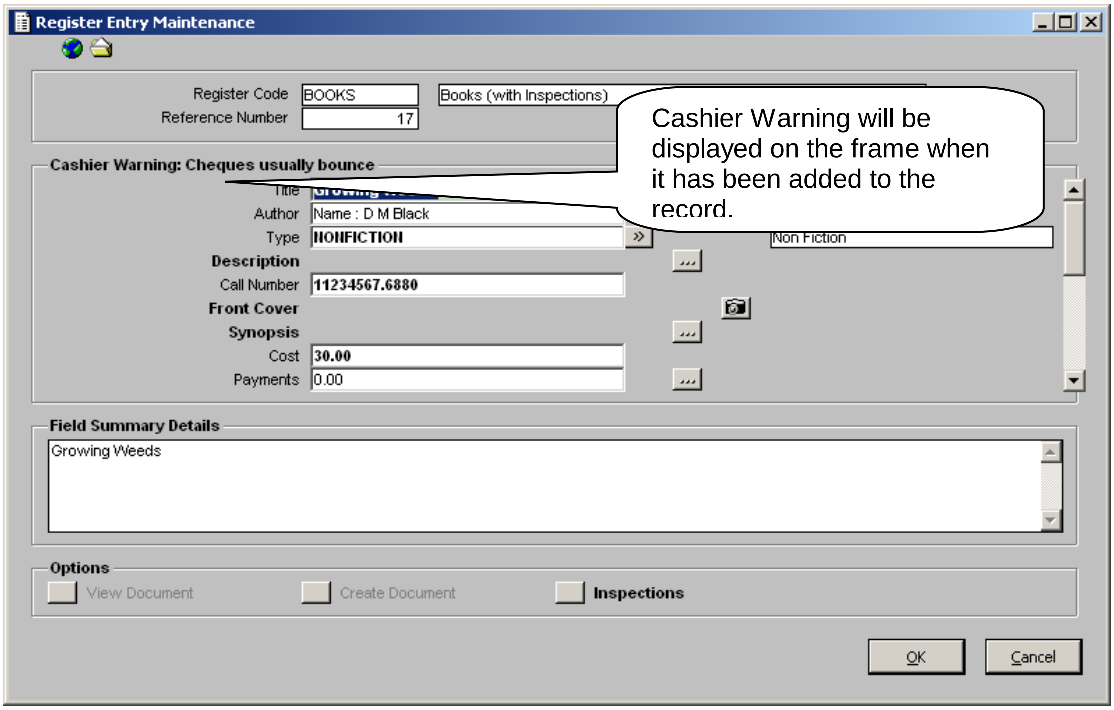
Document, with a sub menu of Create and View Inspections

When the user takes the Cashier Warning, Set option, they will be presented with the Cashier Warning Pop Up screen listing the Cashier Warnings that have been defined for the Register.



Cashier Warning Codes Pop Up defined for this Register

They are able to select a Warning Code and that will be recorded for the Register Record. The Warning Code will be displayed in bold text on the frame around the main fields. Note that if a Cashier Warning has already been set, then the Set option will no longer be available.



When the user takes the Cashier Warning "Reset" option, then the Cashier Warning that has been defined against the Register record will be removed.

Cashier Warnings will be displayed to cashiers when they receipt against the Register Record. If the Cashier Warning linked to the Register record is an “Error” warning, then the cashier will not be able to receipt to the Register record. Note that this is the intended functionality of cashier warnings. Where a Cashier Warning is defined as a warning only, then the cashier will be notified of the warning and they may continue to receipt to the Register record.

Maintenance

The following topic is covered in this section:

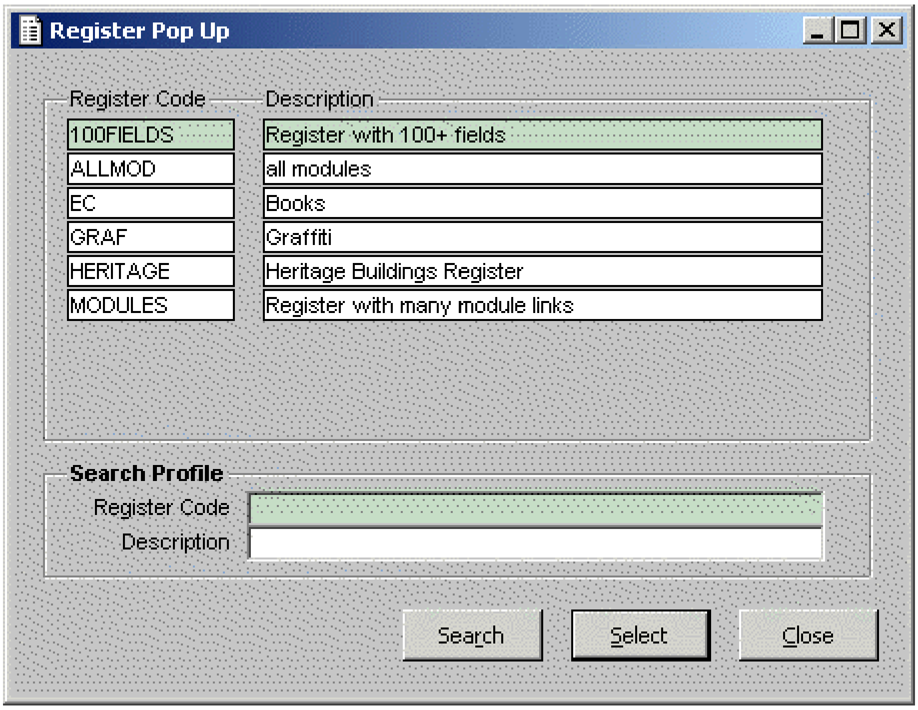
Register Maintenance

Register Maintenance

Register Pop Up Form

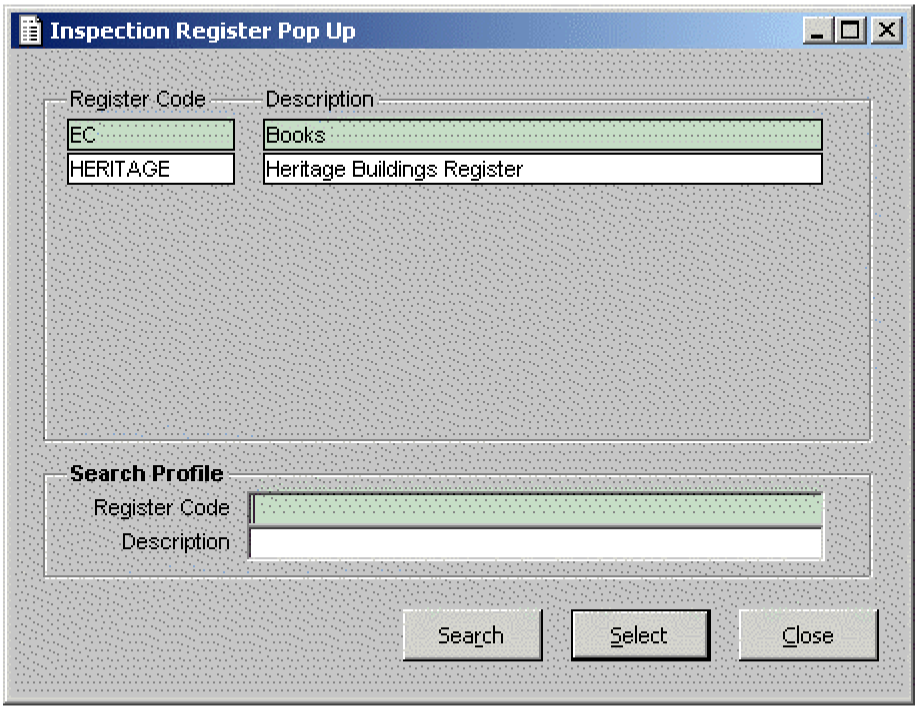
If the current user only has authority to one Register, then the Register Pop Up form will not appear and they will be taken directly to the Register Entry Filter form for the Register that they are authorised to.

When coming into this form from the Registers Enquiry or Register Report option, all Registers will appear that the current logged on user has authority to, regardless of whether they are flagged as active or not. When coming into this form from the Registers Maintenance option, only those active Registers will appear. When coming in from Receipting only those Registers which are active and have a Receipting link are displayed.



Register Pop Up Form

The following version of this form will display when the New button on the Inspection Search Profile form is selected.



Inspection Register Pop Up Form

Register Code
This field displays all Register Codes that the current logged in user is authorised to. Double clicking this field will take you to the Register Entry Filter form (or Register Report) for that Register.

The data in this field is read-only on this form but can be maintained via the Register Maintenance form.

Register Description
This field displays all Register Descriptions that the current logged in user is authorised to. Double clicking this field will take you to the Register Entry Filter form (or Register Report) for that Register.

Search Profile - Register Code
This field is used to search on Register Codes. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" user guide.

Search Profile - Register Description
This field is used to search on Register Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" user guide.

Register Entry Search Profile Form

This form is used to search for a specific Register record or group of Register records. Use the "Reference Number" and the other listed fields to refine your search. The Sequence field can be used to specify the display sequence upon the completion of the search. The display can be shown in either Descending (most recent records displayed first) or in Ascending (from first to last) Reference Number sequence.

Wildcard searching is available on this form (except within Module link fields). For more information on wildcard searching, see the "How To Use" user guide.

To initiate a search, select the "Search" button, or press F8.

If one record matches the search profile that has been entered, you will be taken to the Register Entry Maintenance form for the matching record.

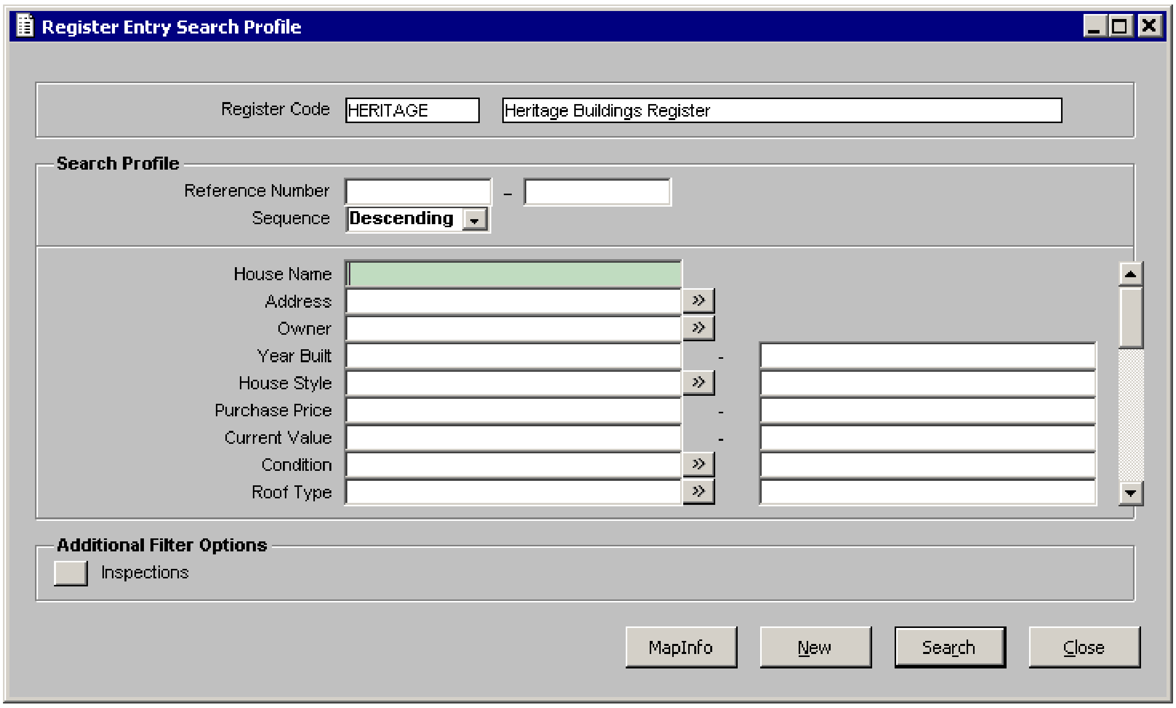
If two or more records match the search profile that has been entered, you will be taken to the Register Entry Selection form, from which you can select the desired record.

Most fields that have been defined in the Register are available for searching, with the exception of fields specified as “Image” fields, ‘CALC’ fields and the Outstanding Balance field (which is created when a receipting link field is added to a Register).

For fields that are defined with a Field Type as “Both”, only the text entered in the field can be searched on (i.e. the location or specific image associated to the field cannot be used to search).

In addition, all fields listed on this form can be sequenced according to a user’s requirements. This is done on the Register Fields Maintenance form within Register Parameters.

Select “New” to create a new Register record.



Register Entry Filter Form

Register Code and Description

These fields contain the Register Code and Description for the Register that was selected from the Register Pop Up form.

Both the Register Code and Register Description fields are for display only and can only be maintained via the Registers Maintenance form within Register Parameters.

Reference Number

These fields are used to search on the Reference Number of a Register record. When a Register record is created, it is given a Reference Number, which is unique for that particular Register Code. That is, the same Reference Number will be assigned to two different Register Codes.

Wildcard searching is available on this field. For more information on wildcard searching, see the “How To Use” user guide.

Sequence

When searching for a number of registers it is possible to nominate the sequence that the register entries will be returned on the selection form. They can be either in Descending or Ascending order. The default on entering into this form is Descending Sequence. Use the dropdown to change to Ascending order if required.

Field
This field can be used to refine your search of the Register system. Depending on how a field has been defined on the Register Field Maintenance form, different entries can be entered into this field.

Free Format Text Field
If a field has been defined as a Free Format Text field (i.e. nothing in the Entry Format field and "Text" specified as the Field Type), then normal wildcard searching rules will apply. For more information on wildcard searching, see the "How to Use" user guide.

Values Field
If a field has been defined with Values, then a pop up button will appear next to this field. Double clicking the field will invoke the Field Values Pop Up form, from which a valid record can be selected to search on.

Date Field
If a field has been defined as a Date field, double clicking on the 'From' or 'To' fields will invoke the Date Pop Up form, from which a valid date range can be entered as part of the search profile. Alternatively, a date or date range can be keyed in using the standard date entry formats e.g. 1/1/00, 01/01/00, 01/01/2000 etc

Numeric Field
If a field has been defined as a Numeric field, then numeric values need to be keyed into the 'From' and 'To' fields as part of the search profile. The 'Entry format' numeric syntax string defined for the numeric field will be applied here. In addition, when tabbing out of such a field, the numeric value will be formatted according to the selected 'Display Format' for the field but without separating commas and with a leading negative sign where necessary.

Module Link Field
If a field has been defined as a Module link out to another applications, then a pop up button will appear next to this field. Double clicking in the field or selecting the pop up will invoke the applicable Search Profile Form for the module being linked.

Pop Up Button
This button is used to access the Field Values Pop Up form or the applicable Search Profile Form for a module. It will only be visible when a field in the Register has had Values specified in the Register Fields Maintenance form or a Module Link exists for the field.

The Pop Up Button is used to display a list of Values or to select a link to another application that can be searched on. For example, you might want to see how many Register records are linked to a particular Property record, or Infringement record.

Description
This field is used for one of the following:

- To show the descriptions of any Values that have been selected from the Field Values Pop Up form.
- For entering the 'To' value of a Date, DateTime or Numeric field.

Additional Filter Options Button - Inspections
Selection of the Additional Filter Options – Inspections button displays the Inspections Search Profile form. This allows the user to further filter the search by the Inspection Number linked to a particular Register Entry.

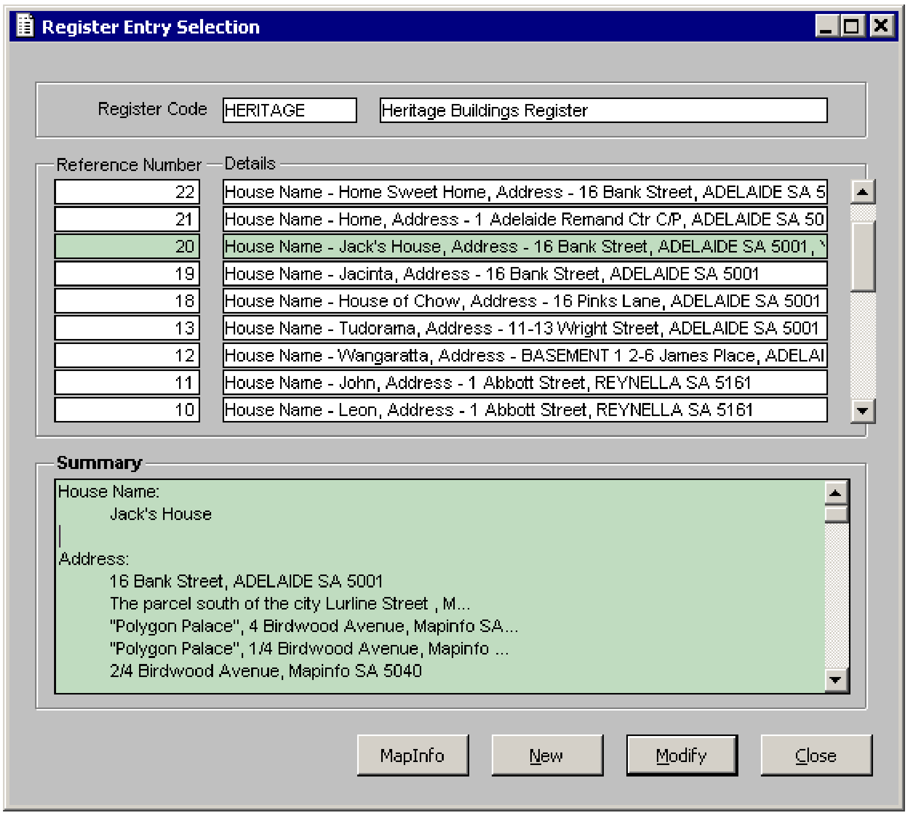
Note: If the authorised function for 'Inspections' is inactive then the option button will be hidden.

Register Entry Selection Form

This form is used when two or more records match the search specified in the Register Entry Filter form. The records will be sequenced in either Descending or Ascending Reference Number order

There are four ways of accessing a particular record. Firstly, you can highlight the record and press F2. Secondly, you can double click on a record. Thirdly, you can select the required record, and select the “Modify” button and fourthly, two or more records may be multi-selected (by holding down the ‘Shift’ key while selecting). Selecting the “Modify” button will display these records one at a time with navigation buttons available at the bottom of the form to scroll between records.

To create a new Register record from this form, select the “New” button.



Register Entry Selection Form

Register Code and Description

These fields contain the Register Code and Description for the Register that was selected from the Register Pop Up form.

Both the Register Code and Register Description fields are for display only and can only be maintained via the Registers Maintenance form within Register Parameters.

Reference Number

This field displays the Reference Numbers of records that match the search profile. Double clicking this field will take you into the Register Entry Maintenance form for the selected Reference Number. This field is display only and cannot be maintained.

Details

This field displays the Details of Register records that match the search profile. Double clicking this field will take you into the Register Maintenance form for the selected Details field. By placing the cursor in this field you can use the arrow keys to scroll through the Register details. This shows the actual links for the modules. If a Reference Number is linked to more than one occurrence, then only the first occurrence is displayed. This field is display only and cannot be maintained.

Note: Only the first 9 fields are built and displayed here. Clicking in the Summary field will build and display all the details for the selected record.

Summary
This field displays a summary of the selected Register record. Highlighting different Register records from the Register Entry Selection form will cause the summary field to change to reflect the highlighted record.

The Zoom function is available on this field, or you can use the scroll bar to display the remaining information. If the Reference Number is linked to more than one occurrence, then all the occurrences are shown. The data displayed in this field is for display purposes only and cannot be maintained.

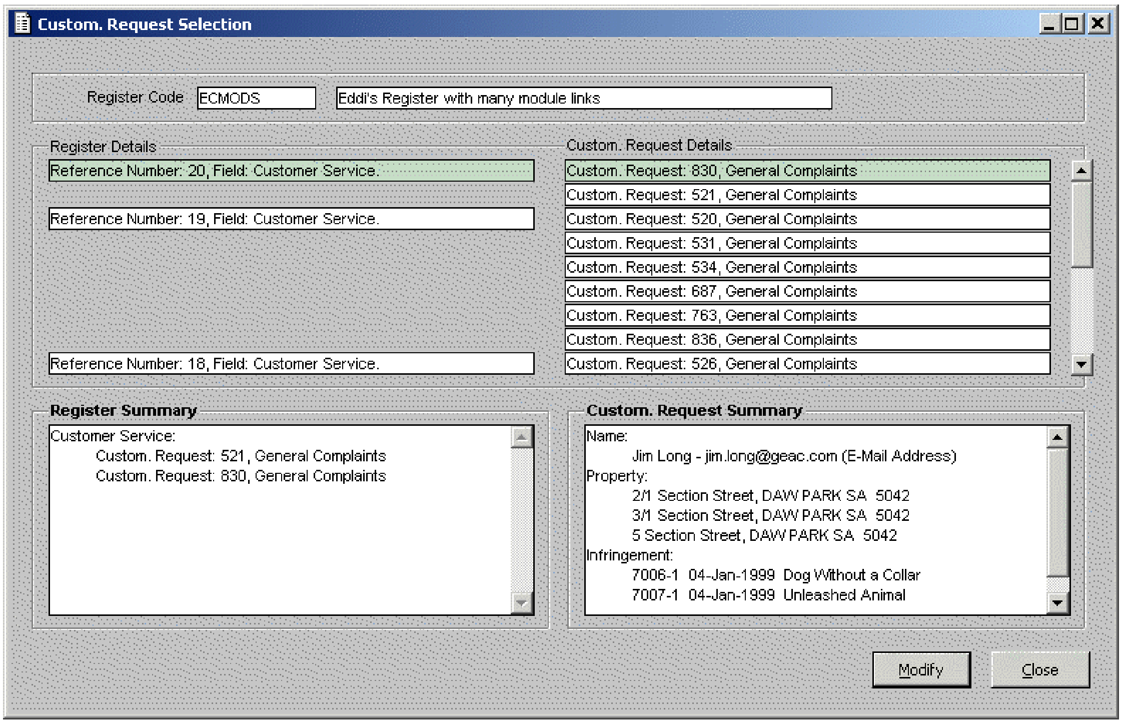
Note: Only the first 9 fields are built and displayed in the Details field above. Clicking in the Summary field will build and display all the details for the selected record.

Request Selection Form (via Registers)

This form is a ‘Combined’ Selection form which displays when the Registers Search Options button is selected in a Customer Service search. It displays the items from the related Module (Registers) on the left and the matching Customer Service Requests on the right of the form.

Any actions taken will apply to the right hand items (in this case, Customer Requests). The Modify button, and in Select Mode the Select Button, will process the highlighted Requests.

The results displayed on this form are filtered by any Search criteria specified on the Request Search Profile and the Registers Search profile. In other words, the Register entries retrieved are those that are linked to Requests which satisfy the Request Search criteria.



Request Selection Form (via Registers)

Register Code
These fields display the selected Register Code and description.

Register Details
The details displayed on the left hand side of the form are from the related Module (in this case Animals). These details relate to a matching Request(s) on the right hand side of the form.

Request Details
The details displayed on the right hand side of the form are the Customer Service Requests which relate to the Animal details on the left hand side of the form.

Register Summary
The summary box on the left hand side of the form displays details of the highlighted Animal record.

Request Summary
The summary box on the right hand side of the form displays details of the highlighted Customer Request.

Register Entry Maintenance Form

This form is used to enter Register records into a Register. Those fields that have been flagged as mandatory must be populated before the OK button is selected, otherwise an error message will appear.

Tabbing through the form from one field to the next will populate the Field Summary Details area of the form. If Module links have been created then the linked information will be shown in this field. If fields are based on calculations then the calculation will be displayed in the Field Summary Details area.

Additionally if a Memo has been attached to the Register record then the Memo Glyph will display on the top left hand side of the form. Memos are associated to a Register Code and can be the only item on a Register record if no other fields on the Register are mandatory.

Word Processing documents are able to be created or viewed via this form. Selection of the Create Document will display the Register Document Maintenance form to allow the creation of a document. Once a document has been created then it can be reviewed via the View Document button.

It is also possible for other Modules to create or update Registers from within the Module. This is done from the actual Module using the Registers Link Selection form. Only those Registers that have that module defined in their parameters will be displayed to allow creation or modification.

The modules that have the ability to create new or modify existing Registers are:-
- Animals
- Applications
- Customer Service
- Infringements
- Licensing
- Property
- Rates

Authority Options are a standard function of the Responsibility Options application and provide for the assignment and securing of specific functions to Responsible Groups.

Within Registers the Authority Options are 'Register Entry/Maintenance' and 'Register Enquiry'. These options can be assigned and maintained via two Option Buttons available on the Register Parameter Maintenance form.

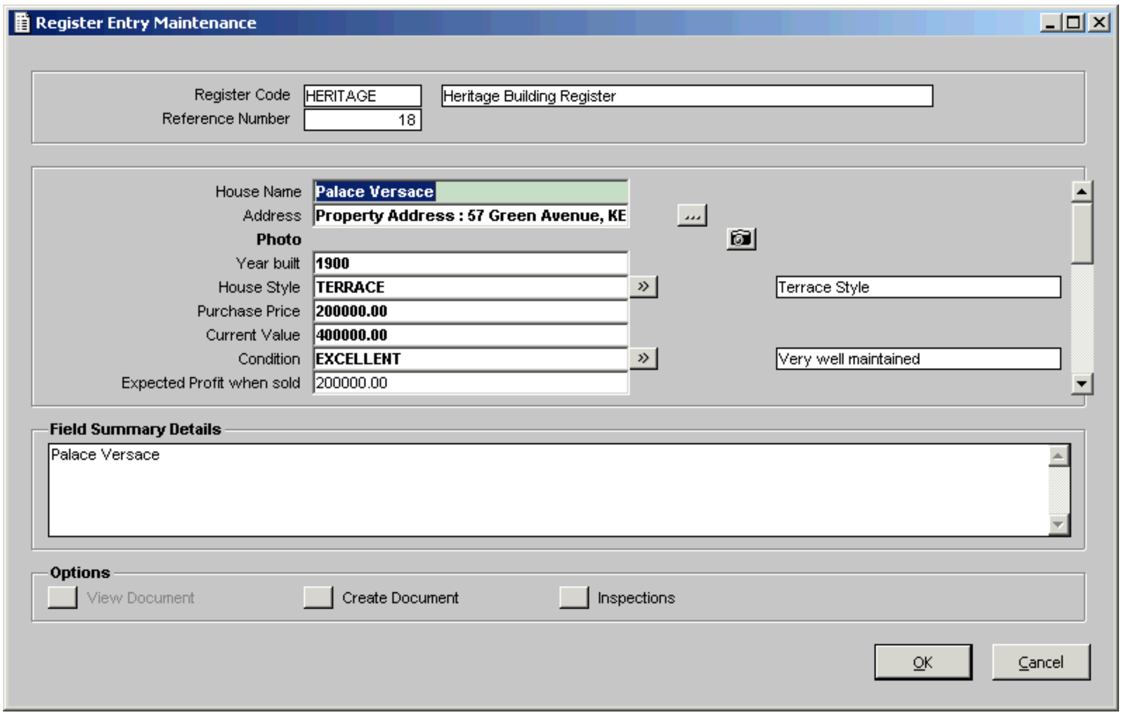
The 'Authority Option' function allows the assignment of the available options to the Register. The 'Groups Authority Option' function allows the assignment of the selected Authority Options to specific Groups within the Structure assigned to the Register.

These Authority Options will be tested for all users and all attempts to access a Register. For those users not authorised for a particular function (Maintenance or Enquiry) an error message will be displayed. Additionally, the Register Popup forms will exclude those Registers that a user is not authorised to for the selected function. When attempting to access a Register from another, related application, the same authority tests will be performed and will display an error message where access has not been granted.

Once Authority Options have been assigned, the Structure Code field will no longer be editable and the popup button will be hidden.

For more information on responsibility structures, please refer to the “Responsibility User Guide”.

When viewing a Register record having come into the Register via the Registers Link Selection form, the module that was accessed from will have that module field value bolded to inform the user of the exact link the Register has been called from.



Register Entry Maintenance Form

Register Code and Description

These fields contain the Register Code and Description for the Register that was selected from the Register Pop Up form.

Both the Register Code and Register Description fields are for display only and can only be maintained via the Registers Maintenance form within Register Parameters.

Reference Number

This field displays a unique reference number within the Register Code that is allocated to a Register record when it is created. This number is generated when the OK button is selected, or when a module link is selected, which is why this field is blank when first creating a record. This field cannot be modified.

Field

Depending on how a field has been defined on the Register Field Maintenance form, different entries can be entered into this field.

Text Field

If a field has been defined as a free format text field (i.e. nothing in the Entry Format field and “Text” specified as the Field Type), then anything can be entered into this field up to 100 characters.

Comment Field (only available as an Authorised Function as part of "Register Field Extensions")
If a field has been defined as a Comment field, then it allows the user to key in an unlimited amount of free format text. This field is separate from the Text and Image fields and does not allow an Image to be associated with it. This field is not included in the Register Entry Search Profile as it is not possible to search on the text of a Comment field.

Access to the Comment field on the Register Entry Maintenance form is via a Detail Button. Any existing text in this field will display in the Field Summary Details when focus is placed on the field. Pressing the Detail Button will display the Register Comment Maintenance form to allow text to be entered into the field.

Image Field
If a field has been defined as an Image field, then it allows an image to be stored against it. The Detail Button displays the User Defined Image Maintenance form where an image may be loaded, stored and displayed. A Text/Image field allows a combination of Text and Image to be stored against it.

Note: If a field is an 'Image Only' field type the field label will be in a bold font if an Image has been attached. This is to show that this field has at least one Image linked to it.

Values Field
If a field has been defined with Values, then a pop up button will appear next to this field. Double clicking the field will invoke the Field Values Pop Up form, from which a valid record can be selected.

Date Field
If a field has been defined as a date field (i.e. DATE), double clicking on the field will invoke the Date Pop Up form, from which a valid date can be selected or a date can be manually entered. Alternatively, a date or date range can be keyed in using the standard date entry formats e.g. 1/1/00, 01/01/00, 01/01/2000 etc

DateTime Field (only available as an Authorised Function as part of "Register Field Extensions")
Fields defined with the entry format of 'DATETIME' will be displayed with a formatted, combined Date and Time value. Double clicking on such a field will display the Pathway Date and Time Pop Up. If you enter data directly into such a field, the value will be validated as a combined Date and Time.

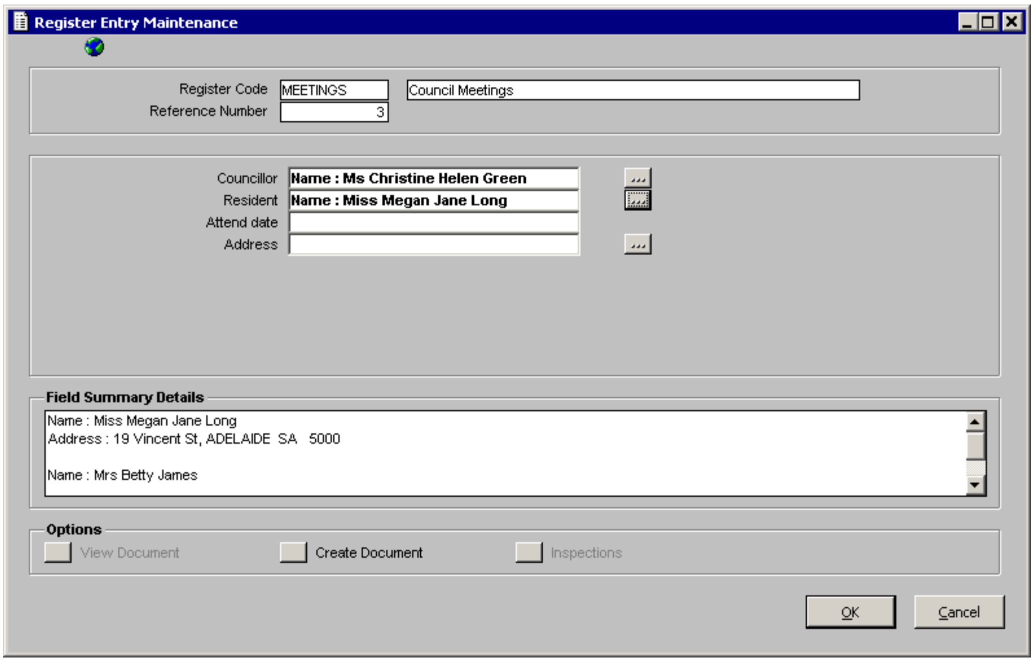
Numeric Field (only available as an Authorised Function as part of "Register Field Extensions")
Fields defined with a 'Numeric' field type will be displayed in the entry field using your selected Display Format, but without separating commas and with a leading negative sign where necessary. The Field Summary details will display the number using the selected Display format.

When entering data into a 'Numeric' entry field, it will be validated according to the numeric syntax string defined in the field's 'Entry Format'. Additionally, when leaving the field the value will be formatted according to your selected Display Format, but without separating commas and with a leading negative sign where necessary.

Module Link Field
When the field has been created to allow a link out to another application, when that link has been made, the information about the link will be added into this field automatically if it had been left blank. This field cannot be modified on the Register Entry Maintenance form. If there is a requirement for the information to be updated then the Detail Button should be selected and the Module Link deleted from the Register Module Details Maintenance form before a new selection is made. Upon returning to Register Entry the field will be populated with the updated Module Link information.

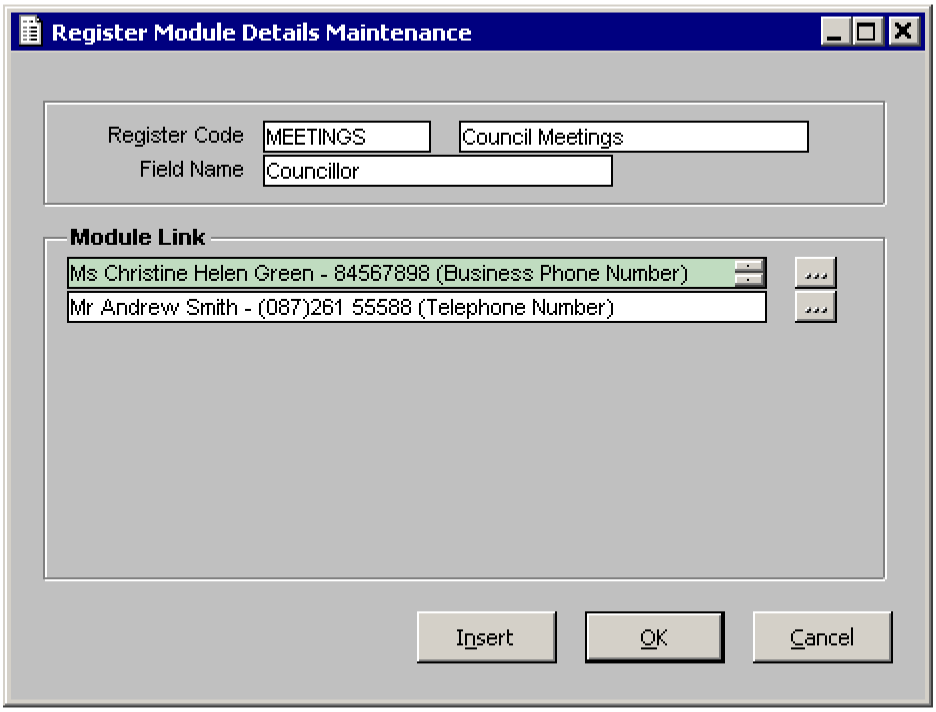
How 'One View – Customer Payment Enquiry' uses Names linked to Name Module Link fields
Name Module Link fields are automatically linked to the One View – Customer Payment Enquiry function which allows a user to view any debt associated with a name. Within Registers, only the **first** Name Module Link is used for this purpose, and all Names linked to this field will have the Register occurrence debt associated to them, e.g.

The following image shows 2 name module link fields (Councillor and Resident) containing 2 names each:
Councillor: Christine Green and Andrew Smith
Resident: Megan Long and Betty James

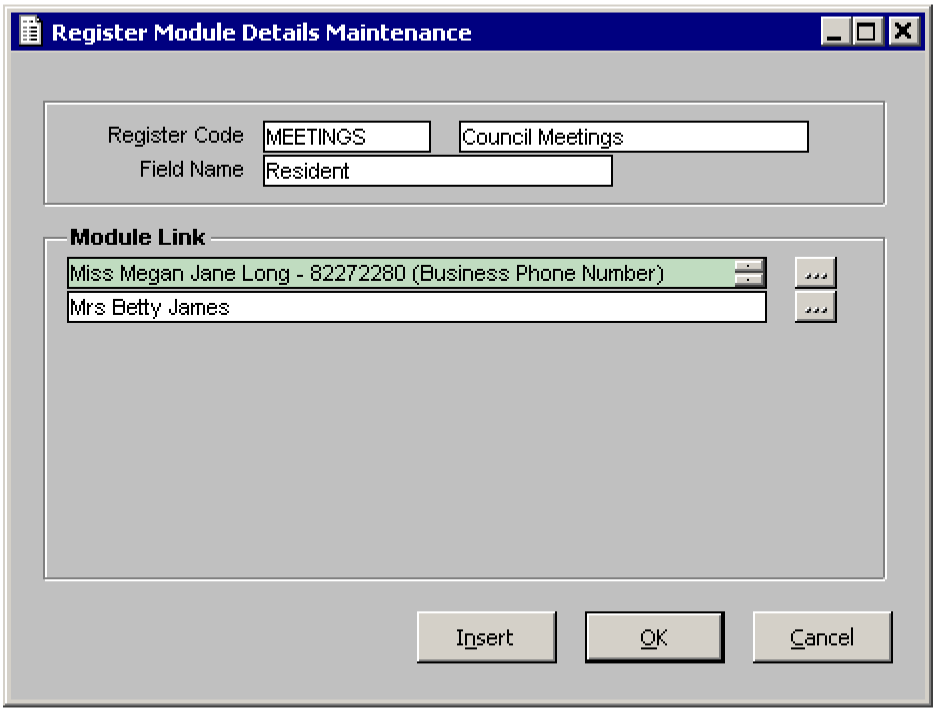


Register Entry Maintenance showing 2 Name Module Link fields

Detailing out on the first Name Module Link field shows there are 2 names linked.



Detailing out on the second Name Module Link field shows there are 2 different names linked.



'One View' will only use the names linked to the **first** Name Module Link field for its Customer Payment Enquiry function, and will link any debt associated with the Register record to each name.

If the Register has no 'Payment' and 'Outstanding Balance' fields defined, then no debt will be returned.

Calculation Field

If a field has been defined as a CALC field, it will contain a formula (e.g. + (Current Value - Purchase Price)) and will not be maintainable. The formula will display in the Field Summary Details while the result will display in the actual field using a 'No Edit' font to help identify it as a non-maintainable field. An assistance message will also be shown for these types of fields to further explain their status.

Similarly, if a field has been defined as a DURATION field, it will be a 'No Edit' field and will calculate the number of days between 2 dates. The Field Summary Details will display a description of the field (e.g. Calendar Days (Date Planted - Today's Date)) while the actual field will display the result.

Inactive Fields

Any 'Inactive' fields will be shown with a 'No Edit' font and a background colour of grey, to further identify that the field cannot be maintained. An assistance message will also be shown for these fields to further explain their status.

Note: Any calculation field that references an 'Inactive' field will carry a warning to that effect in the field Summary Details below the usual expression value. The value of the 'Inactive' field will be treated as Zero by the calculation, even if the field has a previous value shown for it.

'Inactive' fields will not be shown at all when adding a new Register Entry. (Any 'Mandatory' fields marked as 'Inactive' will not be enforced.)

If a field with the 'Allow Image' flag is made inactive, the Image Link detail button is still available for use. In this case the 'User Defined Image Maintenance' form will be displayed with the fields set to 'No Edit' and the only available option button being 'Cancel'. If there are no Images associated with the Inactive field, a 'No Records Found' message will display.

Note: Whilst you will not be able to make any modifications to an Image (if the field to which it is attached has been made Inactive), it will still be possible to delete the Image.

Pop Up Button
The Pop Up button will appear for a field if that field has had Values assigned to it in the Register Field Maintenance form. Selecting this button will invoke the Field Values Pop Up form, from which a record can be selected.

Module Link Detail Button
This detail button will appear for a field if that field has been defined as one that can link out to other applications. Selecting this button will invoke the Register Module Details Maintenance form, from where this link can be established.
If this Detail Button is associated with a 'Comment' field then selection of this button will display the Register Comment Maintenance form where free form text may be entered.

Image Detail Button
This detail button will appear for a field if that field has been defined with a Field Type of either "Image" or "Both". Selecting this detail button will invoke the User Defined Image Maintenance form, where an image can be linked to the Register record.

Description
This field will appear for a field if that field has had values assigned to it in the Register Field Maintenance form. It is used to display the description of a value that has been selected.

Field Summary Details
The Field Summary Details shows the details of the Field currently in Focus when tabbing through the Entry Form. If the Field is a module link then the Field Summary Details field will show the relevant information for the module link. This saves the user from having to detail out against the Module Field to find the details of the module link.

For example if the Field Module Link was for an Animal and several Animal Links had been created, then when focus was placed on the Animal Module Link field the Field Summary Details area would show the details of the Animals that had been linked.

Options – View Document
The View Document button allows the user to view Documents that have created against this Register entry. This button is bolded when documents have been created. If no documents have been created for the Register entry then the button is dimmed and not able to be selected.

Options – Create Document
Selecting the Create Document button allows the user to create new Documents for the Register entry. The Register Document Maintenance form is displayed allowing selection of the Merge Type and other Document Details as well Name Details for the Document.

Options – Inspections
Selecting the Inspections button allows the user to create Inspection records for a particular Register record. The Inspection Selection form is displayed allowing the creation of new Inspection records or selection and maintenance of existing records.

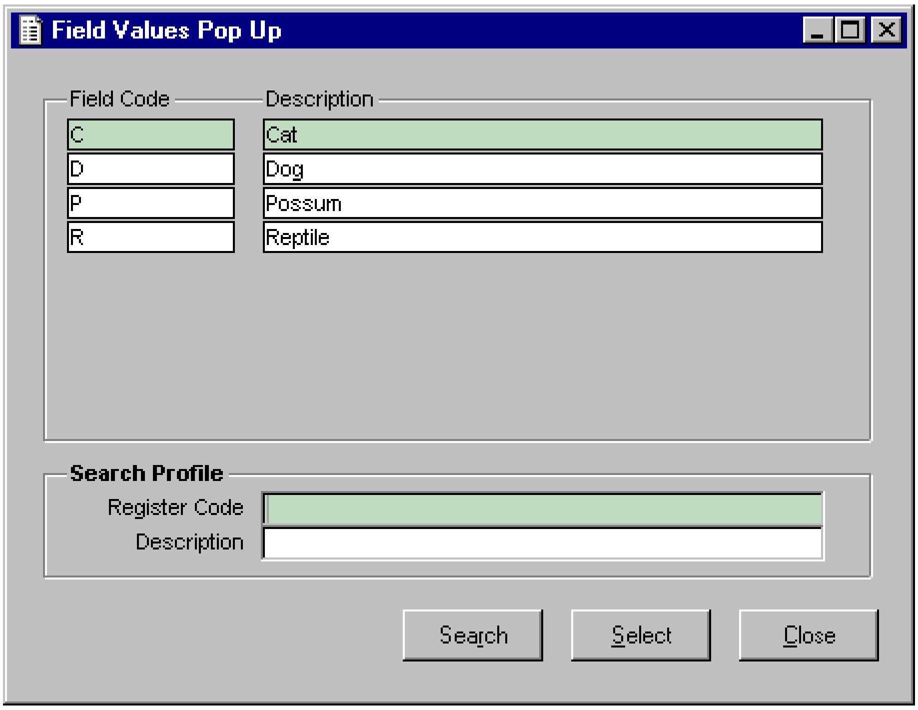
Field Values Pop Up Form

This form is used to select a specific Field Value for a field.

The values contained in this form are system-defined and cannot be altered.

The search profile section of this form can be used to narrow down a search. See the "How To Use" user guide for more information on searching.

Selecting the required record can be done in three ways. Firstly, you can double click on the record you wish to use. Secondly, you can highlight the record and select the "Select" button. Thirdly, you can highlight the required record and press F2.



Field Values Pop Up Form

Field Code
This field displays a list of the Field Codes that are established via the Field Values Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Field Description
This field displays a list of the Field Descriptions that are established via the Field Values Maintenance form. Double clicking on this field will select the relevant record. The information in this field is display only and cannot be altered.

Search Profile - Field Code
This field is used to search on Field Codes. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" user guide.

Search Profile - Description
This field is used to search on Field Descriptions. Wildcard searching is available on this field. For more information on wildcard searching, see the "How to Use" user guide.

Register Module Details Maintenance/Enquiry Form

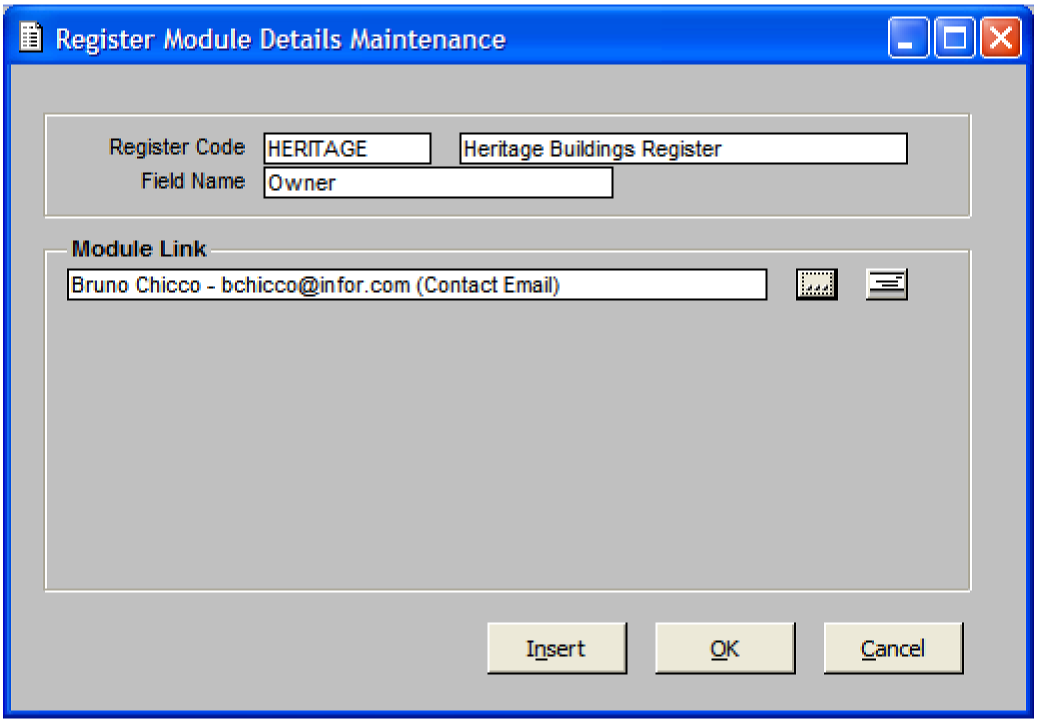
This form is used to display any existing links between a Register record and a record from another application. It is also the place where these links are created.

Selecting the Insert button, or using F9 will take you out to the appropriate search profile form (depending on what application has been defined for the field in Register Parameters), where a link can be established.

To delete a linked record, ensure that focus is placed on the module link record and press F11 or select Edit/Delete from the menu bar. This method of deletion is required for all modules which link to Registers (except for Customer Service where links can be deleted from the Module Links Maintenance form).

For details on how ‘One View – Customer Payment Enquiry’ uses Name Module Link fields, see Module Link Field.

For details on Linking to another Register, see Linking to another Register.



Register Module Details Maintenance Form

Register Code and Description

These fields contain the Register Code and Description for the Register that was selected from the Register Pop Up form, or, if only one Register has been created (or is authorised to), then that Register will be automatically selected.

Both the Register Code and Register Description fields are for display only and can only be maintained via the Registers Maintenance form within Register Parameters.

Field Name

This field shows the Register field that was drilled out on by using the detail button. This field cannot be maintained, but field names can be altered via the Register Field Maintenance form.

Module Link

This field displays information about links that have been previously created. Selecting the detail button will take you out to the record that has been linked.

Clicking the ‘envelope’ button will display the Mailing Address Enquiry form. [In the smart client there is a Mailing Address button. Clicking this button will display the Mailing Address details for the selected name. The resulting form shows the Mailing Address of the selected individual and also how it would appear if concatenated.]

The field is used as a short description of the record, and the following formats, depending on which application the record relates to are the standard descriptions:

Animals -	Animal Reference, Animal Name, Animal Type
Applications -	Application Number, Location
Assessments -	Assessment Number, Formatted Property Address
Customer Service -	Customer Request Number, Request Type
Infringements -	Offence Number, Offence Date, Offence Type

Licensing -	License Number, Location
Name and Address -	Formatted Name, communication type
Property -	Formatted Property Address
Receipting	Receipt Date, Amount and Number
Street/Suburb -	Street/Suburb

When viewing module links on the Register Module Details Maintenance Form, the Module Link field can be zoomed and the fields selected at the parameter level for the selected field are displayed or the standard descriptions if no fields have been selected for the module

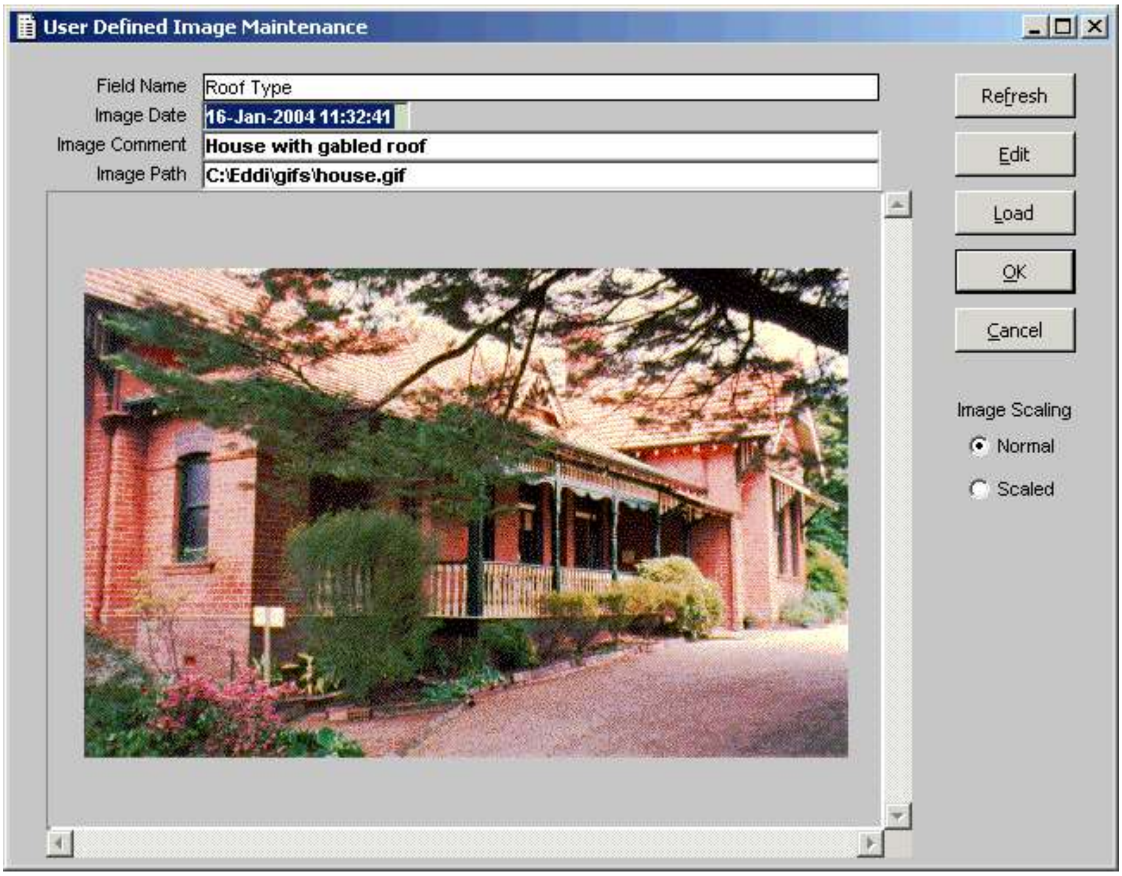
If the standard description supplied by Pathway is sufficient then there is no need to select Extract Fields against the Module field at the Application Link level. However, if there are many fields selected there will be an impact on the performance of displaying the Register Module Details Maintenance Form.

Note: When creating links from Registers to Customer Service, the user will be able to select any Customer Service Request from Registers, even those for Request Types that do not have the particular User Defined Role Type linked to it as a Module. Therefore, when looking at Module Links from within Customer service, the user may not see the Register links if that Role Type has not been attached to the particular Request Type. If this situation occurs, all that is required is to maintain the associated Request Type and add the User Defined Role Type to its list of Modules. When working from Customer Service and linking to Registers this problem will not occur.

User Defined Image Maintenance Form

The User Defined Image Maintenance form is used to attach an image file to a Register record as well as recording the Date and Time for the Image, along with a comment field for a brief description for the Image.. Selecting Load will take you to a form from which you can select a suitable file location.

If a field with the 'Allow Image' flag has been marked as 'inactive', the 'Image Link' detail button is still available for use. In this case the 'User Defined Image Maintenance' form will be shown with the fields set to 'no-edit'. The only available option button will be 'Cancel'. If there are no images associated with the 'inactive' field a 'No Records Found' message will display. Note: It is possible to delete an Image in this case, although you will not be able to change anything about the Image.



User Defined Image Maintenance Form

Field Name
This field shows the Register field that was drilled out on by using the detail button. This field cannot be maintained, but field names can be altered via the Register Field Maintenance form.

Image Date
This field is used to record the date and time for the Image.

Image Comment
This field is used to record a comment or brief description of the Image (up to 100 characters).

Image Path
The stored file path to the Image is displayed in this field when an Image has been selected. This path can be edited or keyed in directly. Where an Image has been 'Loaded' into the Pathway database, this field will simply display the word 'Database' and will not be editable.

Note: These features are available to all users and are not dependant on the Authorised Function Code. However, for those users that have purchased the Authorised Function code, it is now possible to link more than one Image to a Register Entry. In this case, once an image has already been linked to the Register Entry, then an Image Selection form will display for attaching subsequent Images.

Refresh Button
This button is only used when an Image has been stored as an external Windows data file and not stored in the Pathway database. (The Load field within Register Parameters is set Off.)

This button is used to refresh the Image that has been displayed within Pathway. For example, if the external Image that had been selected originally has been changed since being opened, then selecting the Refresh button will reload that Image from the original source and display any changes that may have occurred since the Image had been opened.

Edit Button

This button is only used when an Image has been stored as an external Windows data file and not stored in the Pathway database. (The Load field within Register Parameters is set Off.)

When stored as a Window data file it is possible to have external image editing programs called via this 'Edit" button. On completion of editing, the Image is automatically refreshed upon returning to Pathway.

Load Button
This button can be used to load an image. Selecting this button invokes a form from which a valid file name and directory can be selected. If an Image had been selected and the Load button is re-selected it will position back to the directory from where the Image was first loaded from.

Image Scaling
When an Image is selected and displayed on the Image Maintenance form it is shown in the exact size that it was created at. To assist with viewing large or small Images the Image Scaling options can be used. There are two radio options available, these being Normal and Scaled.

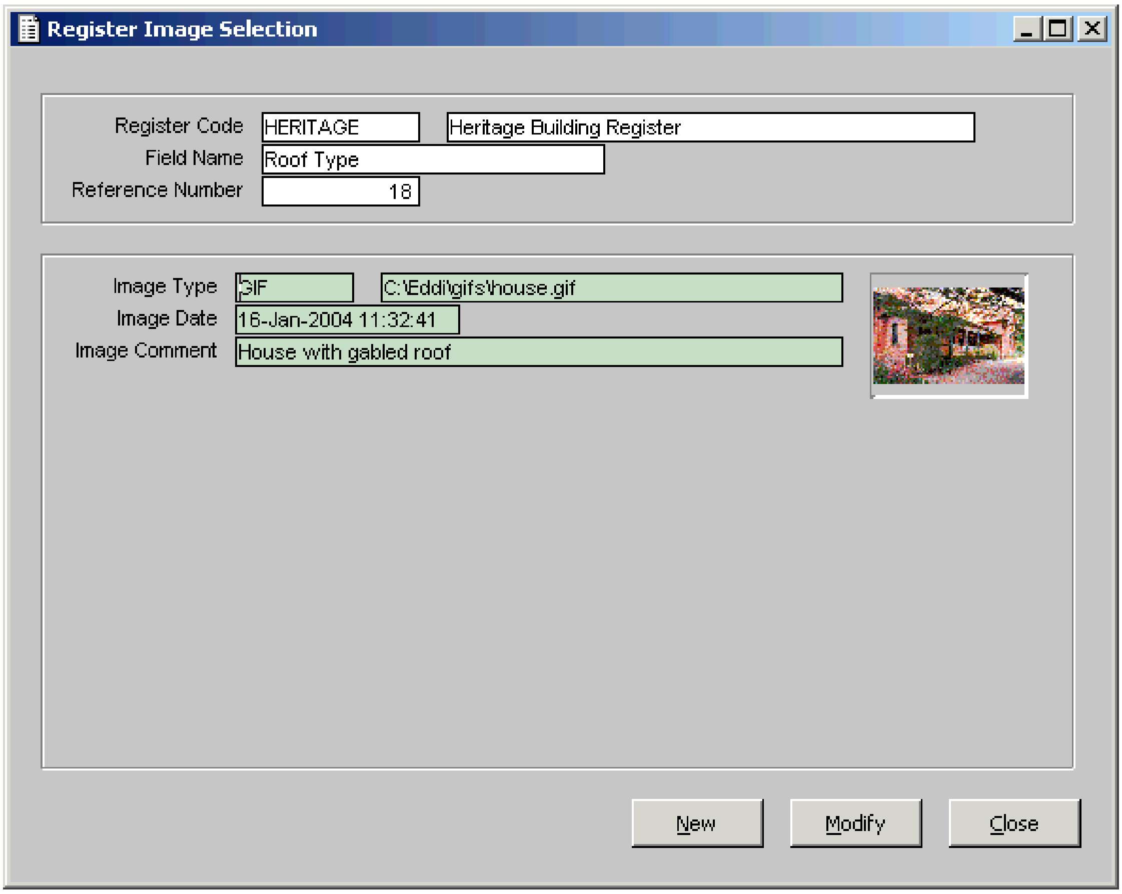
The default setting is Normal. This means the Image will be shown at its original size. If the Scaled radio option is selected then the Image is scaled either larger or smaller in an attempt to fit it on the form without the use of scroll bars. This then allows the user to see the Image without having to scroll across or up and down the Image to see all the detail.

Image
When an Image is selected and displayed on the Image Maintenance form it is shown in this area

Register Image Selection Form

The Register Image Selection Form provides for the linking of multiple Images to a Register Entry field. This form will display if there is at least one Image already attached to a Register Entry field. It allows selection, display and maintenance of existing Images as well as providing the ability to add new Images to a Register Entry field. A thumbnail of each Image is shown on the form to provide an indication of what the Image entry is about. When there are multiple Images linked to a Register Field, they will be shown in their 'Image Date' sequence.

Note: This function is only available with the Authorised Function Code.



Register Image Selection Form

Register Code
These fields display the Register Code and Description.

Field Name
This field displays the fieldname to which the Images are attached.

Reference Number
This field displays the Register Entry Reference Number with which the Images are associated.

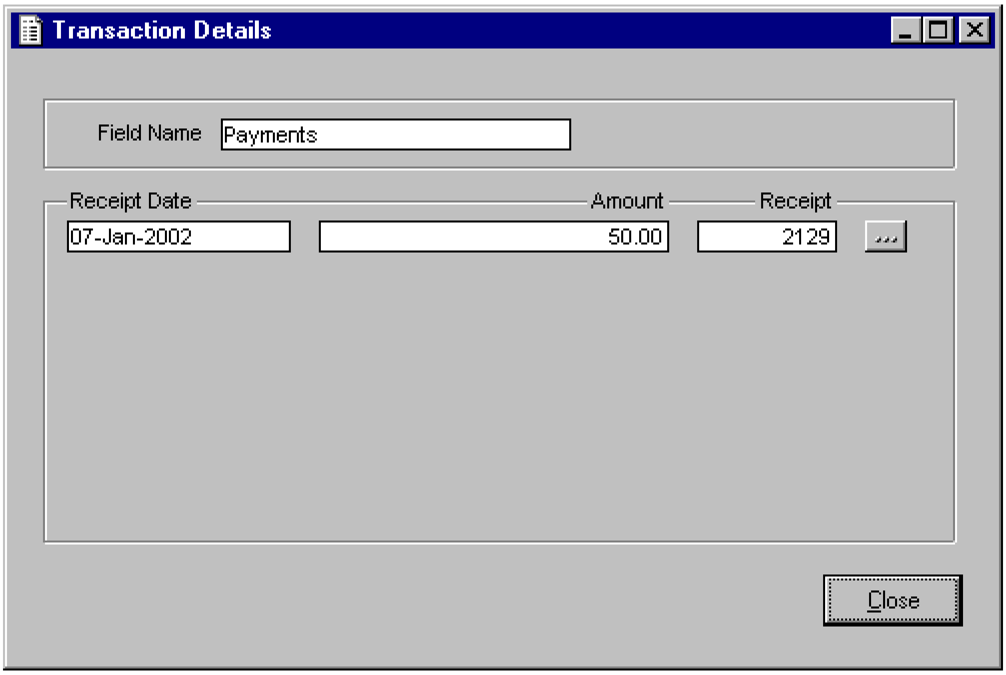
Image Type
These fields contain details of the Image Type (e.g. GIF, JPG or BMP etc) as well as the filepath. If the 'Allow Image' flag has been checked ON for the field at the parameter level, causing the Image to be stored within the Pathway database, then the filepath is replaced by the word 'Database'.

Image Date
This field displays the Date and Time on which the Image was added to the field.

Image Comment
This field displays any Comment or Description pertaining to the Image which was added at the time the Image was loaded.

Transaction Details Form

This form is used to display any receipts that have been recorded against the Register record. In addition, there is the ability to detail out to that receipting record.



Transaction Details Form

Field Name
This field shows the Register field that was drilled out on by using the detail button. This field cannot be maintained, but field names can be altered via the Register Field Maintenance form within Registers Parameters.

Receipt Date
This field is used to display the date that the receipt was recorded against the Register record. This field is read only and cannot be altered.

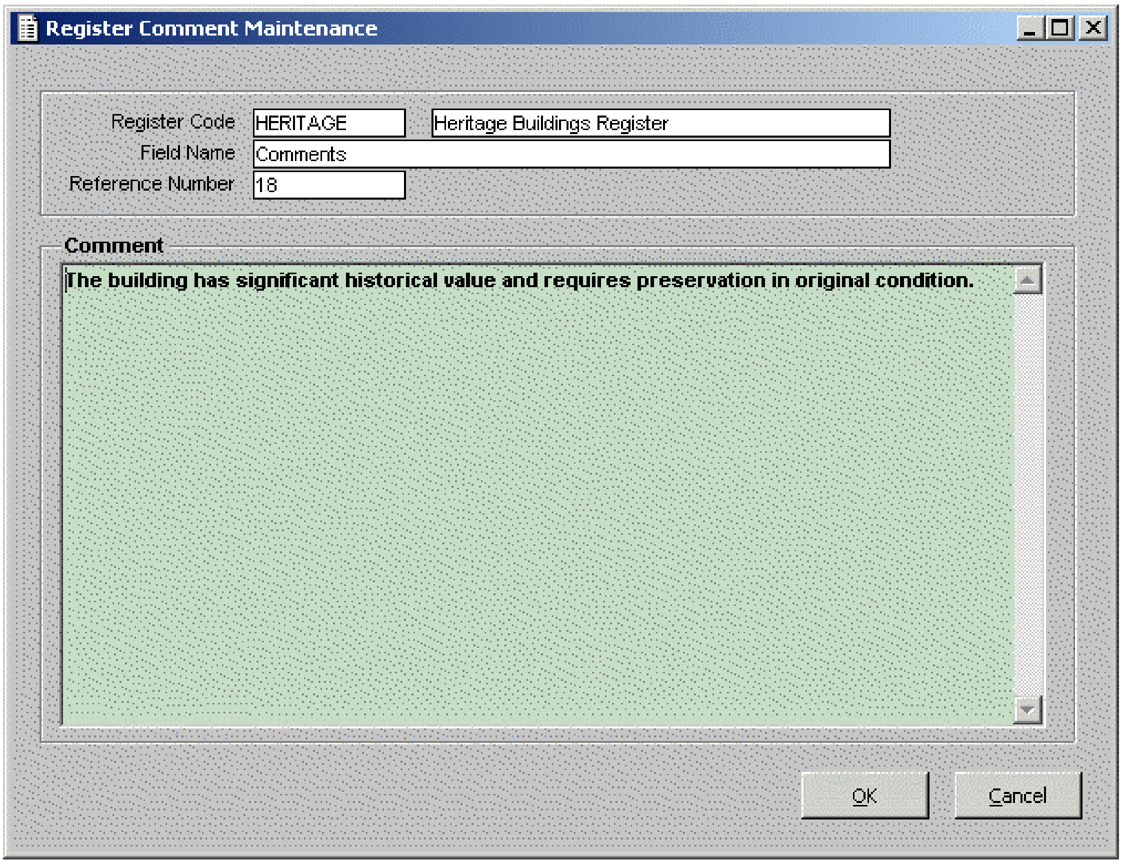
Amount
This field is used to display the amount of the receipt that is recorded against the Register record. This field is read only and cannot be maintained.

Receipt
This field is used to display the receipt number of the receipt that was recorded against the Register record. This field is read only and cannot be maintained.

Detail Button
The detail button is used to view the actual receipt record from the receipting application.

Register Comment Maintenance Form

This form provides for the entry, maintenance and deletion of 'Comment' field data. The volume of text that may be entered is effectively unlimited. Clicking OK in this form will save the 'Comment' data. If the user subsequently presses 'Cancel' in the main Register Entry Maintenance form, this data will still be retained.



Register Comment Maintenance Form

Register Code
These fields display the selected Register Name and Description.

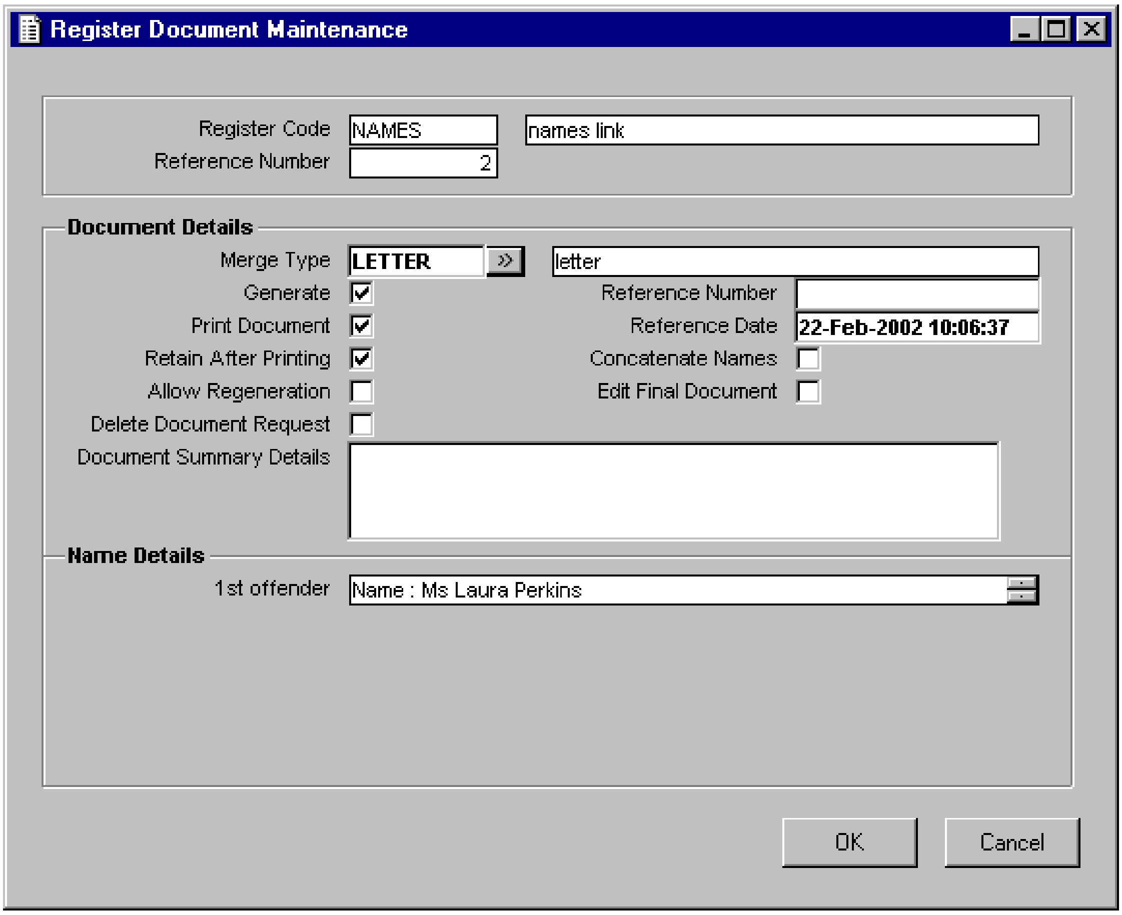
Field Name
This field displays the field name.

Reference Number
This field displays the Register record reference number.

Comment
The Comment field is a free form text entry field which allows an unlimited amount of text to be entered.

Register Document Maintenance Form

This form is used to create Documents against the Register Entry. If a Default Merge Type has been defined in the Parameters then it will automatically be displayed within the Merge Type field. This can be overridden. Documents that are created via this form can be viewed by using the View Documents button on the Register Maintenance Form.



Register Document Maintenance Form

Register Code

The Code and Description of the Register being used is displayed in these fields. This information is in display mode only and cannot be changed.

Reference Number

The Reference Number of the Register is displayed in this field. This information is in display mode only and cannot be changed.

Merge Type

The Merge Type required for the Document being created is entered into this form. If a Default Merge Type has been nominated in the Register Parameters then it will display in this field upon entry into this form. The default Merge Type can be overridden by either entering in the required Merge Type or selecting the Merge Type from the Pop Up button.

Merge Types are defined under the Register Parameters option.

Generate

When checked on this checkbox will generate the document. A document merge will be processed , for the nominated document, for each of the selected document addressees upon selecting OK on the form. The default for this field is on upon entering into this form.

Reference Number

This field contains an optional Reference Number to identify the document being generated. This field is available for printing on documents.

Print Document

When checked on the Document will Print at the time of generation. If checked off then it will be necessary to access the View Document option from the Register Maintenance form and print the document from there. Upon entry to this form this checkbox is checked on but can be checked off.

Reference Date
This field contains an option reference date to identify the document being generated. This field is available for printing on documents.

Retain After Printing
If this checkbox is checked on, word documents will be retained after they have been printed, to enable editing and further reprints if required. If the checkbox is checked off, printing a document will remove that document from the system. The Document Request will remain and the document will need to be regenerated if a reprint is required. The default on this checkbox is ON upon entering the form.

Concatenate Names
If this checkbox is checked on then multiple names will be concatenated and only 1 document will be produced.

Allow Regeneration
If this checkbox is checked on, a document that has been generated may be regenerated as required (e.g. after changes to a Register). The Allow Regeneration option will default as checked off when creating a new document.

Edit Final Document
Selecting this option will display the Document Request Maintenance form for the relevant Request immediately after it has been raised. It will allow changes to be made to the Final Document.

Delete Document Request
Selecting this option will cause the entire Document Request, including any associated Documents, to be deleted once the Documents have been generated.

Document Summary Details
This field allows entry of summary information related to the Document Request, such as details on why the Document Request has been raised.

Names Details
The Name Details section displays the names that have been linked to the relevant Register record. The left side of the list identifies the Register Field that each Name is linked to, while the right side displays the Names themselves. It is possible to select none, one or many of these Names to use as Document Addressees. Highlighting the required name(s) will incorporate them into the document and display as addressee details when viewing the document.

Registers Link Selection

The Registers Link Selection form displays those Registers that have been linked to the module record being reviewed. The form permits the modification of Register details for each link, as well as the creation of new ‘module to Register’ links.

Using the ‘New’ button will allow the selection of an existing Register that is not currently linked to the module record being viewed. The creation of a new Register, which will then be linked to the current module record being viewed, is also possible. Only those Registers that have the module you are in defined in their parameters will be displayed.

When selecting to modify an existing link, that particular module link will be bolded on the Register Maintenance form to assist in identifying exactly which link the maintenance function has been called from.

The modules that have the ability to create new or modify Registers are:-

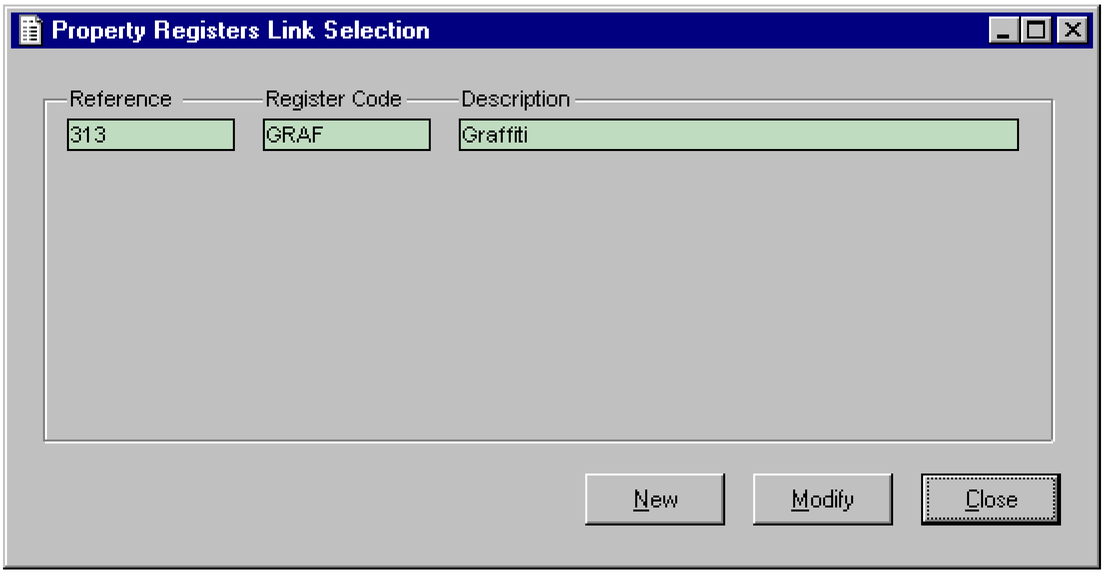
- Animals

- Applications
- Customer Service
- Infringements
- Licensing
- Property
- Rates

Security regarding the use of Add, Change and Delete of a Register can be controlled from within the following individual Modules Parameters.

- Applications
- Infringements
- Licensing
- Property
- Rates

NOTE: When linking a module to an existing or new Register, it is not necessary to select the module record from within the Register Maintenance Module Links function. The link to the module record will be created automatically once a Register has been selected and you return to the 'Registers Link Selection' form. i.e. There is no need for users to explicitly add links to the originating module as the Register function will do this automatically for the Application from which the 'Register' option was taken. However, if this is done, an error message will be displayed saying that the 'Application is already linked to the Register'. This message can be ignored as the correct link has indeed already been created automatically.



Registers Link Selection Form

Reference

This field displays the unique number of the Register entry for that Register Code.

Register Code / Description

The Register Code and its associated Description are shown for the Register Reference that has been linked to this record.

Reporting

The following topic is covered in this chapter:

Register Report

Registers Report Form

This form is used to produce a report of records in a Register. By not entering a search profile on this control form, all records in the selected Register will be reported on. It is not recommended that this be done if there is a substantial number of records in a Register.

Users have the option of searching by Reference Number for the Register, on which wildcard searching is available. For example, a search can be done of all Reference Numbers less than 200 or for a range of Reference Number. For more information on wildcard searching, please refer to the "How to Use" user guide.

In addition, it is also possible to search on specific field values for fields that have been created for that Register.

Upon entry to the Register Report form the Print Field setting is set On for all fields within the Register. These can be all flagged Off by using the Edit > Deselect All Print Fields. Additionally if all the Print Fields are flagged Off then using the Edit > Select All Print Fields will flagged all the fields On.

Any fields that have a tick in the Checkbox for the Extract Fields will automatically print on the report even if the Print Field for those fields has been flagged off.

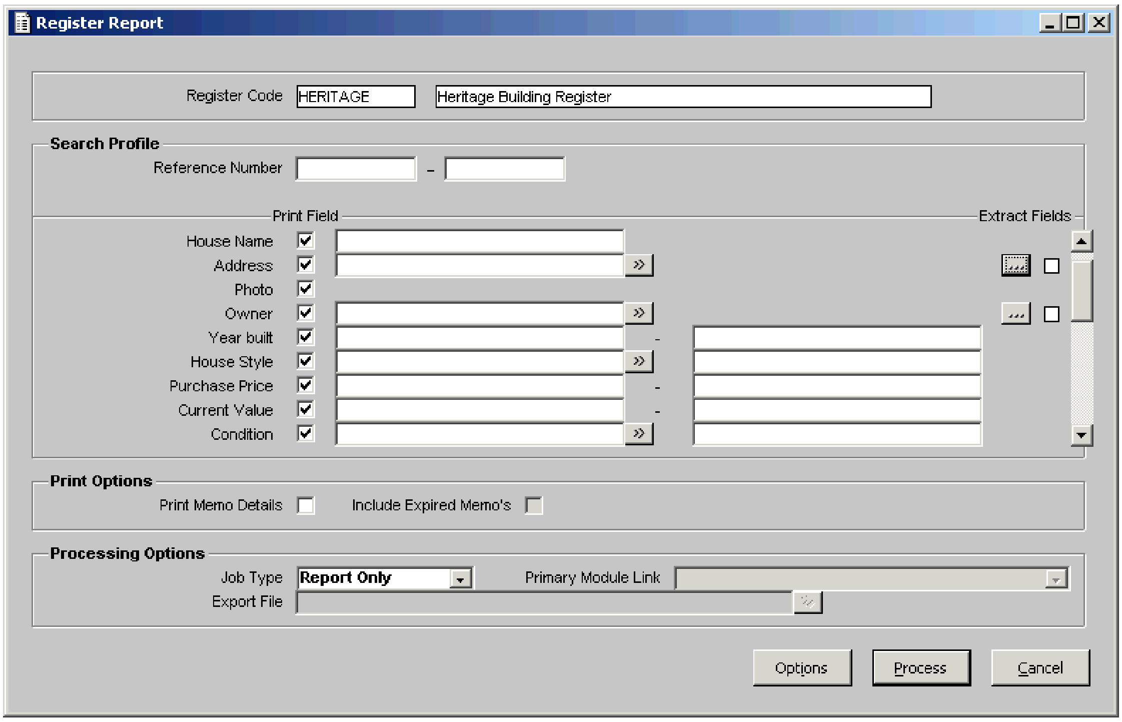
The Register Report Search Profile form allows the entry of a range of values for 'Numeric', 'Date' and 'DateTime' fields.

When printing any field defined as 'Numeric', the report will line up the output of those fields by printing them using the selected Display Layout for the field, and right justifying the printed output so that some decimal alignment is possible. When using the Register Report to generate a CSV extract file, any 'Numeric' fields will be output using the selected Display Format but without the separating commas. Negative values will have a trailing sign. (Note: This only applies to fields of the 'Numeric' Field Type, and therefore to users who have the Authorised Function Code).

All fields are able to be selected for printing, including any field flagged as 'Inactive'.

Fields that have an Image linked will print multiple lines. The first for any Text or Module Link Information for the field, followed by details of the linked Image.

A 'Print Options' frame has now been included on the form and contains checkbox options for Printing Memo Details and for the inclusion of Expired Memos.



Register Report Control Form

Register Code and Description

These fields contain the Register Code and Description for the Register that was selected from the Register Pop Up form, or, if only one Register has been created (or is authorised to), then that Register will be automatically selected.

Reference Number

A range of Reference Numbers can be entered to refine the report down. The Reference Number fields can be used in conjunction with other fields displayed on the form. The Reference Number fields can be left blank with search criteria only entered in the remaining fields.

Print Field

Upon entry to the Register Report form the Print Field setting is set On for all fields within the Register. These can be all flagged Off by using the Edit > Deselect All Print Fields. Additionally if all the Print Fields are flagged Off then using the Edit > Select All Print Fields will flagged all the fields On.

Any fields that have a tick in the Checkbox for the Extract Fields will automatically print on the report even if the Print Field for those fields has been flagged off.

Field

Depending on how a field has been defined on the Register Field Maintenance form, different entries can be entered into this field for searching.

If a field has been defined as a Free Format Text field (i.e. nothing in the Entry Format field and “Text” specified as the Field Type), then anything can be entered into this field to be searched on. Wildcard searching is available e.g. *GA*.

If a field has been defined with Values, then a pop up button will appear next to this field. Double clicking the field will invoke the Field Values Pop Up form, from which a valid record can be selected and searched on.

If a field has been defined as a Date field or a DateTime field, double clicking on the field will invoke the Date Pop Up form, from which a valid date and/or Time can be selected. Alternatively, a date or date range can be keyed in using the standard date entry formats e.g. 1/1/00, 01/01/00, 01/01/2000 etc

'Numeric' fields require that a range of values be entered in the 'From' and 'To' fields using the appropriate Entry Format. When printing any field defined as 'Numeric', the report will line up the output of those fields by printing them using the selected Display Layout for the field, and right justifying the printed output so that some decimal alignment is possible. When using the Register Report to generate a CSV extract file, any 'Numeric' fields will be output using the selected Display Format but without the separating commas. Negative values will have a trailing sign. (Note: This only applies to fields of the 'Numeric' Field Type, and therefore to users who have the Authorised Function Code).

When the field has been created to allow a link out to another application, when search criteria has been selected the description will be added into this field.

Fields that have been defined as CALC fields are not able to be used in a search profile.

'Comment' fields are available for selection on a Report and also for extraction to the output file. It is not possible, however, to enter search criteria for Comment fields. The Comment field data is output on the Report over multiple lines using any formatting (carriage returns and tabs) that may have been included in the text.

Pop Up Button

The Pop Up button will appear if the field it is next to has been created to allow Values to be selected or is a Module Field. Selecting this button will invoke the Field Values Pop Up form, from which a valid record can be selected to report on. If the field is a Module Field, then selecting the popup button will invoke a Search Profile Form for the module.

Description

This field will appear if the field has been created to allow Values to be selected. It shows the description of the Value that has been selected, or is otherwise blank.

Extract Fields

There are two fields associated to the Extract Fields section. These are a Detail Button and a Checkbox.

Detail Button

The Detail Button will appear if the field it is next to has been created to allow links between Registers and other applications. Selecting this button will invoke the Report Extract Field Maintenance Form. From the Report Extract Field Maintenance Form you are able to select the fields for the module that you wish to print on your report. The form displays all the fields that were selected at the parameter level for the report on the Assigned Extract Fields column. The user may change the fields that have been selected. Changing the fields at this time will not affect the parameter settings.

Checkbox

The Checkbox field is not maintainable. It indicates that for the module link there have been selected extract fields defined for the report. If the extract fields have been set in the Register Parameters, upon entry into the Register Report the Checkbox will be automatically flagged on. If no default extract fields have been defined in the Register Parameters, then the field will be flagged off. If the Detail Button is selected and extract fields selected to be printed on the Report, upon returning to the Register Report form the Checkbox will be flagged on. Deselection of the extract fields will flag the Checkbox off.

Print Options – Print Memo Details

The 'Print Memo Details' flag, when checked ON, will enable any Memos linked to each printed Register Entry to be printed on the report following the Register Entry details.

Print Options – Include Expired Memos

The 'Include Expired Memos' flag becomes available if the 'Print Memo Details' flag is checked ON, otherwise it is dimmed. When checked ON it enables Expired Memos linked to each printed Register Entry to be included on the report as well.

Processing Options – Job Type

The Job Type field allows selection of the following options via a drop-down:

- Report Only

- Generate File
- Both

The default value is 'Report Only'. It allows the generation of a Report, an export file, or both. If the Job Type has the value of 'Generate File' or 'Both' then an additional field, Export File, will become available which will allow the specification of the location of the CSV file.
If the value in this field is 'Report Only' then all other fields in the Processing Options area will be dimmed and unavailable.

Processing Options – Primary Module Link

Where the user outputs to a CSV file, a Primary Module Link needs to be specified. This needs to be specified as there could be any number of module link fields with any number of module links.
For Registers that have many module links where Word Processing fields have been selected, only one of these module link types will allow the Word Processing fields to be available for extraction. This is determined by the 'Primary Module Link' field.
For the Primary Module Link, if there is more than one link, multiple records will be extracted for the Reference Number, with the Word Processing fields populated corresponding to the module link.
For all other module link types, if there is more than one link, the information description of the links will be put into one field, delimited by a linefeed character.

For example,
The following is an extract of what will appear on a report where there are 3 animal links and 2 properties:

Reference Number: 1010
Description: Register XYZ
Animal: Reference: 1490, Name: Bruce, Disc:Period , Type: Dogs
Animal Name: Bruce
Animal Gender: Male
Animal Type: Dogs
Animal Colour: Black
Animal: Reference: 2311, Name: Sheba, Disc:Period , Type: Dogs
Animal Name: Sheba
Animal Gender: Female
Animal Type: Dogs
Animal Colour: Light Brown and White
Animal: Reference: 5432, Name: Milo, Disc:Period , Type: Cat
Animal Name: Milo
Animal Gender: Male
Animal Type: Cat
Animal Colour: Black and White
Property: 11 Lancelotite Street, MOANA SA 5169
Property: 42 Winston Avenue, CLARENCE PARK SA 5034
Payments: 0
Outstanding Balance: 0

When an Export File is selected the header record in the CSV file will look something like the following:
Reference Number,Sequence Number,Description,Animal,Animal Name,Animal Gender,Animal Type,Animal Colour,Application,Assessment,Infringment,Licensing,Name,Property,Street

The CSV records for the Reference Number 1010 will be as follows:
"1010","1","Register XYZ","Reference: 1490, Name: Bruce, Disc:Period , Type: Dogs","Bruce","Male","Dogs","Black",,,,,,"Property Address : 11 Lancelotite Street, MOANA SA 5169<carriage return>Property Address : 42 Winston Avenue, CLARENCE PARK SA 5034",

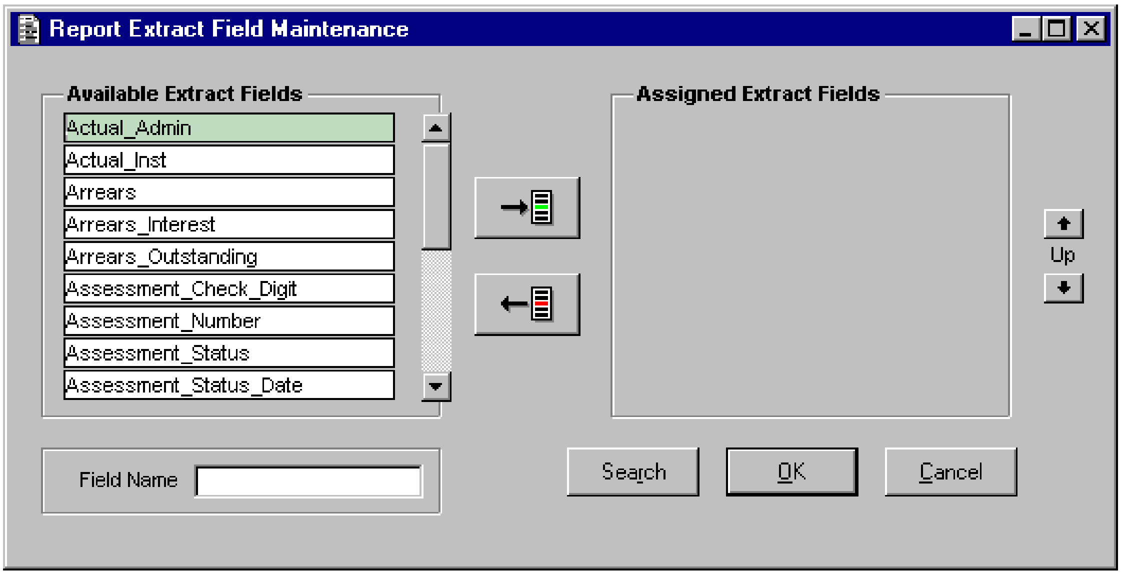
"1010","2","Register XYZ", "Reference: 2311, Name: Sheba, Disc:Period , Type: Dogs"," Sheba","Female","Dogs","Light Brown and White",,,,,,"Property Address : 11 Lancelotite Street, MOANA SA 5169<carriage return>Property Address : 42 Winston Avenue, CLARENCE PARK SA 5034", “1010”,”3”,”Register XYZ”, ”Reference: 5432, Name: Milo, Disc:Period , Type: Cat”,” Milo”,”Male”,”Cat”,”Black and White”,,,,,,”Property Address : 11 Lancelotite Street, MOANA SA 5169<carriage return>Property Address : 42 Winston Avenue, CLARENCE PARK SA 5034”,

Processing Options – Extract File

An Extract File must be defined if the Job type is ‘Generate File’ or ‘Both’. This establishes the name and location of the CSV file.
A file will then be generated at the specified location, using the Primary Module Link. For multiple module links that are not for the Primary Module Link, the multiple description fields will be put into the one field delimited by a linefeed character.

Report Extract Field Maintenance Form

This form is displayed upon selection of the Detail Button from the Register Report form. It allows selection or deselection of extract fields to be printed on a report.



Report Extract Field Maintenance form

Available Extract Fields

The Available Extract Fields are all the fields that are defined as Extract Fields in Word Processing for the module to which the Field is linked.

Assigned Extract Fields

The Assigned Extract Fields are all the fields that have been selected for extraction for the field defined in Registers.
The form displays all the fields that were selected at the parameter level for the report on the Assigned Extract Fields column. The user may change the fields that have been selected to be printed on the report. Changing the fields at this time will not affect the parameter setting.

Note: If there are many fields selected there will be an impact on the performance of the Register Report.

Select Button

Selecting this button allows the selected Available Extract field to be moved to the Assigned Extract Fields side.

Remove Button

Selecting this button allows the selected Assigned Extract Field to be moved back to the Available Extract Field side.

Move Up/Move Down Buttons
The Move Buttons allow the reordering of The Assigned Extract Fields.

Field Name
This field allows a search profile to be entered for searching on Available Extract Fields. This is useful when there are more than 9 fields. Wildcard searching is available.

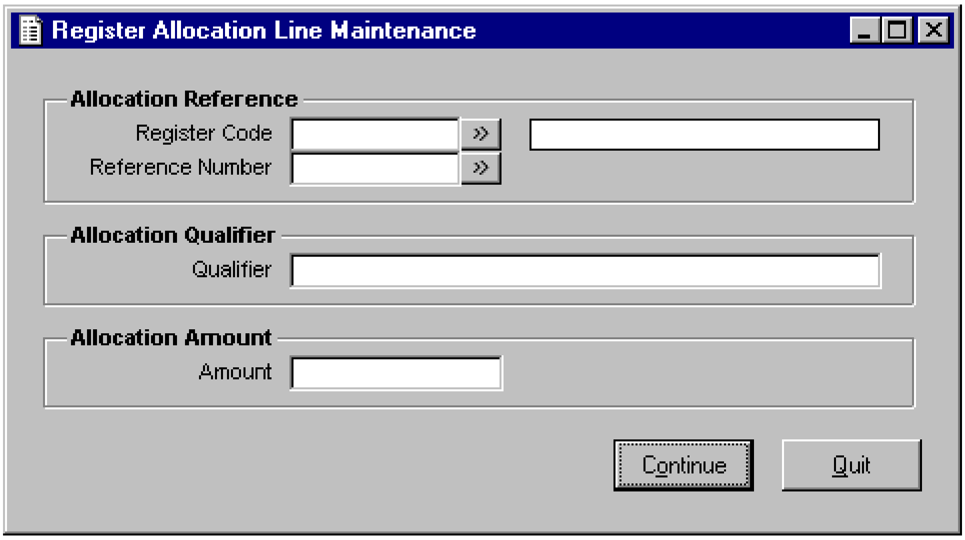
Receipting

The following topic is covered in this section:

Register Receipting

Register 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).



Register 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

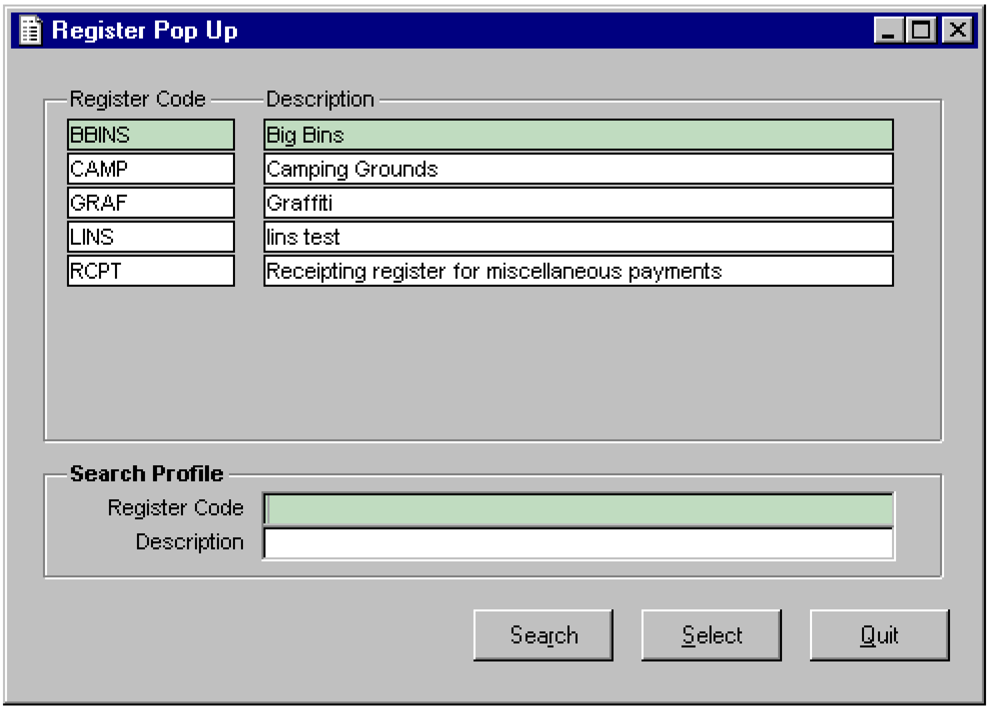
When a Reference Number has been selected where the Outstanding Balance field within the Register has been setup as a CALC field, then the outstanding amount for the selected Reference Number will default into this field if the Amount field is left blank. If the Register has not defined the Outstanding

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.

Register Pop Up Form

The Register Pop Up form is displayed when the Register Code Pop Up is selected from the Register Allocation Line Maintenance form from within receipting. It displays a list of Register Codes that have a receipting module link defined. It is not necessary for the Cashier to be authorised to the Register Code to be able to receipt to it.



Register Pop Up Form

Register Code and Description

Valid Register Codes and their Description are displayed for receipting. Only those Register Codes with a receipting module link are displayed.

Search Profile - Register Code

If the Register Code is not displayed, then it is possible to search for the Code by entering in the Code, or part thereof and commencing a Search. Wildcard searching is available in this field.

Search Profile - Description

If the Register Description is not displayed, then it is possible to search for the Code by entering in the Description, or part thereof and commencing a Search. Wildcard searching is available in this field.