Animal Registration User Guide

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Your suggestions and comments regarding this documentation are highly regarded. Please send or fax any suggestions to your Infor Public Sector office – lghelpdesk@infor.com.

SOUTH AUSTRALIA	**NEW SOUTH WALES**	**NEW ZEALAND**
PO Box 360	Level 3,	Infor Public Sector NZ
Goodwood SA 5034	40 Miller Street	93 Grafton Road
Tel: +61 8 8372 6111	North Sydney, NSW 2060	PO Box 2733
Fax: +61 8 8372 6199	Tel: +61 2 9021 7100	Auckland, NZ
	Fax: +61 2 9021 7298	Tel: +64 9 309 1860
		Fax: +64 9 356 1860
VICTORIA	**QUEENSLAND**	
Level 8, 1 Southbank Blvd	Level 13, 50 Cavill Avenue	
Southbank, Vic 3006	Surfers Paradise, QLD 4217	
Tel: +61 3 8608 8500	Tel: +61 7 5635 4344	
Fax: +61 3 8608 8599		

Pathway 3.09 (Thick Client Version)

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ANIMAL REGISTRATION USER GUIDE

Overview

The Pathway Animals System enables the registration and management of animals. It also provides the ability to track the history of Animals and Animal Owners either through online enquiry or hardcopy reports.

The Extensive use of parameters allows the user to customise the system to support individual methods of operation and adopted policies. The system is integrated with the Property Administration, Name and Address, Receipting and General Ledger Systems.

Major functions of the system include:
- Maintenance and Enquiry of Animal records
- Registration of Animals via payment of registration fees
- Provision of letters and notices
- Provision of reports for management of animals

Comprehensive enquiry capabilities exist allowing access by:-
- Disc Number / Registration Year
- Animal Reference Number
- Property Address
- Animal Owner
- Animal Breed and Animal Name

Standard Reporting facilities include:-

- Animal Parameter Control
- Partial Registration Control
- Unallocated Discs Control
- Animals per Property Control

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.

Licensing

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

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

Where Class is totally Non-Taxable

Select System Parameters

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

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

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

Where Class is a combination of Taxable and Non-Taxable

Assuming that System and License Accounts set up indicates Taxable

Select License Fees

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

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

Rates

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

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

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

a)

If your site is not using Pathway Water Billing

and

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

System Parameters

Should be set to Non-Taxable

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

No further action is required.

b)

If Legal Fees and GST is being raised, then,

System Parameters

Should be set to Taxable

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

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

c)

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

System Parameters

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

Select ALLRates 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 - Animals

The Animal module operates totally on a cash basis and as such, GST is not recognised in the General Ledger until payments are received. Fee amounts parameterised and paid are deemed to be tax inclusive.

Animal Type
Taxable ON/OFF flag to denote whether this Type is taxable.
Where this is set to ON a valid Tax Code is to be allocated.
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.

Animal Class
Where the Animal Type is set to Taxable, this may be overridden at the Class level and set to Non-Taxable.

In addition an overriding Tax Code can be applied at the Class level. This would only be required if a different tax rate was to apply to Pensioner Class, or Working Dog etc.

Animal Transaction Type
Where the Animal Type is set to Taxable, this may be overridden at the Transaction Type Level and set to Non-Taxable.

In addition an overriding Tax Code can be applied at the Transaction Type level. This would only be required if a different tax rate was to apply to Renewals or Replacement Discs etc.

Animals
General Processing
GST will be calculated on the receipt amount, where it applies to a Taxable Class Type and using the % held on the relevant Tax Code.

Renewal Notices will perform a Tax calculation using the prescribed Fee amount and the tax rate applicable to the Tax Class. Tax will be calculated based on 1/11 of Renewal Fee where rate is 10% or 1/9 of Renewal Fee where rate is 12.5%.

The Tax amount will be available in the notice extract to ensure that (where taxable) the Notices can be printed showing the GST amount that has been applied. NO ledger entries will be generated at this point.

Upon receipt of payments, the 'Tax Cash' amount is determined from the receipt amount. Receipt Reversals and Transfers will consider the tax implications and generate appropriate entries.

Note that if the Animal Type is flagged as Non-Taxable then the Taxable indicator at the Transaction Type level will not be able to be set.

However, some councils may require to generate Tax for certain Transaction Types, such as Replacement Tags. In order to do this, the following parameters need to be set up.

Note: To generate Tax entries for Animal Registrations, the Animal Type, Animal Class and Animal Transaction Type must all be set to Taxable. If any one of these settings does not have tax applicable, then no tax will be generated.

The Animal Type should be set to Taxable.
Any Classes that will never be taxed should be set to Non-Taxable.
Any Classes that may be taxed for certain Transaction Types (e.g. Replacement Tags) should be set to Taxable.
Any Transaction Types (e.g. Replacement Tags) that will incur Tax should be set to Taxable. All others should be set to Non-Taxable.

Eg:

Animal Type : Dog
Taxable : Yes

Animal Class : Desexed
Taxable : No

Animal Class : Non Desexed
Taxable : Yes

Transaction Type : New
Taxable : No

Transaction Type : Renewal
Taxable : No

Transaction Type: Replacement
Taxable : Yes

Example 1:
New Registration
Desexed Class

Tax will not be generated

Example 2:
Renewal Registration
Non Desexed Class

Tax will not be generated

Example 3:
Replacement Registration
Desexed Class

Tax will not be generated

Example 4:
Replacement Registration
Non Desexed Class

Tax will be generated

Current Tax Code processing will be used to determine the Tax Code to provide, i.e. if there is a Tax Code against the Class then this will be used. If there is no Tax Code selected at the Class then the default Tax Code at the Animal Type level will be used.

When Receipt Reversal or Receipt Transfer transactions are performed, then the registration being reversed will be interrogated to determine whether the Transaction Type generates Tax entries. If the Transaction Type is set to generate Tax on the original registration then the reversal process will calculate the appropriate Tax details.

Parameters

The following topics are covered in this section:

Animal System Parameters

The Animal System Parameters form allows various parameters to be set up for the Animal Registration module.

Animal System Parameters Form

The Animal System Parameters form allows the setup of various global parameters, e.g. Check Digit Validation, Bank User ID to be used in Check Digit calculation etc.

Animal System Parameters Form

Last Reference Number
This field will display the last reference number used and will allow the number to be changed.

Select Owner/Occupier from Property
Check this flag on if you require the ability to select an Owner/Occupier from the property selected as the animal location to be the Owner of the animal. If this flag in checked off, then the Owner option button must be selected in order to add an Owner to the Animal.

Validate Check Digit
A check digit is able to be added to the Animal Reference to enable validation via External Receipt processing. This field together with the Bank User field are used to produce the Animal Check digit.

The Check Digit will be calculated based on the Animal Reference Number and the Bank User ID (if entered) using the Modulus 10 Check Digit Verification System.

> **Note:** If the 'Validate Check Digit' flag is turned off after having been on and Check Digits have been previously generated, the ANMLCHECK field in the entity LANANML does not get cleared and the Check Digit will still show for existing animals. However, there will be no new Check Digits generated for new animals.

> **Note**: This is a secured function. Authority is required for access to this function

Refer to Appendix for more details on Animal Check Digit functionality.

Bank User

The Bank User ID is a numeric field which is used in the calculation of the Check Digit. The Animal Reference Number together with the Bank User ID field (when entered) are used to produce the Animal Check digit. (If no number is entered in the Bank User ID field, a 0 is assumed for the calculation of the Check Digit.)

Note: This field is optional because an Animal Reference Number may be used with a check digit through BPAY which is not a specific bank.

Next Sequence Number

The Next Batch Extract Number field will only display if the authorised function "New Zealand National Dog Database" is activated. It accepts up to 6 numeric characters and is incremented each time an export to the NZ National Dog Database is successfully processed.

Attachment Type

The Attachment Type field allows the user to select from a Pop Up an existing Paperclip Attachment Type for the LANANML entity. This field will only display if the authorised function "New Zealand National Dog Database" is activated.

Note: Up to two images may be stored against an animal record as part of the XML. The images must be in JPEG format and base 64 encoded. These images are optional where the animal is a classified dog. Councils will require the Paperclip Attachment Authorised Function in order to use this functionality. The image will be attached to the Animal record and is only required where the Dog has a Classification Type of Menacing or Dangerous. In this instance up to two images can be included in the XML extract. Pathway will look for records on the Animal for the Attachment Type that is nominated above. The first two records for this Attachment Type will be included in the XML.

Link Licences for the same Property associated to the Animal Link Flag

If the Council wish to ensure that the Property where the Animal resides is the same as the Property where the Licence is linked to – this flag should be set on.

Allow only one licence to be linked to the Animal Record

Setting this flag on will restrict an Animal / Licence link to one only.

Workflow Parameters

Setting up a workflow task here will allow emails to be sent to the relevant user advising that an animal status has been changed from one that has a link to a licence to a status that has no link. For example should an animal leave the council area the status would be changed from (for example) 'NORMAL' to 'LEFT THE AREA'. If the ability to expire the licence is set on than the email is sent and the licence is automatically expired otherwise only the email is sent.
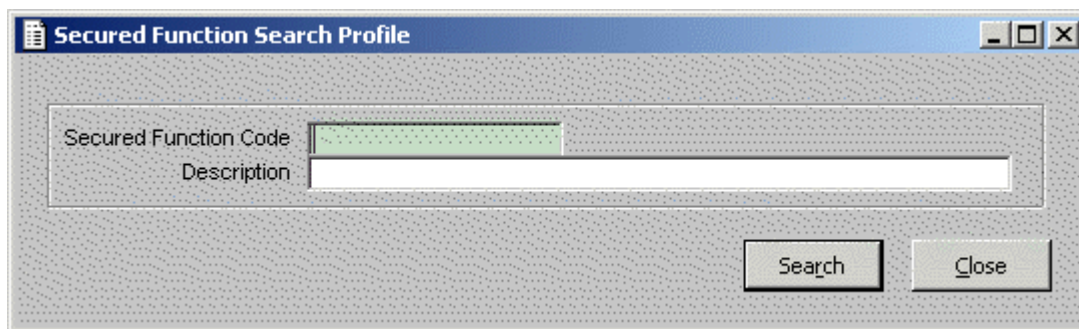
Change of Animal Task

The Workflow task that advises the relevant members of Council that a change has been made to the status of the animal and they should review the changes is selected here. Am email will be sent to the nominated person(s).

Animal Security Maintenance

Secured Function Search Profile Form

The Secured Function Search Profile Form allows the user to search for any secured functions which are available. Selecting the Search button will display a list of the secured functions available in the Animal Registration module. If only one secured function is available then the selection form will not display.

Secured Function Search Profile Form
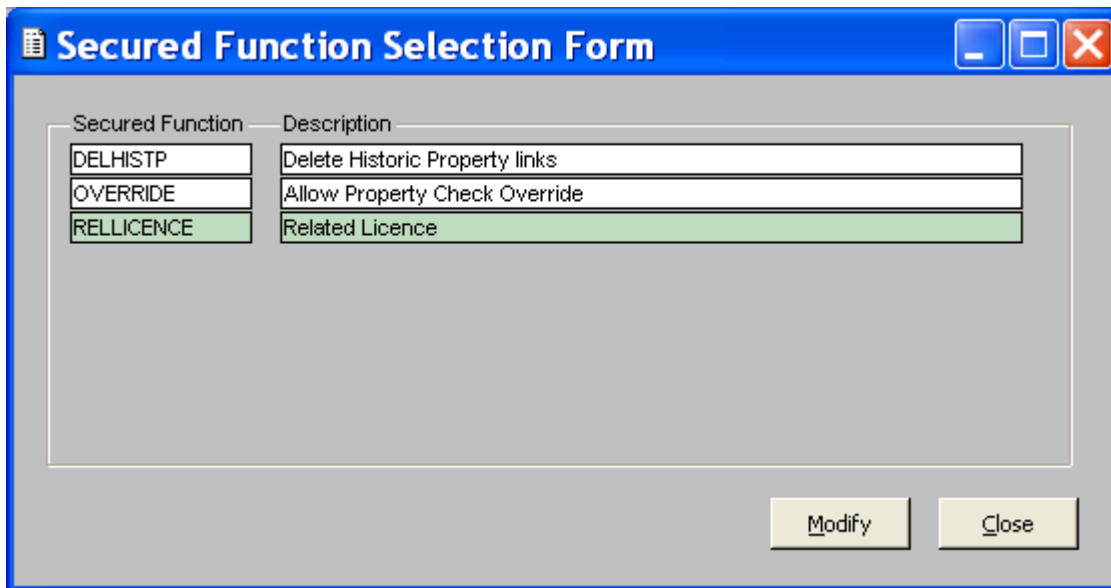
Secured Function Code
This field allows a Secured Function Code to be keyed in as a search profile. Wildcard searching is allowed on this field.

Description
This field allows a Secured Function Description to be keyed in as a search profile. Wildcard searching is allowed, however, this field is case sensitive.

Secured Function Selection Form

This form displays a list of available Secured functions for Animals.

Secured Function Selection Form

Secured Function
This form displays the list of Secured Functions for Animals, Highlight the required secured function and select Modify to add the relevant user security to the secured function.

Currently there are three secured functions that are able to be used they are:
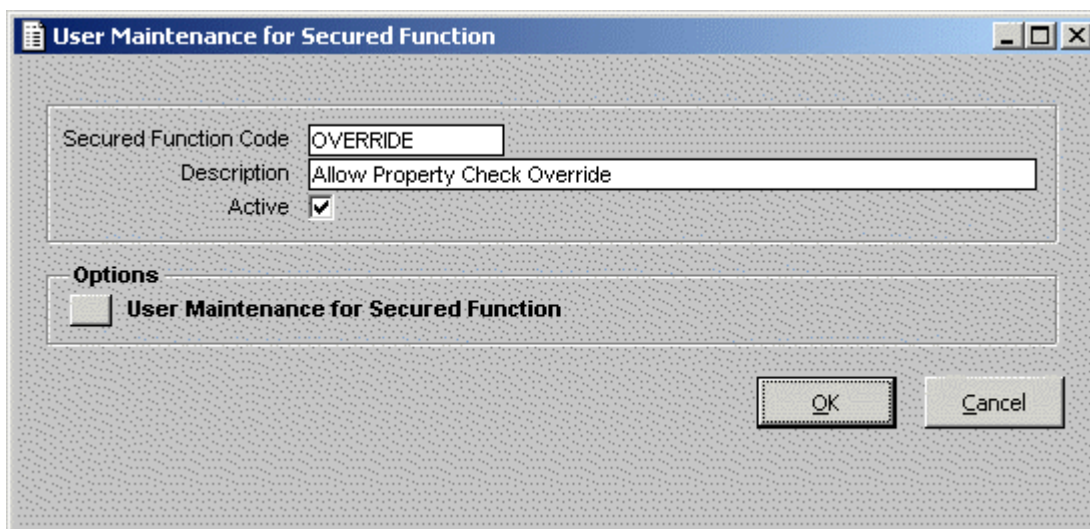
> Delete Historic Property Links
> Allow Property Check Override
> Related Licence

Secured Function Description
This form displays the Description of Secured Function for Animals.

User Maintenance for Secured Function Form

This form will display details of the Secured Function and allow access to the User Maintenance option button where the user is able to maintain the users who have been given access to the secured function.

User Maintenance for secured Functions Form

Secured Function Code
This field displays the Secured Function Code. This field is display only.

Description
This field displays the Secured Function description. This field is display only.

Active Flag
Check this flag on if this Secured Function is to be made available.

Options – User Maintenance for Secured Function
Selection of the 'User Maintenance for Secured Function' option button displays the User Maintenance for Secured Function form which allows a council to define which users can perform the function.

e.g. The users defined here will be able to override the maximum number of animals per property parameter. If a user is not listed against this function, then when the Property check is performed on registration of an animal, and where the number of animals exceeds the maximum allowed, then the animal will not be able to be registered at the location. Only users assigned to this function will be able to register the animal at the specified location.

Animal Status Maintenance

This function enables you to set up codes identifying the status of Animals. For example, Normal or Alive, Dead, Left Area, Stolen. Status codes are also used to determine which Animals are active and therefore should be sent renewal notices.

Animal Status Maintenance Form

Animal status codes and their descriptions are maintained on this form.

- To create a status code press the Insert Button (or F9)
- To delete a status code select Edit/Delete (or F11). If the status code is being used by Animal records then it may not be deleted. (Make it Inactive instead)

Animal Status Maintenance Form

Code
This code can be up to 6 characters in length and allows entry of either alpha or numeric characters.

Description
Enter the full description of the Status Code.

Active Flag
This flag specifies whether or not the Status Code is available for use. If the status code is flagged as inactive then the status code will still appear on records but will not be available for selection during maintenance or reporting mode.

Property Check Flag
This flag is used to determine which status of animals to include in the calculation of number of animals at a property location.

When adding a Property against an animal a check will be done on the number of animals that are located on the property and this will take into account whether the Status has been flagged for inclusion or not. The same criteria is used for the Animals per Property Report.

Renewal / Receipting Flag
The 'Allow Renewal/Receipting' flag can be set for each status value. If this flag is set on, then Animals with the assigned status will be able to be receipted to and processed in the Animal Renewal / Reminder process. If the 'Allow Renewal/Receipting' flag is set off, then the animal will not be able to

be receipted to. In addition, animals which have a status where the 'Allow Renewal/Receipting' flag is set off will not be picked up in the Renewal process.

Link Licencing Flag

The 'Link Licencing Flag' indicates that this particular Animal Status Code is able to be linked to a licence – This is an authorised function.

Expire Licence Flag

Select this Flag if Council wish to allow the system to expire a Licence should the status of the Animal Change from one that is linked to one that is not. For example an Animal may be registered with Council and have a licencing link for some reason, the owner advises Council that the Animal resides in the Council Area.

 Detail Out Button

On selecting this option the user may then select from a list of Licences to link the Animal status to.
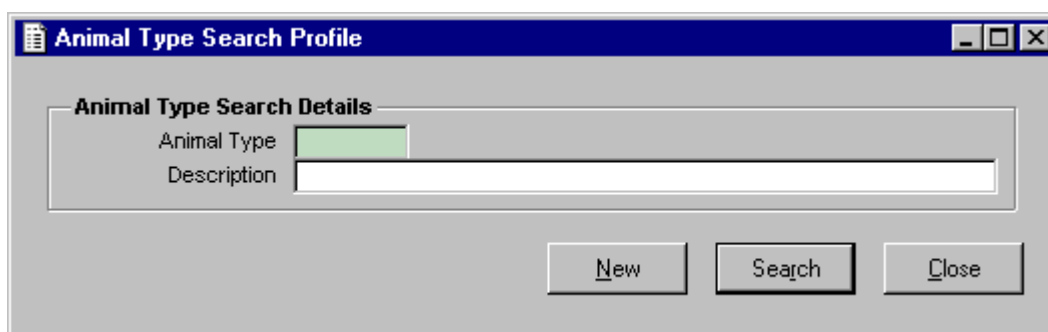
Animal Type Maintenance

This function enables the establishment and maintenance of those Animal Types which may be registered. To add a new Animal Type, select "New", otherwise a Search can be performed to list all the existing Animal Types already established.

Animal Type	Description
C	Cat
D	Dog

Animal Type Search Profile Form

From this form you are able to search for an existing Animal Type or select the New Button to create a new animal type. The standard search wildcards are available for use on this form.
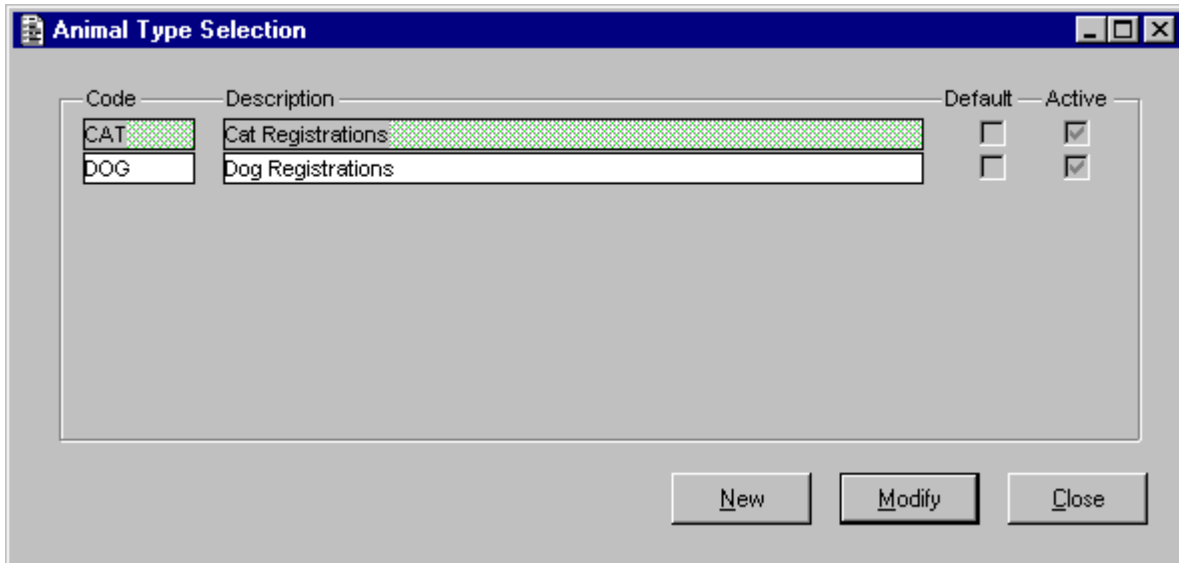

Animal Type Search Profile Form

Animal Type
This is the unique Animal Type Code. To search for a particular animal type enter in the code (or part thereof) for which you wish to search.

Description
This is the Animal Type description. Enter in the description (or part thereof) to allow a search for the description and its associated type.

Animal Type Selection Form

This form displays the animal types which match the search profile entered.
It also shows which animal type has been nominated as the default type to be used during receipt entry. A user is also able to add a new Animal type from this form.

Animal Type Selection Form

Code
The animal type code currently defined in the system is displayed here

Description
The associated description for all animal type codes defined is displayed in this field

Default
If this check box is turned on then the Animal Type has been defined as the default type for the purpose of receipting.

Active
The active field allows the user to define whether the animal type is active or not. Once an animal type is not active it is no longer available for selection during maintenance of an animal.

Animal Type Maintenance Form

The Animal Type Maintenance form is used to define the breed codes, transactions, periods and registration class that are available for the animal type being displayed. Additional parameters, such as number of animals per property, are also defined on this form.

See section on <u>Setup of Periods and Registration Costs</u>.

Animal Type Maintenance Form

Animal Type

This is a unique Animal Type Code. For example D for Dog.

This field is mandatory.

Description

This is a description of the Animal Type. For example Dog Registrations.

This field is mandatory.

Animal Status Code

Specifies the Status code that will be used as the default when registering an Animal.

This is a default only and may be overridden if required.

Taxable

If this field is checked on then the current Animal Type will be Taxable. The Tax Code is entered in the next field. The Tax Code may be overridden by the Animal Class and the Animal Transaction Type.

The Animals module operates totally on a cash basis and as such, Tax is not recognised until payments are received. **Fee amounts generated and paid are deemed to be tax inclusive.**

Tax will be calculated purely on the receipt amount, where it applies to a Taxable Class Type and a Taxable Transaction Type and using the percentage held on the assigned Tax Code.

Payments Received

When an Animal Registration is paid, the following will occur:

Where the Taxable Flag = Y

Debit Bank Account	Full payment amount
Credit Animal Registration Revenue Account	Payment amount less Tax
Credit Tax Cash Account	Tax amount

Where the Taxable Flag = N

| Debit Bank Account | Full payment amount |
| Credit Animal Registration Revenue Account | Full payment amount |

Note: The Tax Cash Account is retrieved from the assigned Tax Code.

Equally, if a receipt is reversed, the opposite of the above will apply.

The amount of the Tax will be calculated at the time of allocating the payment and passed to the financial transaction file.

Note: To generate Tax entries for Animal Registrations, the Animal Type, Animal Class and Animal Transaction Type must all be set to Taxable. If any one of these settings does not have tax applicable, then no tax will be generated.

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 Animal Type. Enter a valid code or select from the Tax Code Pop Up form.

Animal Limit Criteria

This field allows selection from a dropdown. The options available are:
- Per Property
- Per Property Area

These options allow a council to specify whether the maximum number of animals on a property is to be determined by the area size of the property.
If the dropdown value selected is 'per Property', then the field 'Maximum Animals/Property will be enabled.
If the dropdown value selected is 'per Property Area', then the option button 'Animals per Property Area Maintenance' will be available. If this option is selected and property area ranges have not been set up in the 'Animals per Property Area Maintenance' form, then an error message is displayed.

> **Note**: The ability to specify whether the' maximum number of animals is determined by Property Area' is available only to councils which have the required authority. Contact your Account Manager if your site requires this functionality.

Where a user does not have authority to override the Property Check the following will occur:
Where the number of animals that is registered against the Property exceeds the number indicated for the Animal Type, then an error message will be displayed to the user indicating that the Animal cannot be registered at the location because it exceeds the maximum number of Animals allowed. The user will not be able to register the Animal at the specified location.

Where a user does have authority to override the Property check the following will occur:
Where the number of Animals that is registered against the Property exceeds the number allowed for the Animal Type, then a warning message will be displayed to the user. The Warning message will read: "Registering the Animal on the specified location will exceed the number of Animals allowed on the Property. Continue?"
The user will have the option to continue or cancel the operation. If the user continues the operation then the Animal will be registered against the Property Location. If the user cancels the operation the Animal will not be registered at the location.

> **Note**: The Animal Status will be used in determining the number of Animals recorded against the Property, and only current Property Locations will be considered, i.e. where an Animal holds an Historic Property Location, this will be ignored.

Maximum Animals/Property
This field will be dimmed and unavailable if the 'Animal Limit Criteria' field is set to 'Per Property Area'. You may set a limit on the number of animals that can be registered for each property by typing a number in this field. A warning message is displayed in maintenance and enquiry functions (during the Animal Registration process) if the number of animals on this property exceeds the number specified. This does not however prohibit entering the animal record, it is only a warning message.

Issue Disc with Notice
This flag specifies whether discs will be issued with the Renewal Notices.

If you do not issue discs (tags) with your Renewal Notices then leave this field checked off.

Active
This flag specifies whether or not this particular Animal type is active for use.

Default Type
This field specifies whether the Animal Type is to be used as a default when adding or maintaining animal records.

This is a default only and may be overridden at any time.

Allow Renewal for Unregistered Animals
If this flag is checked ON for the Animal Type, all existing animals which failed to be registered in the previous year will be allowed 'Renewal', and Discount or Penalty can be applied accordingly. If the flag is OFF, all existing animals which failed to be registered in the previous year will be treated as 'New' animals and no discount or penalty can be applied.

Options - Animal Breed Maintenance
Pressing this button will display the Breed Maintenance form.

Options - Animal Transaction Type Maintenance
Pressing this button will display the Transaction Type Maintenance form.

Options - Period Maintenance
Pressing this button will display the Period Maintenance form.

Options - Animal Registration Class Maintenance
Pressing this button will display the Registration Class Maintenance form.

Options – Cashier Warning Code Maintenance
Pressing this button will display the Warning Code maintenance form.

Options – Animals per Property Maintenance
Selecting this button will display the Animals per Property Area Maintenance Form.

Options – Questionnaire Maintenance
Selecting this button will display the Questionnaire Maintenance form.

Animal Breed Maintenance Form

This function enables you to establish the breeds required for the current animal type. A breed code
must be specified for all animal records.

- To create a breed code press the Insert Button (or F9)
- To delete a breed code enter Edit/Delete (or F11). If the breed code is being used on Animal
  records then you may not delete the code. (Make it inactive instead)

Animal Breed Maintenance Form

Animal Type
The selected Animal Type and its associated description is displayed.

Code
This is the Animal Breed Code. Up to 6 alpha numerics may be entered. E.g. GS for German
Shepherd.

Description

Enter the full Breed Description e.g. German Shepherd. Up to 50 characters may be entered.

Active
This flag specifies whether or not this particular Breed Code is available for use. Only those Animal Breed Codes flagged as active are available for use within Animal Maintenance. Those flagged as inactive are still displayed where previously used.

Period Maintenance Form

This form enables the defining of the Animal Registration Periods.

These periods are associated to the Animal Classes to enable fees for Registration, Renewals, Replacements and Transfers to be defined for the Period/Class.

See section on Setup of Periods and Registration Costs.

Period Maintenance Form

Animal Type
The selected Animal Type and its associated Description are displayed.

Code
The Code associated to the Period is displayed. This code can be alpha numeric and up to 10 characters in length.

Start Date
The start date specifies the commence date for the Registration Period. The calendar function and the default month / year entry facilities are available for this field.

End Date
The End date specifies the termination date of the Registration Period. This date will be used as the Registration Expiry Date when running the Animal Renewal process.

Active
When flagged as active, the Period can be used within the Class Maintenance function. If flagged as inactive, the Period is not available for inclusion in the Class Maintenance function, however any previous records will be displayed.

Animal Registration Class Maintenance Form

This function enables the establishment of Class Codes which identify fees associated with various types of animals. For example, guide dogs, or racing dogs may have special registration fees.
To add a new Class, a unique code must be specified. Enter a Code and Description for the Class.

To setup associated Class Fees, click on the "Detail Button". The Animal Registration Period Maintenance form will be displayed.

Animal Registration Class Maintenance Form

Animal Type
The selected Animal Type and its associated description are displayed.

Code
The code associated to the Animal Registration Class is defined in this field. This code can be alpha numeric and up to 6 characters in length. It must be a unique Class Code.

Description
The associated description of the Registration Class is defined in this field. Up to 50 characters may be entered.

Default
Specifies the Registration Class to be used as a default when adding a new animal or a new registration via Receipting. This is a default setting only and may be overridden at any time.

Active
Specifies whether this particular Registration Class is active for use. If flagged as active then it is available for use within the Animal Maintenance and Receipting functions. If flagged as inactive, then the Class is not available for new maintenance or receipts but will be displayed where previously used.

Detail Button
Selection of the Detail Button displays the Registration Cost Maintenance Form.

Taxable

This field indicates whether the Class that currently has focus is taxable.

For a Class to be Taxable the Animal Type Taxable flag must be set on.

A Class may be made non-taxable if required by checking this flag off.

> Note: To generate Tax entries for Animal Registrations, the Animal Type, Animal Class and Animal Transaction Type must all be set to Taxable. If any one of these settings does not have tax applicable, then no tax will be generated.

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 displays the Tax Code and Description applicable to the Class that currently has focus. The default Tax Code will be displayed from the Animal Type. This may be overridden at the Animal Class level.

Registration Cost Maintenance Form

This function enables the setting up of Animal Registration Periods and the fees associated with activities such as Registrations, Renewals, Disc Replacements and Registration Transfers. Additionally, this function allows the definition of a duration for a Period. This will allow the same Period to be defined multiple times with a different duration, allowing, for example, 1 and 3 year registrations using the same range of disc numbers.

Each of these Periods can then have Pro-rata fees for the Initial Registration defined. The Pro-rata fees for each Period can be displayed using the Detail Button associated to each Period.

See section on Setup of Periods and Registration Costs.

Important Note

If ePathway Animal Registration is in use, then whenever Animal Registration Fees are changed the Web Export via Pathway for Animal Registrations **must be performed**. Until this is performed any changes will not be reflected in ePathway.
Process is:

- Change Class Fees in Pathway

- Run System Administrator Menu (Production) >> System Administration >> ePathway >> System Processing >> Web Server Export for Animal Registrations.

- Run Configuration >> Reload Configuration Cache in ePathway

Registration Cost Maintenance Form

Animal Type

The selected Animal Type and its associated description are displayed.

Reg. Class Code

The selected Registration Class Code and its associated description are displayed for the nominated Animal Type.

Period Code

The Period Code to be used for the Animal Type / Class is displayed in this field. The Period Code is to be a code that has been defined on the Period Code Maintenance form. This Code can be entered in (if known) or the Pop-up button can be used to display the Period Codes available to enable selection of the Code required.

The same Period Code may appear more than once on the Registration Cost Maintenance form, but the Duration for each must be different.

Duration

The Duration field is used to determine the length of the Registration Period for the Class. This defaults to 1 but can be changed using the up / down buttons.

Note: If you are using single registration years then leave the duration as 1.

Setup of Periods and Registrations Costs

Using multiple registration years (as per WA legislation, 1 or 3 years)
For example:-

Period Codes

2006	1/10/2003	to 31/12/2006
2007	1/10/2004	to 31/12/2007
2008	1/01/2005	to 31/12/2008
2009	1/01/2006	to 31/12/2009
2010	1/01/2007	to 31/12/2010

e.g.

Each period code would then be assigned to the appropriate Registration Class with a duration of 3 and of 1. The CURRENT flag is also used in this example.

Assuming we have just started the 2007 period, this period (2007) with a duration of 1 would be flagged as **Current** as well as the period 2010 with a duration of 3.

A customer wishing to register for 1 year would be allocated to the 2007 duration 1 registration. (Therefore the registration would expire on 31/12/2007. The disc allocation would be from the 2007 issue).

A customer wishing to register for 3 years would be allocated to the 2010 duration 3 registration. (Therefore the registration would expire on 31/12/2010. The disc allocation would be from the 2010 issue)

Current

When flagged as current, the Period is defined as the current period for receipting and the Renewal function. There can only be one current period for each Duration. Therefore it is possible to flag more than one Period Current, however they must be for different Duration numbers.

See help text on Duration field for more information.

Initial

The dollar value of the Initial Registration fee for the Animal Class / Period is defined in this field.

This value is used during receipting for **new** registrations and also during the renewal process if unregistered animals have been nominated to be included in the renewal process.

Renewal

The dollar value of the Renewal Registration fee for the Animal Class / Period is defined in this field.

This value is used during receipting for **renewal** registrations (i.e. the animal was registered in the previous period) and also during the renewal process.

Selection of the Detail Button displays the Registration Renewal Cost Maintenance Form.

Transfer

The dollar value of a Transfer for the Animal Class / Period is defined in this field.

This value is used during receipting a Transfer record for an Animal.

Replace

The dollar value of a Replacement Disc for the Animal Class / Period is defined in this field.

This value is used during receipting of a Replacement Disc transaction for an Animal.

Default

The Default field indicates the default Period to be used during Receipting and the Renewal process if the Animal has not been previously registered.

Only one Period can be defined as the Default. Unlike the Current flag, the Default Flag only appears against one Period Code for the Animal Class.

Active

The Active flag specifies that the Registration Cost record is active and available for use within Animal Maintenance, Receipting and Renewals. If flagged as inactive, then the record is not available for use in the above functions, however it will display where the record had been previously used.

Detail Button

Selection the Detail Button for a Registration Cost record will enable maintenance of Pro-rata information for that Registration Cost.

Registration Renewal Cost Maintenance Form

The Registration Renewal Cost Maintenance form can be used to set up Discount and Penalty costs for the Registration Class/Period.

Registration Renewal Cost Maintenance form

Animal Type
These fields display the selected Animal Type Code and Description. These fields are display only.

Registration Class Code
These fields display the selected Registration Code and Description. These fields are display only.

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

Duration
This field displays the Duration for the selected Period Code. This field is display only.

Renewal
This field displays the Renewal Amount for the Registration. This field is display only.

Discount/Penalty
Check this flag on if you wish to activate the Discount and Penalty parameters against the related renewal cost.

Discount – Start Date / End Date
These fields allow a Date Range to be established for Discounts on renewal costs for this Animal Type, Registration Class and Period. A date may be keyed in using a date format (e.g. 12/03/03, 121303 etc) or a date may be selected from the Calendar Pop Up by pressing F2 or double-clicking in the field.

Note: Please ensure that the Date Ranges for Discounts and Penalties do not overlap.

Discount – Method
This field allows the selection of a Discount Method to be used in the calculation of the Discount amount. The following options are available:
- Percentage
- Amount

If Percentage is selected, then the field 'Discount Percentage' will become available in which the user can enter a percentage figure (e.g. 10.00) which will be applied to the cost in order to calculate the Discount Amount.

If Amount is selected, then the field 'Discount Amount' will become available in which the user can enter an actual amount in dollars and cents which will be used as the Discount Amount (e.g. 10.00).

Discount Percentage

This field becomes available if 'Percentage' is selected in the 'Method' field. It allows the user to enter a percentage figure (e.g. 10.00) which will be applied to the cost in order to calculate the Discount Amount.

Discount Amount

This field becomes available if 'Amount' is selected in the 'Method' field. It allows the user to enter an actual amount in dollars and cents which will be used as the Discount Amount (e.g. 10.00).

Penalty – Start Date / End Date

These fields allow a Date Range to be established for Penalties on renewal costs for this Animal Type, Registration Class and Period. A date may be keyed in using a date format (e.g. 12/03/03, 121303 etc) or a date may be selected from the Calendar Pop Up by pressing F2 or double-clicking in the field.

Note: Please ensure that the Date Ranges for Discounts and Penalties do not overlap.

Discount – Method

This field allows the selection of a Penalty Method to be used in the calculation of the Penalty amount. The following options are available:
- Percentage
- Amount

If Percentage is selected, then the field 'Penalty Percentage' will become available in which the user can enter a percentage figure (e.g. 10.00) which will be applied to the cost in order to calculate the Penalty Amount.
If Amount is selected, then the field 'Penalty Amount' will become available in which the user can enter an actual amount in dollars and cents which will be used as the Penalty Amount (e.g. 10.00).

Penalty Percentage

This field becomes available if 'Percentage' is selected in the 'Method' field. It allows the user to enter a percentage figure (e.g. 10.00) which will be applied to the cost in order to calculate the Penalty Amount.

Penalty Amount

This field becomes available if 'Amount' is selected in the 'Method' field. It allows the user to enter an actual amount in dollars and cents which will be used as the Penalty Amount (e.g. 10.00).

Pro-Rata Class Registration Fees Form

This function allows you to nominate pro-rata fees for the initial animal fee. This parameter is used in Cash Receipting to calculate a fee for a new animal based on the number of months to the end of the current renewal period. To add pro-rata fees, enter the Months remaining and the corresponding pro-rata fee.

This is an optional parameter i.e.. if it is not present then the initial fee for the animal class will apply to all receipts for new animals of that class.

Pro-Rata Class Registration Form

Animal Type
This is the unique Animal Type code and description.

Registration Class Code
This is the unique Registration Class code and description.

Registration Period Code
This is the Registration Period code.

Duration
This is the Duration associated to the selected Registration Period Code.

Months Remaining
Specifies the number of months remaining to the end of the registration period.

During Receipting the system will use this value to calculate the required Pro-rata.

Example

Current registration period expires on 30th April.

Pro Rata values are   Months Remaining 4 - $4
                           Months Remaining 3 - $3

Customer wishes to register a new dog on the 15th January. The receipting function will return an initial registration value of $4. (January to April)

Pro Rata Fee
The Pro Rata fee associated with the months remaining from the start date of the registration period.

Animal Transaction Type Maintenance Form

This function enables you to specify the Transaction Types to be used in the Animal Maintenance and Receipting functions. Transaction types are used to identify each registration payment type, and which accounts are applicable for posting to the ledger.

The description of the transaction types can be amended, however no new ones can be added. The Transaction Types available include Animal Renewals, New Registrations, Disc replacements, Adjustments, Transfers etc.

For each transaction type select the Details Button and the Animal Transaction Code Maintenance form will be displayed. On this form specify the relevant Ledger Accounts.

Animal Transaction Type Maintenance

Animal Type
This is the Animal Type associated with the Transaction Types listed.

Type
This is the Transaction Type associated with the Animal Type.

Description
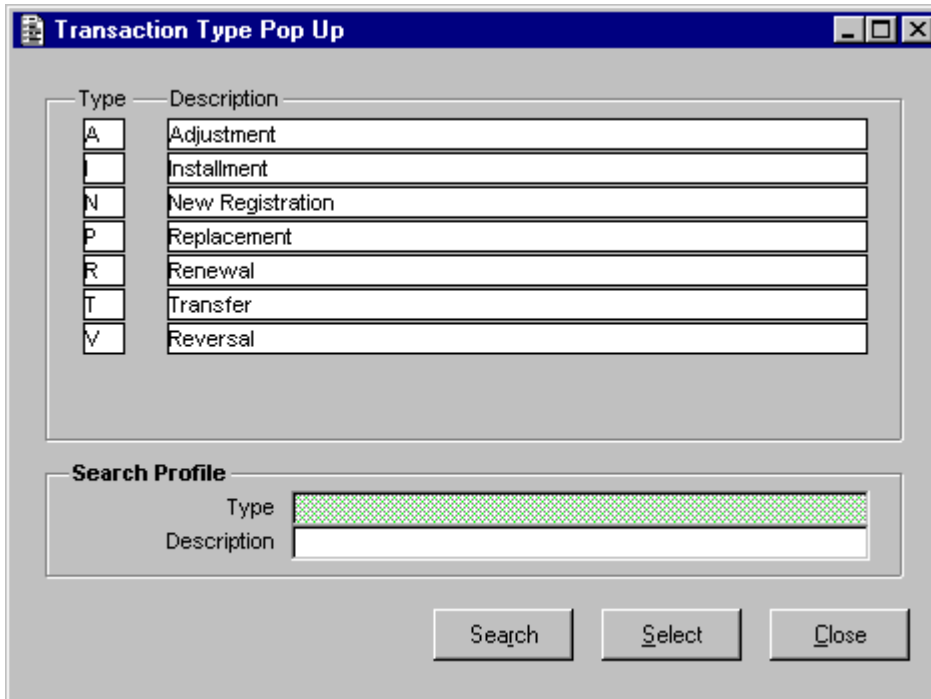This is a description of the Transaction Type.

Active
Specifies whether or not the Transaction Type is active for use.

Detail Button
Pressing this button will present the Animal Transaction Code Maintenance Form.

Transaction Type Pop Up Form

This form displays the active Transaction Types that can be used for the Animal Type.

Transaction Type Pop Up Form

Type / Description
The available Transaction Type and its associated Description are displayed
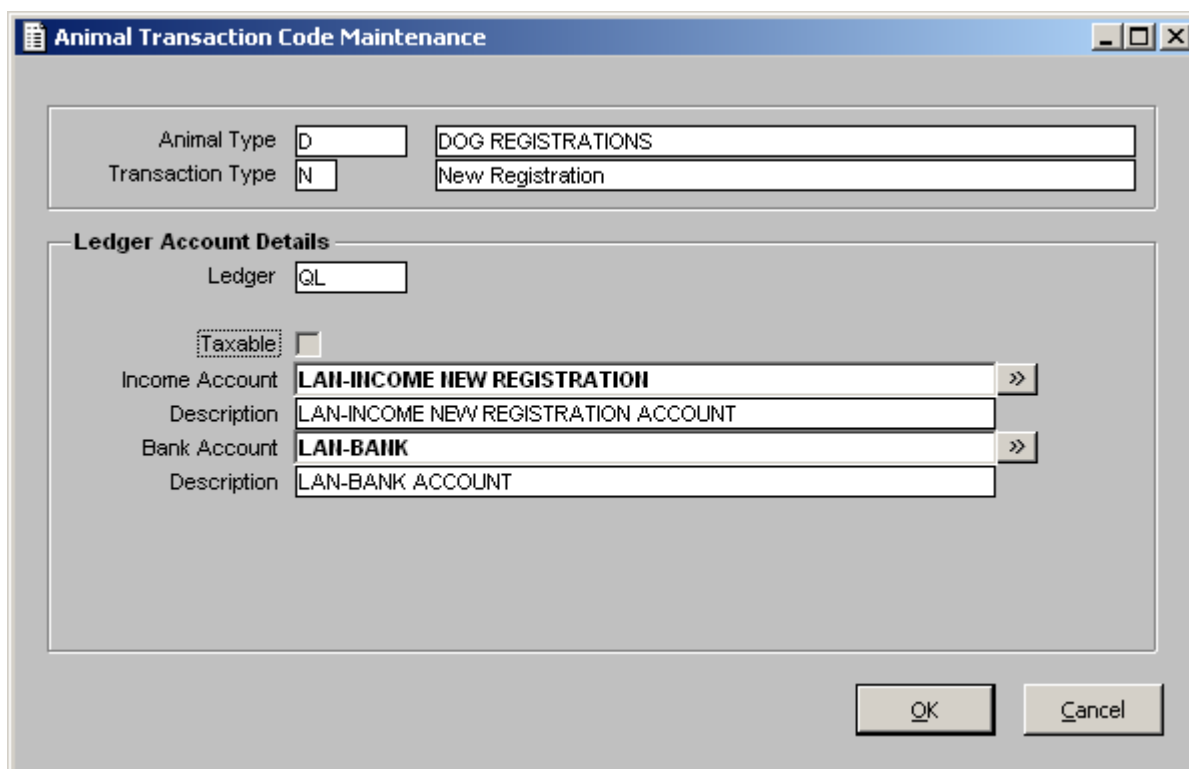
Search Profile - Type
Enter in the Transaction Type to search for.

Search Profile - Description
Enter in the Transaction Description, or part thereof, to search for. Wild Card search is available in this field.

Animal Transaction Code Maintenance Form

For the nominated Transaction Type the associated General Ledger Accounts can be nominated on this form. If the account numbers are unknown then the Pop -Up buttons for each Ledger Account Detail record can be used to search by description.
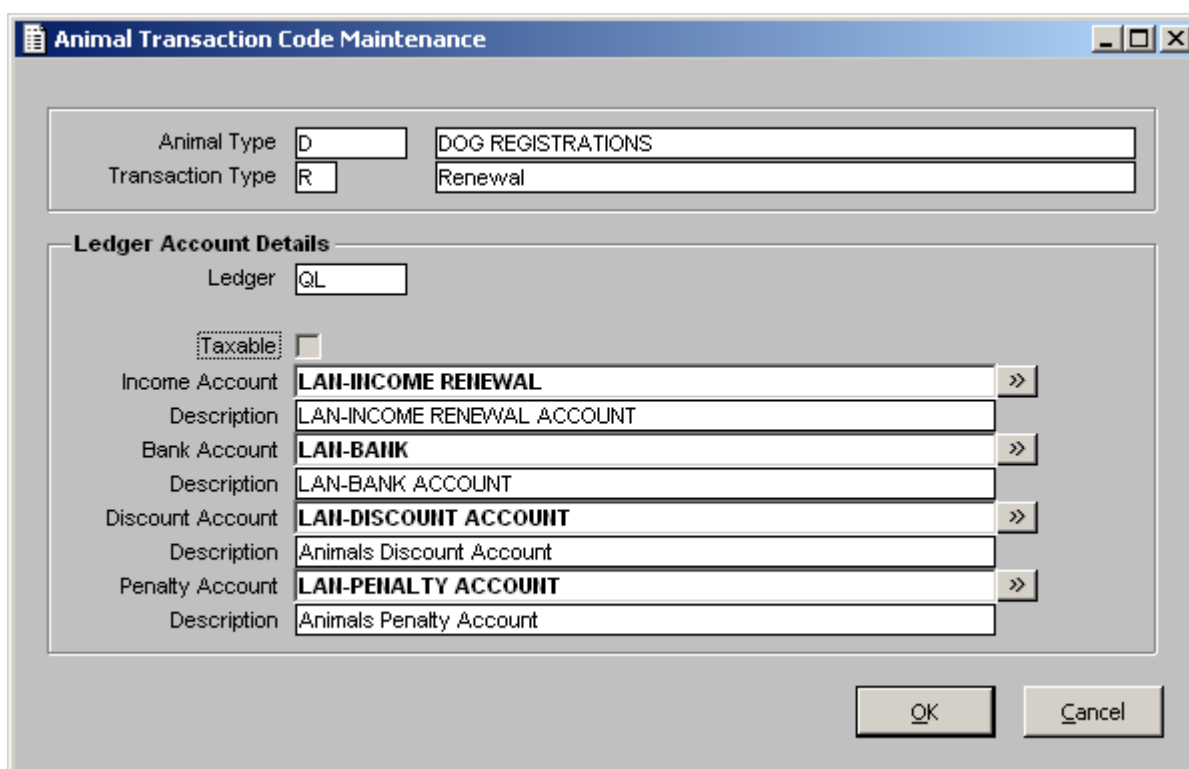
Animal Transaction Code Maintenance Form

If the Transaction Type Code is 'R' – Renewal or 'V' – Reversal, there will be extra Ledger Account fields on the form (as shown below) to cater for Discounts and Penalties.

Animal Transaction Code Maintenance showing Discount and Penalty Account fields

If the Transaction Type Code is "R" or "V", Discount and Penalty Accounts are able to be set up. For the other Transaction Types, these accounts will not be available.

These accounts need to be set up in order to separate the Discount amount or Penalty amount from the Income account. If no Discount and Penalty accounts have been set for "R", the Discount amount or Penalty amount will not be separated from the income account.

Note: If no Discount and Penalty accounts have been set up for the "V" Transaction Type, the Discount amount or Penalty amount will not be separated from the income account even if the original Receipt record has the Discount amount or Penalty amount separated from Income account..

Animal Type

This is the Animal Type associated with the Transaction Types.

Transaction Type

This is the Transaction Type associated with the Animal Type.

Ledger

This field specifies the General Ledger Associated with the assigned accounts.

Taxable

If this field is checked on then the current Animal Transaction Type will be Taxable.

Accounts

Use the Pop Up arrows to display the Account Pop Up to assign appropriate General Ledger accounts to be used for the selected Transaction Type. All accounts must be selected from the same General Ledger. (Cross General Ledger postings are not permitted)

These ledger accounts are only used for Cash Receipting.

Income Account

The ledger account nominated in this field will receive the credit portion of any monies received.

Bank Account

The ledger account nominated in this field will receive the debit portion of any monies received.

Discount Account

When a discount is applied, the amount of the discount will have entries generated to the Discount account to represent the amount of discount provided to the customer.

Penalty Account

When a Penalty is applied, the amount of the penalty will have entries generated to the Penalty account to represent the amount of penalty received.

Animals per Property Area Maintenance Form

This form allows a council to set up parameters for number of animals per property based on area size of the property. This form displays when the 'Animals per Property Area Maintenance' option button is selected from the Animal Type Maintenance form, and is only available if the 'per Property Area' option is selected in the Animal Limit Criteria field.

Animals per Property Area Maintenance form

Animal Type
These fields display the selected Animal Type and Description. These fields are display only.

Property Minimum Area (Square Meters)
This field allows a minimum property area (in square meters) to be keyed in.

Property Maximum Area (Square Meters)
This field allows a maximum property area (in square meters) to be keyed in.

Maximum Animals per Property
This field allows a number to be entered (up to 999) to specify the maximum number of animals allowed per property area.

Questionnaire Maintenance

Z_LANG9090
This form allows for the establishment of Questionnaires for animal registrations.
Questionnaires may also be used in ePathway.

Code
This field contains the unique code identifier for the questionnaire. Up to 10 characters may be used.

Description
This field contains the description of the questionnaire. Up to 50 characters may be entered.

Status
This field contains the status of the questionnaire. When a questionnaire is changed at this level then the previous contents become historic.

Active
This field denotes whether the Questionnaire is available for use.

Questionnaire Summary
This field contains a further description of the uses of the questionnaire.

Options – Questions
Clicking this button on an existing questionnaire will prompt the user to enter either View or Edit Mode. If the user is editing the questionnaire then a historic version of the questionnaire will be created.

Animal Question Maintenance

This form allows for the establishment of the individual questions for the questionnaire.

Number
This field contains the question number. The number is assigned automatically.

Question
This field contains the question description. Up to 250 characters may be used.

Question Type
This field contains the question type.
The following values are available:

- Boolean – Only a Yes / No answer is available
- Comment – An unlimited amount of answer text may be entered.
- Date – Only a date answer may be made.
- Number – Only a numeric answer may be made.
- Values – A list of values may be established. These values will be validated when the question is answered.
- Single Line – A single line of text may be entered.

Values
This button will take you to the Values Maintenance form where the values for the question may be entered. This button will only be displayed for Questions with a Question type of Values.

If Equal To
This field is used for conditional skipping of questions. It is only available for the Question type of Boolean.
If the value is (none) then skipping will not be available.
If the value is Yes then the user will be taken to the question number defined in the Skip To field.
If the value is No then the user will be taken to the question number defined in the Skip To field.

Skip To
This field denotes the question number that should be 'skipped to' based on the value entered.
The field will only be displayed for the Question Type of Boolean.

Active
Checking this flag on/off determines whether the question is still in use.

If a question is made inactive and the questionnaire is used for ePathway then an ePathway Web Server export for Animals should be run.

Effective From
This field is currently not in use.

Effective To
This field is currently not in use.

Answer Value Maintenance

This form allows you to establish values for the question selected.
Only values on this form will be allowed when answering the question.

Answer code
This field contains the value code.
Up to 10 characters may be used.

Description
This field contains the description of the value.
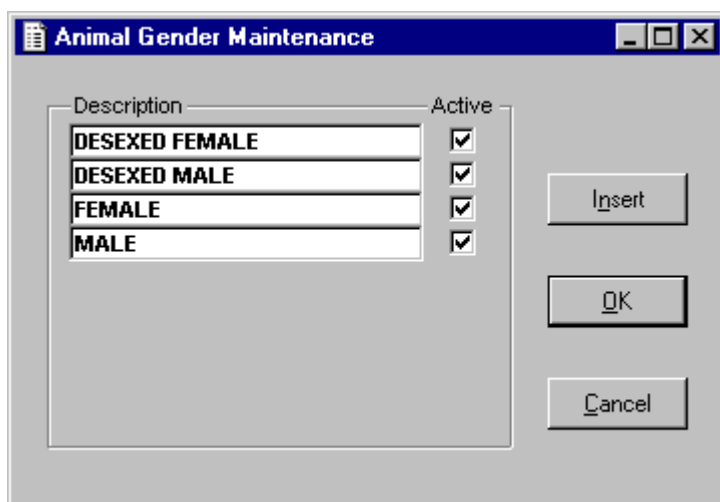
Active
This field denotes whether the value can be used.

Animal Gender Maintenance

This function enables you to setup codes to denote the sex of registered animals. For example, Female, Male, Desexed Female and Desexed Male.

Animal Gender Maintenance Form

The Animal Genders to be used for the Animal system are defined on this form. These can be maintained at any time and reflect through the system immediately.

Animal Gender Maintenance Form

Description
This is a description of the Gender Type.
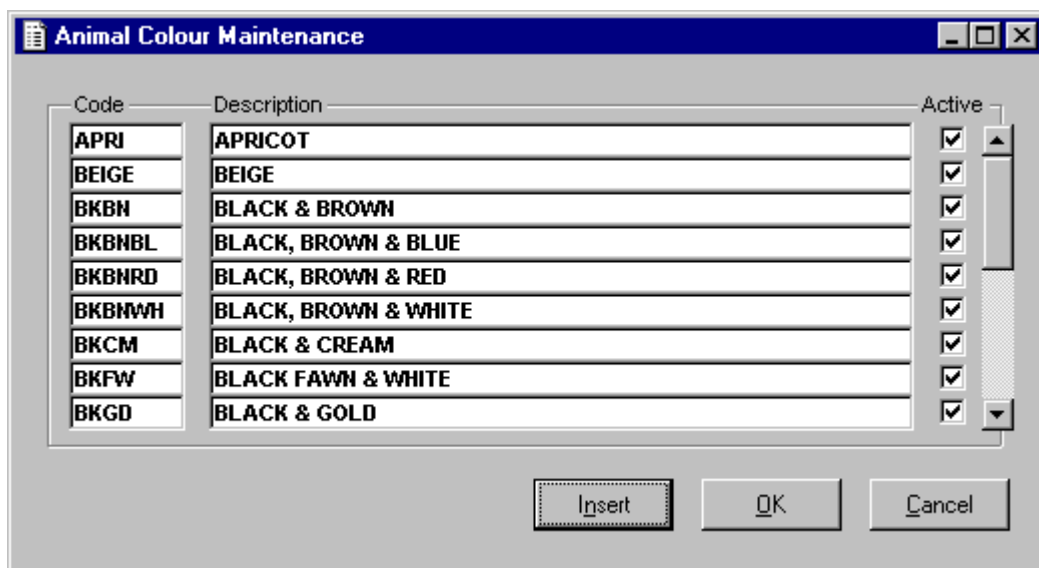
Active
Specifies whether or not the Gender Type is active for use.

Animal Colour Maintenance

Animal Colours used during Animal Maintenance are defined in this form. Additionally, those colours which are no longer valid can be made inactive.

Animal Colour Maintenance Form

Animal Colour's which are available for use within the Animal Maintenance function are defined on this form.

Animal Colour Maintenance Form

Code
This is the unique Code for the specified animal colour.

Description
This is a description for the Animal colour that can be used.
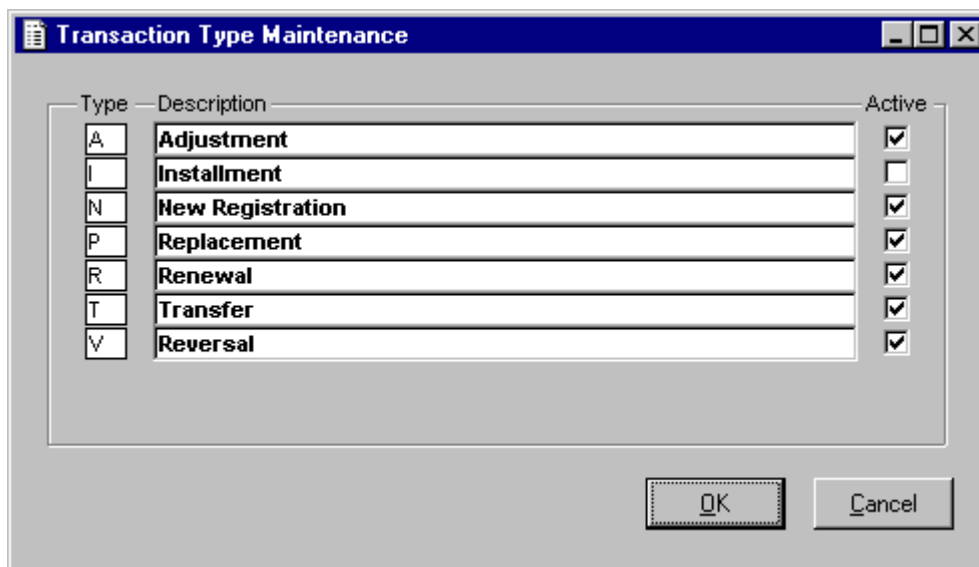
Active
Specifies whether or not the animal colour is active for use.

Transaction Type Maintenance

This function allows you to determine the System Transaction Types that will be available for use within the Animal Module.

Transaction Type Maintenance Form

This form allows you to determine the System Transaction Types that will be available for use within the Animal Module.

Transaction Type Maintenance Form

Type
The System defined Transaction Type is shown in this field. This is a non-maintainable field.

Description
The associated description of the System Defined Transaction Type is displayed in this field. The Description may be changed however it is recommended that if the Description is changed that it still reflect the type of transaction being processed.

Active
From this form you are able to nominate which of the System Transaction Types are to be used within the Animal Module.

By nominating the Transaction Type as Active, the Transaction Type will be available for use within the Animals Module.

Extract Type Maintenance

Extract Types represent lists of data that can be included in a requested document. An Include Statement will be included in the template document if this function is to be used. The nominated word processing package will be accessed in order to create a template extract type document. The type of Lists that can be extracted and included in the document are controlled by the "Extract Type List" selected. The lists available include:

- A list of Locations of the Animal
- A list of all animals owned by the selected owner.
- Animal Attachments

Extract Type Maintenance is documented further in the Word Processing Guide.

Module Link Fields in Registers
When a Register is defined with an Animal link, an Extract List definition will be created automatically within the Animal's module. This Extract List may then be used to create an Extract Type and Template document, which in turn may be included on a Merge Type document.

The automatically generated Extract Lists will be available for selection from the usual Extract Lists Popup. The "Extract Code" will consist of the constant 'CRG_' suffixed with a unique number. The "Description" will consist of the constant 'Register -' suffixed with the first 39 characters of the Register Description. (Example: CRG_66   Register - Music Collection Register)

When defining an Extract Type Template document based on one of these Register Extract Lists, the list of Merge Fields available will include three fixed fields providing information about the Register itself and the related Register Reference number, along with all other data fields as defined on the Register, all of which may be included as necessary on the document. When printed, the details of all Register Entries to which the current Animal is related will be extracted.

Merge Type Maintenance

This option defines the fields and lists that are to be included as part of the final merged document. The nominated word processing package will be accessed in order to create a template merge type document. The layout of the Merge Type document (including the relevant extract fields) is created via Word processing.

The following example defines the steps required to create a Merge Type for a Document.

Creating a Notice

- Select the Merge Type parameter option.
- Click on the New button to create a new Merge Type.
- Enter the Merge Type code and description (these are user definable).
- Select the Relevant Merge Class using the Merge class pop-up button.
- The Active checkbox should remain checked on to ensure this Merge Type can be selected during document generation. The recurring checkbox should be left checked off.
- Click on the Edit Final Document checkbox if you wish to be able to Edit the final merged document. (Otherwise the document will only be accessible in Read Only mode).
- Click on the Retain After Printing button if you wish to be able to Save the final printed document.
- Click on the Fields button to enable selection of required data fields.
- Data Fields are assigned by highlighting the required code and clicking on the Select button. Only those data fields which have been assigned can be included in the Merge Type Template Document.
- Select the required data fields
- Click on the Types button to enable selection of required Extract types.
- Click on the Template Edit Document button to enable the setup of the template document. A blank Document will appear in the Word Processor selected. Use the Insert merge field button which appears to include the required merge fields into the document.
- Click on the OK button to accept the Merge Type details.

Merge Type maintenance is documented further in the Word processing Guide.

Response Types Maintenance

This function allows you define various Response Types to Letters which have been issued from the Animal Module.
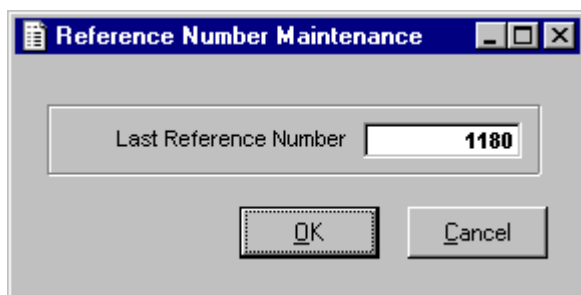
Please refer to the Word Processing Guide for further information on this process.

Reference Number Maintenance

This parameter maintains the internal number assigned to the last animal entered into the system. This should not be changed without consulting INFOR. It should be noted that the Reference Number is unique for the whole Animal Module and not just for each Animal Type.

Reference Number Maintenance Form

This form maintains the internal number assigned to the last animal entered into the system. This should not be changed without consulting INFOR. The Reference Number is unique for the whole Animal Module and not just for each Animal Type.

Reference Number Maintenance Form

Last Reference Number
The number displayed in this field is the last Reference Number assigned to an Animal in the Animal Module.

Property Parameters - Workflow

The ability to notify an Officer within the Animals Control area is now available. An E-mail can be sent automatically at the time of a Transfer of Ownership within the Property System. This is controlled by an 'Action'. The 'Action' effectively generates an E-mail message to the nominated addressees advising what has occurred with the property and that there are Animals associated to the property.

As the check is controlled from within Property, the defining of the Animal Check Action is setup within the Property Parameters. To access this function select the Property Administration Parameters / More Button to display 2 of 3/ Workflow Parameters / User Action Maintenance.   Selecting a System Action Code of LAN will allow an Action to be setup to check for Animals on a Property based on the filter criteria nominated in the Animal Check Action Parameters form.

Animal Check Action Parameters

The Animal Check Action Parameters form allows the filter criteria for Animals to be defined. The information selected on this form is then used when a Transfer of Ownership is performed within Property. A check is done for the Property being transferred and if an Animal exists which matches the filter criteria then an E-mail will be sent to the nominated person informing of the Transfer of Ownership and that there is an Animal(s) associated to the Property. The filter criteria can be multi selected and a combination of Registration Class and/or Animal Status.

Animal check Action Parameters form

Animal Type

If an Animal Default has been defined within the Animal Type Parameters within the Animals Module then it will automatically be defaulted into the Animal Type field on the Animal Check Action Parameters form. The Animal Type can be changed to another Type if the Default is not required. Additionally the Animal Type Pop Up can be used to display a list of all the available Animals Types and the required Type can be selected. The Description of the Animal Type selected is displayed in the field next to the Pop Up Button.

The information displayed in the Registration Class area is dependant on the Animal Type selected as it is associated at Animal Type level within the Animals Module. Therefore if the Animal Type field is left blank there will be no Registration Class information available for selection within the filter criteria. Only Animal Status will be available. The Animal Type field is optional and can be left blank if all Animal Types are required.

Registration Class

The information displayed in the Registration Class area is dependant on which Animal Type has been selected. If no Animal Type has been defined then no information is displayed in the Registration Class area. The Registration Class is a multi select field enabling the selection of more than one Registration Class to be included in the filter criteria.   Selection of a Registration Class is not mandatory.

Animal Status

The Animal Status area will list all the Animal Statuses available within the Animal Module. This includes Active and Inactive Statuses. The Animal Status is a multi select field enabling the selection of more than one Animal Status to be included in the filter criteria. Selection of an Animal Status is not mandatory.

Export Data String Maintenance

Export Data String Maintenance Form

This form allows fields to be added to the Export Format to be included in the Animal Renewal/Reminder Notice format.

Export Data String Maintenance Form

Export Format
This field allows a previously created Export Format to be selected. (Export Formats are created via Query>>Query Parameters>>Export/Import Format Maintenance)

Animals per Notice
Enter the number of Animals required to be included in an Animal Renewal/Reminder Notice.

Select All Fields Flag
Select this flag if all fields are to be added to the Export Format. Leave this flag checked off if you wish to select only certain fields.

Fields
All available fields will be listed here. Click on any field to be included in your export format. Click the field again to turn off the selection.

NZ National Dog Database Parameters

Note: This is an authorised function called "New Zealand National Dog Database". If your council requires this functionality, please see your Account Manager.
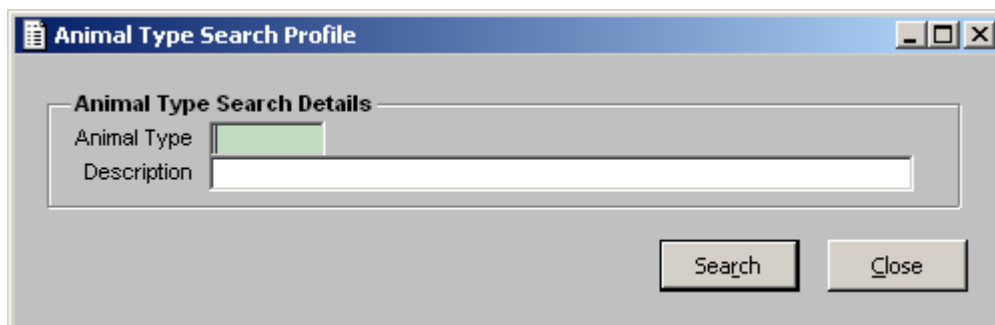
The NZ National Dog Database Parameters have been developed to enable data from the Pathway Animals module to be extracted in the correct format to be able to be sent and loaded into the NZ National Dog Database.

This functionality covers 'Full Extract' and 'Incremental Extract' functions. The 'Full Extract' extracts ALL animal details from the Pathway database and can be used initially to send ALL animal details to the New Zealand National Dog Database and subsequently perform a synchronisation of data between Council and National Dog databases. The 'Incremental Extract' can be used during Standard Processing and it only produces an XML file of items that have changed since the last extract was performed.

See also: **NZ NATIONAL DOG DATABASE SETUP AND PROCESSING**

Animal Type Search Profile Form

The Animal Type Search Profile allows the user to search for an Animal Type from the existing list of Animal Types. Data may be entered into one or both fields before performing the search, or alternatively, the Search button may be selected without entering any data. In this case all records will be retrieved.

Animal Type Search Profile form

Animal Type/Description
Enter an Animal Type and/or Description and select the Search button to perform a search. Wildcard searching is available in both fields, e.g. D*.

Animal Type Selection Form

The Animal Type Selection form displays when a search is performed from the Animal Type Search Profile. It will display all Animal Types or a subset of Animal Types depending on the type of search performed. Focusing on an Animal Type and selecting the Modify button will display the NZ National Dog Database Breed Parameters specific to that Animal Type.

Animal Type Selection form

Code/Description/Default/Active

The Code and Description fields display the Animal Type Code and the associated Description as defined in Pathway.

The Default and Active flags are display only on this form and will indicate whether an Animal Type is currently active within the system as well as specifying which Animal Type has been flagged as the default type.

NZ National Dog Database Breed Parameters Form

The NZ National Dog Database Breed Parameters form allows councils to map their existing Breed Codes to the required codes for the National Dog Database. This form automatically loads in all of council's breed codes and then provides two fields to map to the breed codes for the National Dog Database.

NZ National Dog Database Breed Parameters form

Animal Type/Description

The Animal Type and Description fields display the selected Animal Type and associated Description.

Animal Breed Code/Description/Active

The Breed Code and Description fields contain the existing Pathway Breed Codes as defined within the Animal Breed Code Parameters defined within the Animal Type. These fields are display only on this form, as is the Active flag.

Predominant Breed/Secondary Breed

The Predominant Breed and Secondary Breed Codes are maintainable and council is required to key in the required values in line with the National Dog Database List. These fields will allow a maximum of 4 characters to be entered, and have no validation applied.

The Predominant Breed field is mandatory while the Secondary Breed Code field is optional. Where the Breed is a cross-breed and the secondary breed is not known, the code CRXX must be used.

NZ National Dog Database Colour Parameters Form

The NZ National Dog Database Colour Parameters form allows council to map their existing Colour Codes to the required codes for the National Dog Database. This form automatically loads in all of councils Colour Codes and then provides two fields to map to the Colour Codes for the National Dog Database.

NZ National Dog Database Colour Parameters form

Animal Colour code/Description/Active

The Animal Colour Code and Description fields contain the existing Pathway Colour Codes as defined within the Animal Colour Maintenance Parameters defined within the Animal module. These fields are display only on this form, as is the Active flag.

First Colour/Second Colour

The First and Second Colour Code fields are maintainable and council is required to key in the required values in line with the National Dog Database list.

The First and Second Colour fields allow up to 3 characters to be entered, and will have no validation applied. The First Colour field is mandatory.

NZ National Dog Database Class Parameters Form

As part of the NZ National Dog Database extract, Pathway is required to report on the De-sexed Status of an animal. Within Pathway the information on the de-sexed status can be stored in many ways. This may be indicated as part of the Animal Gender Code, or recorded as part of the Animal Class. As both of the these parameters are user-definable codes that are maintained by council, Pathway does not have a specific de-sexed Y/N indicator. To this end, the Class Parameters defined on this form allow council to define which codes are to be deemed as Desexed 'Y' or 'N' for the purposes of this extract only.

Note: In the event that your council does not have a desexed class, the corresponding National Dog Database table will not populate if this form is not maintained and saved. Therefore, councils are required to activate a 'desexed' flag to prompt the population of the NDD table. This flag can subsequently be unchecked if not required and the form saved.

NZ National Dog Database Class Parameters form

Animal Type/Description

These fields display the selected Animal Type.

Registration Class Code/Description/Active

All available Animal Class Codes that have been defined within the Animal Parameters>>Animal Type Maintenance option and are flagged as active are displayed here. The Active flag is retrieved from the Animal Parameters and is display only on this form.

Desexed

The Desexed checkbox allows council to define which of the Animal Class Codes are to be treated as 'Desexed' for the purposes of the National Dog Database extract only.

NZ National Dog Database Gender Assignment Parameters Form

As part of the NZ Dog Database extract, Pathway is required to report on the Gender of an animal. Within Pathway the Animal Gender Codes are user-definable codes that are setup and maintained by council. As a result, there may not be specific gender codes in use. This form allows council to assign a gender specification (e.g. Male and Female) to their own codes for the purposes of this extract only.

NZ National Dog Database Gender Assignment Parameters form

Animal Gender/Active

All available Gender Codes that have been defined within Animal Parameters in Pathway and are flagged as active are displayed here. The Active flag is also retrieved from the parameters and is display only on this form.

Desexed

The Desexed checkbox allows council to define which of the Gender Codes are to be treated as 'Desexed' for the purposes of the National Dog Database Extract only.

Animal Gender

The Gender field is a dropdown field with the following selections:
- Female
- Male

It allows council to map their own user-defined Gender categories to those required by the National Dog Database.

NZ National Dog Database Status Assignment Parameters Form

As part of the NZ National Dog Database extract, Pathway is required to report on the Status of an Animal. The following form allows councils to map their existing Status codes into the following three categories:

- 'I' - Currently in District
- 'O' - Out of District
- 'D' - Deactivated

NZ National Dog Database Status Assignment Parameters form

Animal Status/Description/Active

All the available Animal Status Codes will display here along with their Active Indicator as per the Animal Parameters. The Active flag is display only on this form.

NDD Status

The NDD Status field is a dropdown field that allows for the following selections:

- Currently in District
- Out of District
- Deactivated

Council is required to select an NDD Status from the dropdown list to best identify each of their existing Statuses. Each Animal Status Code must have an equivalent NDD Status.

Owner Classification Section of Act Parameter Maintenance Form

This form is used to establish Owner Classification Codes and Types to comply with the Owner Classification Section of the Act. The Insert button allows council to add to this list as required, and entries may be deleted using the F11 key. Owner codes may be made inactive by checking OFF the Active flag.

Owner Classification Section of Act Parameter Maintenance form

Code

The Code field allows up to 20 alpha-numeric characters to be entered to represent an Owner Classification Code. This field is mandatory.

Description

The Description field allows up to 100 characters to be entered to describe the Owner Classification Code. This field is mandatory.

Classification Type

The Classification Type field allows a selection to be made from a dropdown list. The options available are:

- Probationary (P)
- Disqualified (D)

Active Flag

The Active Flag indicates whether the Code is available for selection against an animal record. When a new record is added the Active flag is checked ON by default, however, it may be checked OFF if the entry is required to be made inactive. If an Active flag is checked OFF after the Owner Classification has been used in creating records, then the related Owner classification will still be visible where it has been used in existing records, however the classification will not be available to be added to new records.

Dog Classification Section of Act Parameter Maintenance Form

This form is used to establish Dog Classification Codes and Types to comply with the Dog Classification Section of the Act. The Insert button allows council to add to this list as required, and entries may be deleted using the F11 key. Dog codes may be made inactive by checking OFF the Active flag.

Dog Classification Section of Act Parameter Maintenance form

Code
The Code field allows up to 20 alpha-numeric characters to be entered to represent a Dog Classification Code. This field is mandatory.

Description
The Description field allows up to 100 characters to be entered to describe the Dog Classification Code. This field is mandatory

Type
The Type field allows a selection to be made from a dropdown list. The options available are:
- Dangerous (D)
- Menacing (M)

Active Flag
The Active Flag indicates whether the Code is available for selection against an animal record. When a new record is added the Active flag is checked ON by default, however, it may be checked OFF if the entry is required to be made inactive. If an Active flag is checked OFF after the Dog Classification Code has been used in creating records, then the related Dog code will still be visible where it has been used in existing records, however the classification will not be available to be added to new records.

Dog Deactivation Reason Parameter Maintenance Form

As part of the NZ National Dog Database extract certain Codes are required to provide Reasons for a dog's deactivation. The following Codes have been specified as required by the NZ National Dog Database Specifications. The Insert button allows Council to add to this list as required by the changing requirements for the National Dog Database. These Codes include the following:

Code	**Description**
GNA	Gone No Address

EXP   Exported
DES   Destroyed
STN   Stolen
LST   Lost
DED   Dead

Dog Deactivation Reason Parameter Maintenance form

Code/Description
The Code field is mandatory and allows up to 3 characters to be entered. The field is converted to uppercase. The Description field is also mandatory and allows up to 50 characters to be entered. It will remain as entered, in mixed case.

Active Indicator
The Active flag indicates whether this code is available for selection against an animal record.

NZ National Dog Database Bulk Import Form

In order to facilitate the entry of the Animal information, a generic import facility has been made available. This allows the import of information into the NZ National Dog Database Maintenance form.

The Control form performs the import of 1 record per animal with the required information.

The fields in the Import file need to correspond to the assigned fields in the Import definition. These fields will normally be as follows:

anmlrefer	– Animal Reference (without check digit)
cdelannzdc	– Dog Section of Act Code
distmarks	– Distinguishing Marks
permident	– Permanent Identifier
anmlsafety	– Animal Safety Alert flag (Y or N)
cdelannzdd	– Dog Deactivation Reason Code
destdate	– Date of Destruction Order
nonstdchip	– Non-Standard Chip Number
ownsafety	– Owner Safety Alert flag (Y or N)
cdelannzoc	– Owner Classification Code
expirydate	– Expiry Date

Export/Import Format created for this purpose

Details of the Import Format are as follows (accessible via Query>>Query Parameters>>Export/Import Format Maintenance):

System defined Import Format for importing Animal data into NZ National Dog Database

The following is an example file created for this format. (***Note: This file must be manually created***.)

```
1539,31(1)(c),"Left ear nipped","Tattooed and docked
tail",Y,DES,"28/07/2005","DEC232",Y,"25(1)(C)","17/08/2005"
3146,31(1)(a),"Left ear missing","Tattooed, docked
tail",Y,DES,"28/07/2005","DEC232",N,"21(1)_DCA","16/08/2005"
3155,31(1)(b),"Right ear missing","Docked tail",N,AAA,"","",Y,"rrr",
3157,31(1)(c),"Left ear tagged","Three legged",Y,EXP,"","RRR4344",N,"21(2)","15/08/2005"
3158,33A(1)(b)(I),"Scar on head","Pointed ears, docked tail",N,LST,"","ZZZ666",Y,"26(1)",
3159,33(c)(1),"Right ear tagged","Left eye missing",N,STN,"","",Y,"25(1)(c)",
```

The Import Format created above needs to be selected in the following form. Only Import Formats defined for the LANNZIM entity are allowed to be browsed and selected in this form.

NZ Animal Data Import Control form

The Processing Options available are:
- Report Only – produces a report with no database updates.
- Update Only – updates the database with no report.
- Update and Report – produces a report and updates the database.

In the Import File field, the location and file name (with extension) of the Import file must be entered. Browse is available on this field.

When initiated, the process will populate the NZ National Dog Database Data based on the information in the import file.

For each record in the Import file it checks that the Animal exists and all Codes exist.

Existing NZ NDD data will be updated with information from the Import file only if the Import data is not blank.

All Owners for the Animal will be updated with the Owner details in the Import file.

If selected, a report will be produced stating:
- the number of records to Import,
- the number of records updated in the database,
- the errors, if any,
- the warnings, if any.

If setup, an email will also be sent to the appropriate person detailing the records processed.

Note: If an error or invalid data is contained in the import file then the entire record will not be imported and the associated Animal record will not be updated.

The imported data can be viewed for each Animal by using the 'NZ National Dog Database Data' dropdown option in Animal Maintenance.

Details can be viewed after updating via an Import file

Maintenance

The following topics are covered in this section:

Registering a New Animal within Receipting

New animal registrations are normally first entered via the Receipting function. However depending on individual requirements this process can be modified.

An example of the process would be:-

- The owner completes an Animal Registration Form and hands it to the Cashier.

- The Cashier accepts the new registration money and issues a disc. The disc number should be recorded on the office copy of the Registration Form.

- The Cashier will enter a receipt specifying the Type of Animal, a Transaction Type for new registrations, a Registration Class Code, a Disc Number and a Registration Period Code.

  - The Class Code determines the Fee that is to apply for the specified Animal Type.
  - The Disc number should be entered on the Registration form along with the receipt number.
  - The Animal Owners name can be entered on the Payee details for the receipt.

- The form should then be put aside for completion of processing of the Animal.

To complete the process of new animal registration access Animal Maintenance and select the Partial Registration Option.

Renewing an Animal Registration within Receipting

Animal Renewals are processed via Receipting, the Animal records are updated automatically with Disc and Receipt details.

When an Animal renewal is received, if the Renewal Notice accompanies the payment:

- Enter the Application, Animal Type and Animal Reference number.
- Enter the allocated Disc number in the Qualifier field.
- Select "Add" and the fee will be returned along with the Animal Owners name.
- The fee is based on the Class Code on record.
- Enter the tendered amount and accept receipt.

The Animal Registration record will be updated with disc and receipt details.

If the "Class" has changed from the last time the person renewed the animal, i.e., it is now Desexed, or the Owner is now entitled to a Concession, the above applies however, the new Class will need to be specified with the Animal Reference number.

The Animal Registration record will be updated with the new Class Code as well as Disc and Receipt details.

> **Note:** If the Animal Reference number is not supplied to the Cashier, an Enquiry may need to be performed to obtain it.

Animal Allocation Line Maintenance Form

This form is displayed from within receipt entry when an animal receipt is entered without any allocation information. From this form you are able to search for an existing animal, select it, and receipt against the animal.

Animal Receipt Entry Maintenance Form

Animal Reference

The Animal Reference field displays the Animal Reference. An Animal Reference can be keyed directly into this field. Once an Animal Reference has been entered the Animal Name will be displayed. If Animal Check Digit has been switched on at the parameter level and numbers have been generated, then a Check Digit will display alongside the Animal Reference once an Animal Reference has been selected or keyed in.

> **Note:** Use the Pop Up button located on the Animal Reference line to search for an Animal via the Animal Search Profile.

Refer to Appendix for more details on Animal Check Digit functionality.

Animal Type

This is the Animal Type to be registered e.g.. Dog. If a Default Animal Type has been defined in the Animal Parameters it will automatically display in this field. Once an Animal Reference has been entered this field will be updated to the Animal Type associated with the Animal Reference entered.

Type

This is the Transaction Type being entered. e.g.. New Registration Upon entry of this form the Type will default to R for Renewal.

Registration Class Code

This is the Registration Class Code e.g.. Domestic Pet, Guide Dog etc. If a Default Registration Class has been defined for the Animal Type then upon entry into this form the default will be displayed. This can be overridden if it is not correct.

Disc Number
This is the number of the Disc being allocated to the animal.

Duration
Enter in the Duration that is applicable for the Registration Period to use. This field can be left blank, if blank then the default Registration Period will be used.

Registration Period Code

This is the Registration Period Code e.g.. 1998.

Allocation Amount
This is the Registration Amount being allocated to the Receipt. If you leave this field blank it will use the Amount for the Registration Class / Duration for the Animal Type being entered. If you enter in a value then it will retain it.

Animal Registration Maintenance

The maintenance function allows the user to add and maintain details relating to animals such as changing the animal location or owner details and adding new registration details. Some of the options available in this function are part of the Name and Address Processor and the Property Module.

Additionally, Partial Registrations performed from the Receipting Module can also be maintained from this function.

Animal Search Profile Form

The Animal Search Profile allows the user to search for animals using a combination of search criteria. This includes using Property details with Animal details, or Registration details with References details etc. In effect it allows searching all Animals for an Owner of a particular Breed, Status, Registration Class etc. The form is divided into 4 sections. Options from the first 3 sections may be used in combination with the Additional Search Options in the 4th section to further filter the search results.
Searching for Animals by Letter details and Query are secured functions.
Animal Type is an optional field.

Animal Search Profile Form

Animal Type

The Animal Type being Cat or Dog etc. This will default to the Animal Type nominated as the Default within Animal Type Maintenance. If no default has been set at the parameter level then this field will be blank upon access to the form and subsequently all Animal Types will be used in the search. The user may enter an Animal Type or select one from the Pop Up.   This field is optional. If the Animal Type is not specified the user will be unable to select the following fields:
- Breed
- Registration Class
- Period Code

If an Animal Type is selected on the Search Profile form then it will be used in the search criteria for all selection forms accessed from this form.

Select Using Animal Details Checkbox
Select this check box to conduct a search using Animal Details.

Animal Reference
A Reference Number is automatically allocated for each animal registration. You can use this field to access animal registration details directly by specifying the relevant reference number.

Animal Name
The animal name (or part thereof) may be entered into this field as part of the search criteria.

Animal Status Code

Enter a Status Code (or select from the pop up) if the search is to be performed for a specific status code. The Status Code can be used by itself or in conjunction with other fields on the form.

Animal Breed Code

Enter a breed code (or select from the pop up) if the search is to be performed for a specific breed type. If no default Animal Type has been defined then the Breed Code field will be dimmed until an Animal Type has been entered. The Breed Code can be used by itself or in conjunction with other fields on the form.

Registration Class Code

Enter the Registration Class Code details or select from the Pop Up. If no default Animal Type has been defined then the Class Code field will be dimmed until an Animal Type has been entered. The Class Code can be used by itself or in conjunction with any of the other fields within the Animal Details section of the form.

Physical Id
If the animal has an identifying tattoo or microchip you may specify it in this field. For example, racing animals have a unique number tattooed.

Select Using Registration Details Checkbox
Select this checkbox to conduct a search using Registration Details.

Registration Period Code

This is the Registration Period Code which denotes the registration year. For example 1998. This will default to the default period associated to the Animal Type currently entered in the Animal Type field on the Animal Search Profile form. If no default Animal Type has been defined then the Period Code field will be dimmed until an Animal Type has been entered.

Disc Number
This field is used to search via the disc number issued to the animal.

Additional Search Options – Names
Select the Names option button to display the 'Owner – Name Search Profile' form. This allows the user to filter the search by Name selection criteria in addition to the any other criteria specified in the other sections of the form.

Additional Search Options – Property
Select the Property option button to display the 'Property Address Search Profile' form. This allows the user to filter the search by Property details in addition to the any other criteria specified in the other sections of the form.

Additional Search Options – References

Select the References option button to display the 'References Search Profile' form. This allows the user to filter the search by Reference selection criteria in addition to the any other criteria specified in the other sections of the form.
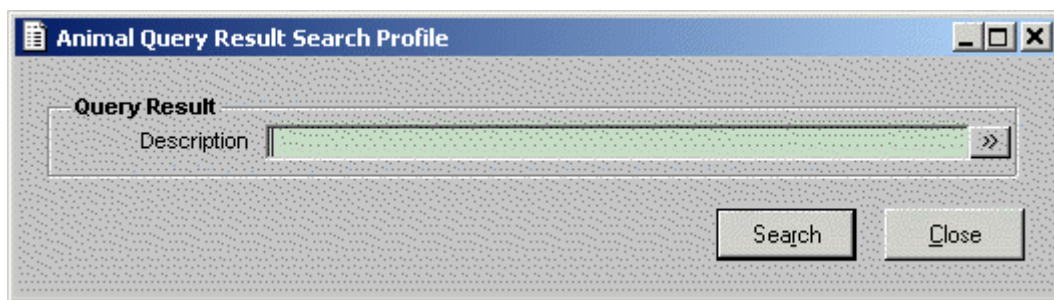
Additional Search Options – Letters
The Search by Letter option is a secured option. Once the 'Letter' option button is pressed the 'Request Search Profile' displays to allow the user to enter selection details. The final result is filtered not only by letter selection criteria but also the Animal Type, Animal Details and Animal Registration if they have been set.

Additional Search Options – Query
The Search by Query option is a secured option. Once the 'Query' option button is pressed the 'Animal Query Result Search Profile' displays to allow the user to enter selection details. The final result is filtered not only by the query result but also the Animal Type, Animal Details and Animal Registration if they have been set.

Animal Query Result Search Profile Form

Animal Query Result Search Profile Form

Query Result - Description
This field allows a Query Result to be keyed in or selected from the Pop Up to be used as part of the search criteria in the animal search.

Animal Registration Selection Form

This form is displayed when a search has been initiated from the Animal Search Profile form via the Registration Details search criteria. Information such as the Breed, Registration Period, Animal Name and Registration Class can been seen.

Selecting a record will allow you to maintain the Animal information. If more than one Animal record is required to be selected, then the Multi Select function is available. Use the CTRL key to multi select single Animal records, or use the SHIFT key to select a range of Animal records.

Animal Registration Selection form

Reference
The Internal Reference number for the Animal is displayed in this field. This number may include a Checkdigit if this is turned on in parameters, e.g. 34798 (5).

Owner Names
The Owner(s) of the Animal are displayed in this field.

Property Location
The property where the Animal can be found is displayed in this field

Disc
The most recent Registration Disc Number is shown in this field.

Period
The associated Registration Period for the Disc is shown in this field.

Animal Details - Animal Type Description
The Animal Type Description is displayed.

Animal Details – Breed Description
The Breed Description for the Animal currently being highlighted is displayed in this field.

Animal Details - Registration Class Description
The Registration Class Description associated to the Animal currently being highlighted is displayed in this field.

Animal Details – Status Description
The Animal Status Description for the Animal currently being highlighted is displayed in this field.

Animal Details - Animal Name
The Name of the Animal currently being highlighted is displayed in this field.

Animal Details - Physical Id
Physical ID for the Animal currently being highlighted will be displayed in this field

Animal Details - Animal Gender
The Gender for the Animal currently being highlighted will be displayed in this field.

Animal Details – Colour Description
If a Colour has been entered for the Animal currently being highlighted, then the Animal Colour Description will be displayed in this field.

Animal Details - Registration Expiry Date
If a Registration record exists for the Animal currently being highlighted then the Expiry Date of that registration record will be displayed in this field.

Animal Details - Date of Birth
The Date of Birth will be displayed in this field for the Animal currently being highlighted in the search form.

Animal Details - Age (Years\Months)
The Date of Birth for the Animal currently being highlighted is converted into an Age represented as Years and Months.

Animal Class Pop Up Form

Upon selecting this Pop Up the available Animal Class for the Animal Type nominated is displayed. The user is then able to search or select the required Animal Class.

Animal Class Pop Up Form

Reg. Class Code
The available Registration Class Codes are shown in this field.

Description
The associated Description for the available Registration Class Codes is shown in this field.

Search Profile - Reg. Class Code
Enter in the Registration Class Code (or part thereof) for which to search.

Search Profile - Description
Enter in the Description of the Registration Class Code (or part thereof) for which to search. Wild Card searching is available in this field.

Animal Breed Pop Up Form

This Pop Up form displays the available Breed Codes for the nominated Animal Type.

Animal Breed Pop Up Form

Code
The Available Breed codes are displayed in this field.

Description
The associated Description of the available Breed Code is displayed in this field.

Search Profile - Animal Breed Code
Enter in the Animal Breed Code (or part thereof) for which to search.
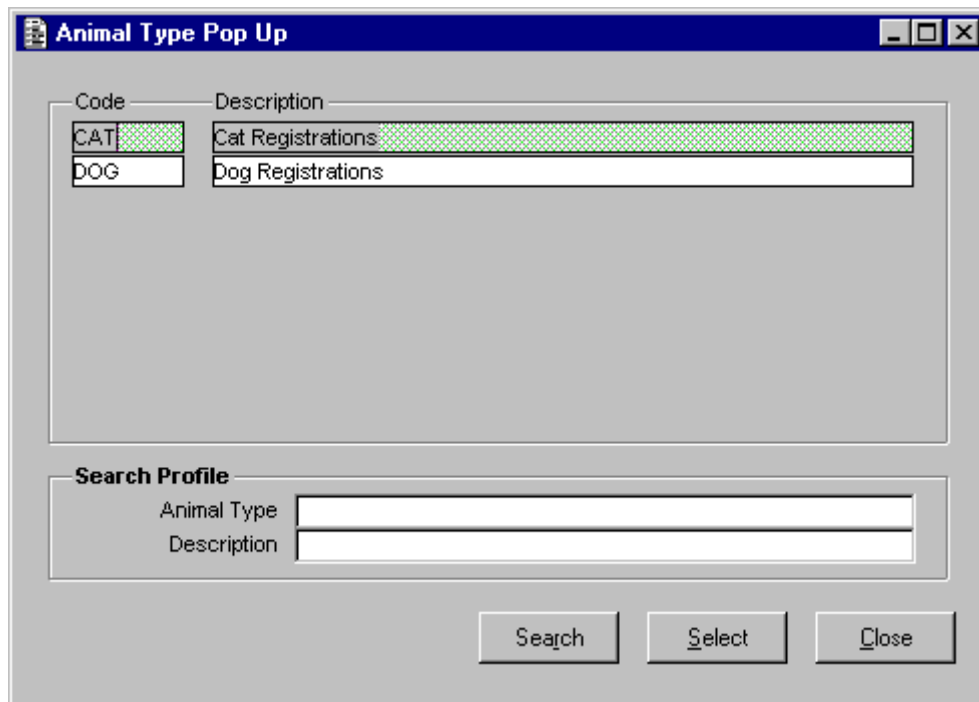
Search Profile - Description
Enter in the Description of the Animal Breed Code (or part thereof) for which to search. Wild Card searching is available in this field.

Animal Type Pop Up Form

Upon selecting the Animal Type Pop Up Form the active Animal Types will be displayed for selection.

Animal Type Pop Up Form

Code
The Available Animal Type Codes are displayed in this field.

Description
The associated Description of the available Animal Type Code is displayed in this field.
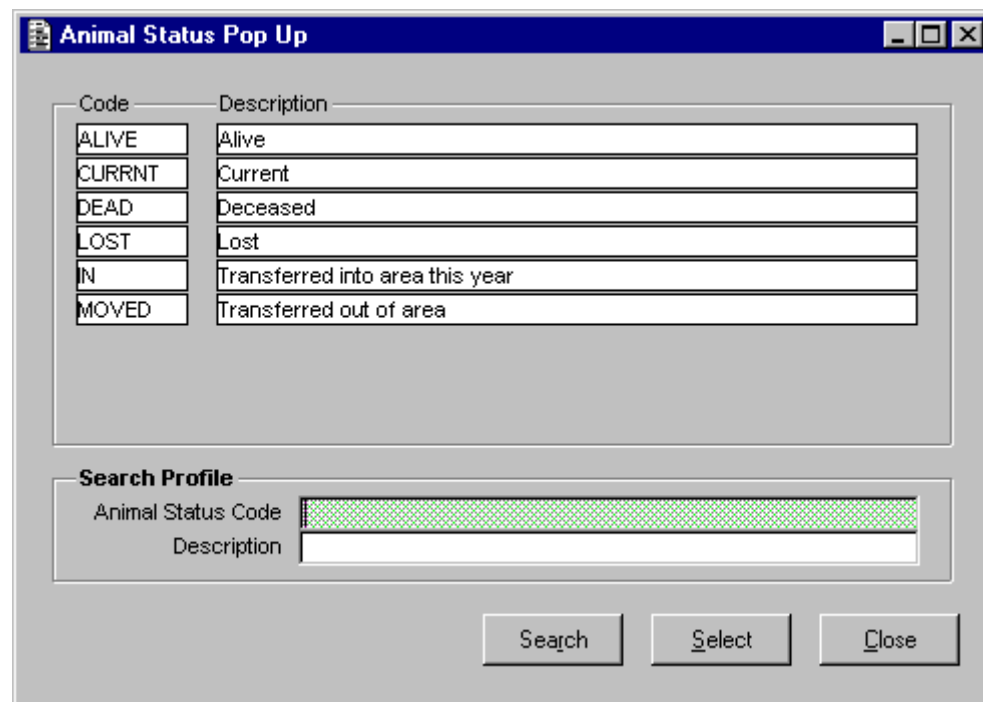
Search Profile - Animal Type
Enter in the Animal Type Code (or part thereof) for which to search.

Search Profile - Description
Enter in the Description of the Animal Type Code (or part thereof) for which to search. Wild Card searching is available in this field.

Animal Status Pop Up Form

Upon selecting the Animal Status Pop up Form the active Animal Status will be displayed for selection.

Animal Status Pop Up Form

Code
The Available Animal Status Codes are displayed in this field.

Description
The associated Description of the available Animal Status Code is displayed in this field.

Search Profile - Animal Status Code
Enter in the Animal Status Code (or part thereof) for which to search.
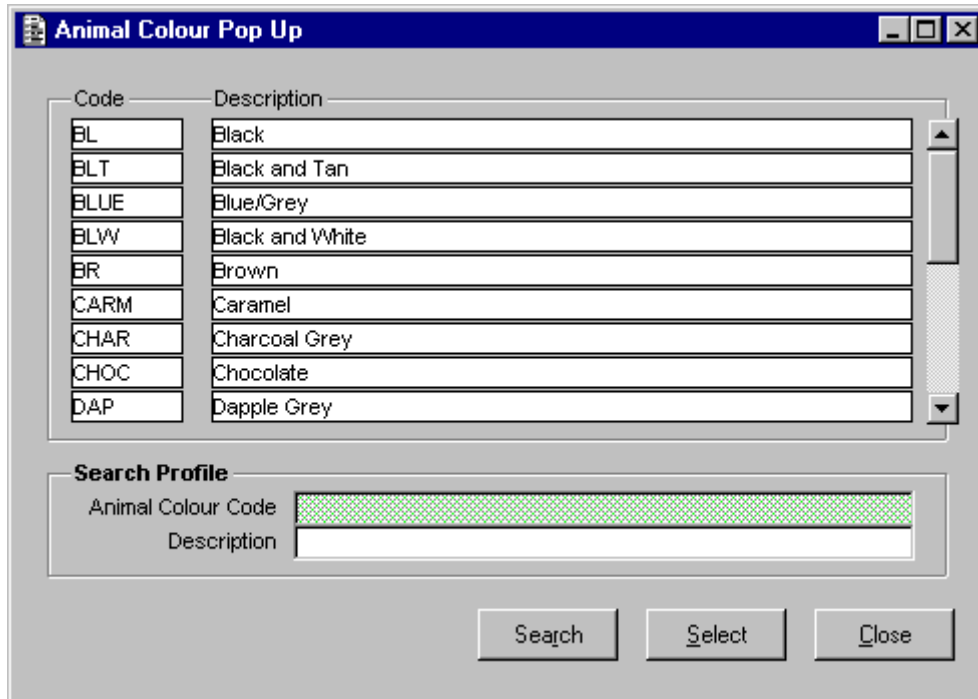
Search Profile - Description
Enter in the Description of the Animal Status Code (or part thereof) for which to search. Wild Card searching is available in this field.

Animal Colour Pop Up Form

Upon selecting the Animal Colour Pop up Form the active Animal Colours will be displayed for selection.

Animal Colour Pop Up Form

Code

The Available Animal Colour Codes are displayed in this field.

Description

The associated Description of the available Animal Colour Code is displayed in this field.

Search Profile - Animal Colour Code
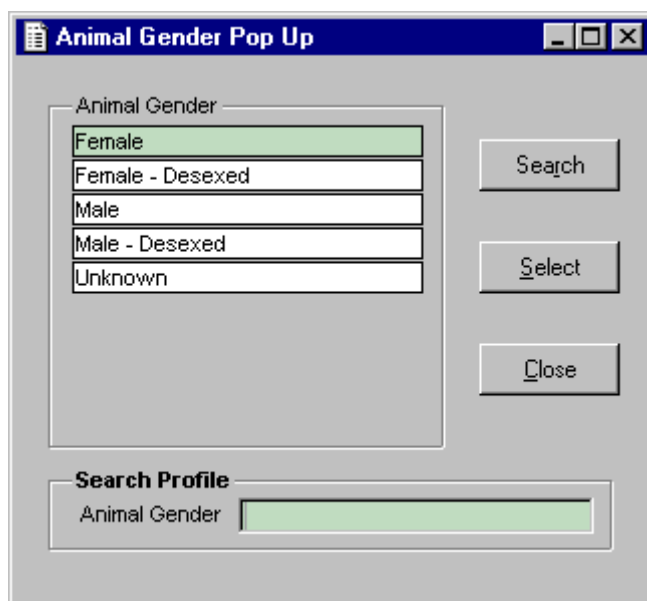
Enter in the Animal Colour Code (or part thereof) for which to search.

Search Profile - Description

Enter in the Description of the Animal Colour Code (or part thereof) for which to search. Wild Card searching is available in this field.

Animal Gender Pop Up Form

Upon selecting the Animal Gender Pop up Form the active Animal Genders will be displayed for selection.

Animal Gender Pop Up form
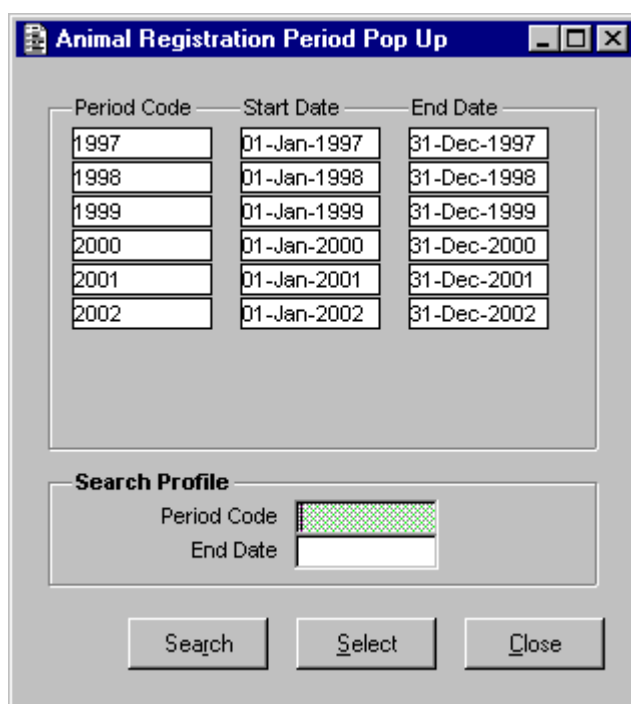
Animal Gender
The Available Animal Gender descriptions are displayed in this field.

Search Profile - Animal Gender
Enter in the Animal Gender description (or part thereof) for which to search. Wild Card searching is available in this field.

Animal Registration Period Pop Up Form

Upon selecting the Animal Registration Period Pop up Form the active Animal Registration Periods will be displayed for selection.

Animal Registration Period Pop Up Form

Period Code
The Available Registration Class / Period Codes are displayed in this field.

Start Date
The associated Start Date for the Registration Class / Period Code is displayed in this field.

End Date
The associated End Date (expiry date) for the Registration Class / Period Code is displayed in this field.

Search Profile - Period Code
Enter in the Period Code (or part thereof) for which to search.

Search Profile - End Date
Enter in the End Date for which to search.

Animal Transaction Type Pop Up

Upon selecting the Animal Transaction Type Pop up Form the active Animal Transaction Types will be displayed for selection.

Animal Transaction Type Pop Up Form

Type
The Available Animal Transaction Types are displayed in this field.

Description
The associated Description of the available Animal Transaction Type is displayed in this field.

Search Profile - Type
Enter in the Transaction Type (or part thereof) for which to search.
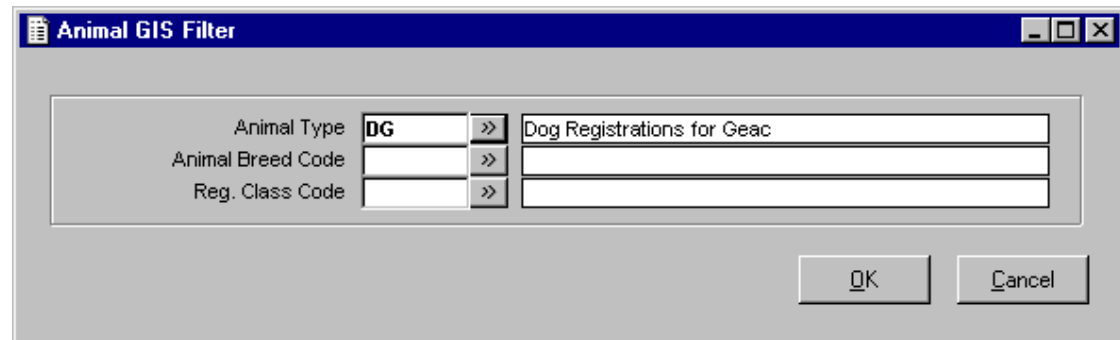
Search Profile - Description
Enter in the Description of the Transaction Type (or part thereof) for which to search. Wild Card searching is available in this field.

Animal GIS Filter

If access to a GIS product has been defined upon selecting information from the GIS and returning to Pathway Animals you will need to define the filter information for Animals.

Animal GIS Filter form

Animal Type

Enter in the Animal Type that is required to be displayed within Pathway from the information selected from within the GIS product.

An Animal Type is Mandatory.

Animal Breed Code

To further filter the selection of Animals for an Animal Type, an Animal Breed Code can be entered. This field can be left blank.

Registration Class Code

To further filter the selection of Animals for an Animal Type, an Animal Registration Class Code can be entered. This field can be left blank.

Request Selection Form (via Animals)

This form is a 'Combined' Selection form which displays when the Animals Search Options button is selected in a Customer Service search. It displays the items from the related Module (Animals) 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 Animal Search profile. In other words, the animals retrieved are those that are linked to Requests which satisfy the Request Search criteria.

Request Selection Form (via Animals)

Animal 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.

Animal 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.

Adding a New Animal Record from the Partial Registration List

This option will be used in the majority of cases and is the preferred option as the Receipting details have already been entered into the system.

To add a new animal record, access Animal Maintenance and select the Partial Registration Option:

- If the animal is a new registration, the cashier would have already issued a disc and registered the disc number on the Registration Form. Using the Registration Form select the Partial Registration button to access all the New Animals that have receipt entries.

- Highlight the relevant receipt record from the list provided. This record can be identified by the Disc Number and Receipt Number.

- Select "Modify" to enter the Animal Details.

- Complete entering the relevant animal details, including the animal's Status, Class code, Breed, Colour, Name, Sex, Date of birth etc. Where the date of birth is entered, the age is automatically calculated.

- Select the Owners Maintenance button to register the Animal Owners name. Use the "Insert" button to add the Owners Name. The Name and Address Register selection screen will be displayed, where either the appropriate name can be selected, or "ADD" taken to add a new name if it does not exist.

- Next, the Animal's Location needs to be specified. Select the Property Location Maintenance button. Select "Insert" to add the address of the Animal. Use the "Search" option, select the relevant address.

Partial Registration Selection Form

The Partial Registration form is displayed when the Partial Registration Button is selected from the Animal Search Profile form. Only those Animal Partial Registrations for the selected Animal Type will be displayed.

Partial Registration Selection Form

Disc

This is the number of the disc which was issued to the animal during registration.

Animal Type
This field displays the Animal Type Code.

Period
This is the registration year that the animal was registered for.

Class
This field displays the registration class code.

Date
This is the date on which the registration occurred.

Receipt
This field contains the receipt number issued via Receipting.

Amount
This is the registration fee which was paid during registration.

Transaction Type
This is the registration transaction type. For example New Registration, Transfer etc.

Animal Selection Form

This form is displayed when a search has been initiated from the Animal Search Profile form. Information such as the Breed, Registration Period, Animal Name and Registration Class can been seen.

Selecting a record will allow you to maintain the Animal information. If more than one Animal record is required to be selected, then the Multi Select function is available. Use the CTRL key to multi select single Animal records, or use the SHIFT key to select a range of Animal records.

Animal Selection Form

Reference
The Internal Reference number for the Animal is displayed in this field. If Animal Check Digit has been switched on at the parameter level and numbers have been generated, then a check Digit will display in brackets alongside the Animal Reference e.g. 1150 (9).

Refer to Appendix for more details on [Animal Check Digit](#) functionality.

Owners
The Owner (s) of the Animal are displayed in this field.

Property Location
The property where the Animal can be found is displayed in this field

Animal Breed
The Animal Breed Code is shown in this field.

Class
The Animal Class Code is shown in this field.

Animal Status
The Status of the Animal is shown in this field.

Animal Details - Animal Type Description
The Animal Type Description is displayed.

Animal Details – Breed Description
The Breed Description for the Animal currently being highlighted is displayed in this field.

Animal Details - Registration Class Description
The Registration Class Description associated to the Animal currently being highlighted is displayed in this field.

Animal Details – Status Description
The Animal Status Description for the Animal currently being highlighted is displayed in this field.

Animal Details - Animal Name
The Name of the Animal currently being highlighted is displayed in this field.

Animal Details - Physical Id
Physical ID for the Animal currently being highlighted will be displayed in this field

Animal Details - Animal Gender
The Gender for the Animal currently being highlighted will be displayed in this field.

Animal Details - Colour Description
If a Colour has been entered for the Animal currently being highlighted, then the Animal Colour Description will be displayed in this field.

Animal Details - Registration Expiry Date
If a Registration record exists for the Animal currently being highlighted then the Expiry Date of that registration record will be displayed in this field.

Animal Details - Date of Birth
The Date of Birth will be displayed in this field for the Animal currently being highlighted in the search form.

Animal Details - Age (Years\Months)
The Date of Birth for the Animal currently being highlighted is converted into an Age represented as Years and Months.

Animal Maintenance Form

The Animal Maintenance form allows maintenance of an existing Animal record or the creation of a new Animal record.

When creating a new Animal record the Animal Status and Class will use the default values for the Animal Type being created. These values can be overridden.

Animal Maintenance Form

Animal Type

The Animal Type being Cat or Dog etc.

Property Location

The property address where the animal resides is shown.

Owners

The animal's owner name is shown.

Animal Status Code

Specifies the status of the animal using a particular Status code as setup in the parameters. For example, Alive, Dead, Stolen, Left the Area.

Reg. Class Code

This field specifies the Class of the animal. For example, whether it is a working dog, guide dog or pet.

Animal Breed Code

The Animal's breed is specified in this field.

Animal Colour Code

This field to used to specify the colouring of the animal.

Animal Name

This field is used to specify the animal's name.

Animal Reference

A reference number is automatically allocated for each animal registration. You can use this field to access animal registration details directly by specifying the relevant reference number.
If Animal Check Digit is switched on and numbers have been generated, then a Check Digit will also display alongside the Animal Reference. The Check Digit will be automatically generated when a new animal is registered.

Refer to Appendix for more details on Animal Check Digit functionality.

Animal Gender

This field is used to specify the gender of the animal.

Physical ID

If the animal has an identifying tattoo or microchip, you may specify it in this field. For example, racing animals have a unique number tattooed. This field allows entry of up to 25 characters, and any searches over this field will ignore the case, e.g. all forms of entry such as 'shaggy', 'SHAGGY' or 'Shaggy' will be retrieved.

Date of Birth

Enter the Date of Birth of the Animal. Alternatively the age in years and months may be specified. Where the date of birth is entered, the age is automatically calculated and visa-a-versa.

Age (Years\Months)

Enter the age of the animal in years and months. If the age is entered without a date of birth the date of birth is automatically calculated.

Registration Period

The latest Registration Period that the Animal has been registered is displayed in the Registration Period field. The Registration date range is also shown.

Disc Number

The Disc Number associated to the Registration Period displayed is shown in this field.

The following Rules apply to the Issuing of Disc Numbers:

1. The same Disc number can be used for an animal over successive Registration periods

2. Cannot reuse the same disc number for a Replacement Disc in the same Registration period.

3. Cannot use the same Disc number for more than 1 animal of the same Animal Type in the same period. However, a Disc number can be used more than once for animals of different Animal Types in the same period, e.g. CAT and DOG.

4. Can use a Disc number in a Registration period if it hasn't been used by any other animal (of the same Animal Type) in that period. The disc number may have been used by this animal or by another animal in a previous period.

Note: A Three Year Registration period, e.g. 1st July, 2002 – 30th June, 2005, is considered different from a One Year Registration period, e.g. 1st July, 2004 – 30th June, 2005., and therefore the same Disc number will be able to be used twice for the same Animal Type if the Registration periods are different.

Particulars

A free format field that can be used for any available comments.

Options - Owner

Selecting the Owner Options button will display the owner(s) of the Animal. The owner maintenance form will display the current owner as well as any previous owner(s) of the Animal.

Options - Property

Selecting the Property Options button will display the property address as to where the Animal is residing.

Options - Registration

Selecting the Registration Options button will display the registration details for the Animal.

Options - Letters

If this Option is bold, then selecting the Letters Options button will allow viewing of letters sent to the owner(s) of the Animal. Responses can also be entered from this option.

Options – References

Selecting the References Option button will display the Reference Maintenance form to allow the user to add or maintain a Reference.

Options - Customer Service

If this Option is bold, then selecting the Customer Services Option button will allow viewing of information recorded in the Customer Service Module for this particular Animal.

Options - Infringements

Selecting the Infringements Options button will display any Infringements that have been attached to the Animal being displayed.

Options - Registers

Selecting the Registers Options button will display any Registers that the Animal has been associated to.

Options – Licences

Selecting the Licences Options button will display any Licences that are associated with the Animal – If allowed the user may maintain/create a Licence.

Related Licence for Animal

Animals to Licensing Linking is an Authorised Function to allow an Animal and a Licence to be linked together.

When the Licences button / menu pull-down is accessed on the Animal Maintenance form the user is presented with the new 'Related Licence for Animal' form:

Note:
- When linking a Licence to an Animal the 'Link Licences for the same Property associated to the Animal Link' system parameter governs behaviour. If checked on and the Property of the Animal and the Licence does not match, a warning message is issued and the Animal and Licence will not be linked.
- The 'Allow only one Licence to be linked to the Animal record' system parameter governs behaviour. If checked On and the Animal is already linked to an active Licence the Insert and New buttons will not be available.
- If the Animal's Status has its Link Licence checked Off then the above screen will be shown in 'enquiry' mode with the New and Insert not available.

Related Licence for Animal

Animal Reference Number/Location
This is the Animal reference number for the selected Animal and the property that the Animal is registered at.

Formatted Licence Number
This is the formatted Licence number linked to this animal

Animal Type
This displays the Animal Type.

Licence Description
This is the description of the related the licence.

Licence Property
This is the location of the related Licence.

Licence Status
This is the status of the related Licence.

Detail Out Button
Selecting this button will take the user to the Animal Licencing Summary Form.

Options – Set Cashier Warning / Reset Cashier Warning
The 'Set (or Reset) Cashier Warning' Option is available from the Options Menu bar.
Selecting the Set Cashier Warning Option will display the Warning Codes that are available for selection to be applied to the Animal

Once this Option has been selected the description of the option will change to Reset Cashier Warning. Selecting the Reset Cashier Warning will remove the Cashier Warning Code that had been set previously.

Note: When a Cashier Warning has been set on an Animal, the description of the Warning is displayed between the Particulars field and the Options buttons.

Animal Maintenance form showing Options Menu

Insert button:
This button is only available if the Animal's Status' Link Licence is checked On and the user
has been granted access to the new Related Licences authority function within the Animal
Module.

Pressing this button allows an existing Licence to be linked to the Animal. The Class Selection
form is initially presented and will only show the Classes the user is authorised to and within
these only those relevant to the Animals' Status:-

Selecting a Class will present the Licensing Search Profile and the Licence Selection form
allowing the user to select a Licence resulting in the Licence being linked to the Animal which
will be shown in the 'Related Licence for Animal' form.

New button:
This button is only available if the Animal's Status' Link Licence is checked On and the user is
authorised to create new Licences.

Pressing this button allows a new Licence to be created and automatically linked to this
Animal. Once pressed the existing screens used for Licence Entry are shown, as follows:-

Note: The Class/Type Selection form only shows the Classes the user is authorised to and
within these only those relevant to the Animals' Status.

Having selected a Class and Type, the Licence Entry screen is shown:-

The new Licence automatically has the Animal's Location and the Animal's Current Owner
loaded. Once details have been entered or maintained and the 'Enter this Licence' button is
pressed, the user is returned to the 'Related Licence for Animal' form showing the new
Licence as linked.

Note: It is suggested that a new Licensing Class/Type be set up to allow a 'shell' of a Licence to be created for this situation, and that the Licence to then be fleshed out later.

The Animal Maintenance form has also been changed to do some processing to cater for the expiring of the linked Licences. This occurs when the Animal Status changes from one that has Link Licence checked On to one that has Link Licence checked Off – which would occur when an animal dies or is moved from the district, etc. The Expire Licence setting of the Animal's original Status governs what occurs. If its Expire Licence checkbox is checked On then the following occurs for each linked Licence:- a) the Licence will automatically have its Expiry Date set to the current date and its Status set to the value of the Expired Licence Status parameter (defined in the Licence Class System Parameter) , b) an email (defined within the Animal's Workflow Parameters) will be sent automatically to the nominated users. If its Expire Licence checkbox is checked Off then only an email will be sent automatically to the nominated users.

Animal Owner Maintenance Form

The Animal Owner Maintenance form is accessed via the Owners Option button on the Animal Maintenance form. Use the INSERT button to add the Owner's Name. The Owner - Name Search Profile form will display. The appropriate name can be searched for and selected. A new Owner Name will then be added to the Current Owner(s) section. Previous Owners will also be displayed in the bottom section i.e. Previous Owner(s), along with the date on which they were made historic.

This option also enables the modification or amendment of the animal owner name and address details. However, historic Owner details are only able to be viewed in Enquiry mode.

Users have the additional option of selecting a Name from the linked Property to add to the Animal Registration record as an Animal Owner. If the flag 'Select Owner/Occupier from Property' has been checked on in Animal System Parameters, then when a Property is selected for a new Animal Registration and no Owner as yet exists, the 'Animal Owner Names Selection Form' will display to allow a name (or names) to be selected as Animal Owners. Under this parameter setting, when a Property is added to a new Animal, the Pop Up will display any Property Owners and Occupiers attached to the selected Property. The user is able to select a single name or multiselect several names to be added as Animal Owners. (However, a name cannot be selected more than once.). Address details (including overriding mailing address, if applicable) belonging to the Name will also be copied. This functionality only applies to new Animal Registrations. When an existing Animal is maintained, the Owner option button must be used to add or maintain any Owners.

Animal Owner Maintenance Form

Animal Type

The Animal Type and its associated Description are displayed.

Animal Details - Status

The Animal Status Code for the Animal currently being maintained is displayed in this field.

Animal Details - Class

The Registration Class Code associated to the Animal currently being maintained is displayed in this field.

Animal Details - Breed

The Breed Code for the Animal currently being maintained is displayed in this field.

Animal Details - Colour

If a Colour has been entered for the Animal currently being maintained, then the Animal Colour Code will be displayed in this field.

Animal Details - Name

The Name of the Animal currently being maintained is displayed in this field.

Animal Details - Animal Reference

The Animal Reference for the Animal currently being maintained will be displayed in this field. If Animal Check Digit has been switched on at the parameter level and numbers have been generated, then a Check Digit will display alongside the Animal Reference.

Refer to Appendix for more details on Animal Check Digit functionality.

Animal Details - Animal Gender

The Gender for the Animal currently being maintained will be displayed in this field.

Animal Details - Physical Id

Physical ID for the Animal currently being maintained will be displayed in this field

Current Owner(s) Name

The name of the current owner(s) is displayed in this field.

Current Owner(s) Address

The address of the current owner(s) record is displayed in this field. Clicking the 'envelope' button located on the Address field displays the Mailing Address Enquiry form.

Clicking the 'envelope' button displays the Mailing Address Enquiry form.

Current Owner(s) Status
The status of the current owner record is displayed in this field, e.g. date on which the Owner was added to the Animal record.

Current Owner (s) Detail Button
Selecting the Detail Button will display the Name and Address Module and the associated information for the owner selected in maintenance mode.

Previous Owner(s) Name
This field displays the names of any Historic Owner (s).

Previous Owner(s) Address
This field displays the Addresses of any Historic Owner (s). Clicking the 'envelope' button located on the Address field displays the Mailing Address Enquiry form.

Previous Owner(s) Status
This field displays the status details (e.g. date on which the Owner record was made historic).

Previous Owner(s) Detail Button
Selecting the Detail Button will display the Name and Address Module and the associated information for the selected Historic Owner in Enquiry mode

Historic Button
Selecting the Historic Button will make the highlighted Current Name Historic. This function allows the owners of an Animal to be made historic so that the Animal Module is able to retain any previous owners of an Animal as well as the current owner.

Letter Button
If this Option is bold, then selecting the Letters button will allow viewing of letters sent to the owner(s) of the Animal. Responses can also be entered from this option.

Animal Registration Maintenance Form

The Animal Registration Maintenance form provides information regarding the Receipting activities on the registration. The registrations are shown with the most recent listed first. If you are adding an animal with a disc number, the disc details entered through the Receipting function are automatically displayed. Registration records are in current/newest record first sequence.

This form also allows the maintenance of disc details for the animal record. If a Registration record has not been created by the "Receipt Entry Process", then the Registration details can be modified at any time.

The screen will also display the Animal details. Any receipting details in terms of Class which differ from the Registration record will amend the record accordingly.

The 'Insert' button will only be available on this form if the Status of the Animal has the 'Allow Renewal/Receipting' flag set on. This will ensure that manual registrations cannot be added to an Animal where their Status does not allow a renewal or receipt process to occur.

When an animal is not registered in the latest previous period but had been registered before, if a renewal receipt is entered for the animal, a warning message will display to indicate that it should be a new registration.

The following rules will apply for the manual deletion of Registration records:

- If the registration record lies in a period where the end date is greater than or equal to today and the "Registered" flag is on then the registration cannot be deleted.
- If the registration record lies in a period where the end date is greater than or equal to today and the "Registered" flag is off then the registration can be deleted.
- If the registration record lies in a period where the end date is less than today then the registration record can be deleted regardless of the status of the "Registered" flag.

This essentially means that a current animal registration record can be deleted if it is unregistered.

Animal Registration Maintenance Form

Financial One View of a Customer
This function is available within the Name and Address module and allows all debt accumulated for one person to be viewed. In relation to the Animal Registration module, where a person is an animal owner and there is an outstanding Registration for the animal for the current period (whether a Disc has been issued or not), the registration amount outstanding (default amount as set in the parameters) will be displayed.

Animal Type
The Animal Type and its associated Description are displayed.

Animal Details - Status
The Animal Status Code for the Animal currently being maintained is displayed in this field.

Animal Details - Class
The Registration Class Code associated to the Animal currently being maintained is displayed in this field.

Animal Details - Breed
The Breed Code for the Animal currently being maintained is displayed in this field.

Animal Details - Colour

If a Colour has been entered for the Animal currently being maintained, then the Animal Colour Code will be displayed in this field.

Animal Details - Name
The Name of the Animal currently being maintained is displayed in this field.

Animal Details - Reference
The Animal Reference for the Animal currently being maintained will be displayed in this field. If Animal Check Digit has been switched on at the parameter level and numbers have been generated, then a Check Digit will display alongside the Animal Reference.

Refer to Appendix for more details on Animal Check Digit functionality.

Animal Details - Gender
The Gender for the Animal currently being maintained will be displayed in this field.

Animal Details - Physical Id
Physical ID for the Animal currently being maintained will be displayed in this field

Duration
Displays the Duration associated to the Registration Class Period nominated.

Period (or Reg Year)
The fields in this column are used to specify the registered year/s. If a registered year is already specified via receipting, it cannot be changed.
The same Disc Number cannot be issued more than once in the same registration year.

Transaction Type
Specifies the transaction type code used.

Disc Number
This field is used to specify the Disc Number/s issued to the animal. If a Disc Number has already been specified, it cannot be changed.

Refer to the Rules applying to the issuing of Disc Numbers.

Date (of the receipt)
Date the receipt was issued.

Receipt Amount
This field specifies the amount paid by the customer for each disc issued.

Discount
The Discount field displays the discount amount which has been applied to the registration for the Animal. The field is only available when the Transaction Type is 'R' (Renewal) or 'V' (Reversal). When the payment received has been via Receipting, the amount is not able to be edited. Where the Renewal Registration details are added manually via Animal Registration Maintenance, then the field will be maintainable.

> Example:
> The Amount field represents the amount that was paid by the customer.
> If the Renewal fee is $100 and 10% discount was applied for early payment, then the Amount field will show $90 and the Discount field will show $10.

Penalty
The Penalty field displays the penalty amount which has been applied to the registration for the Animal. The field is only available when the Transaction Type is 'R' (Renewal) or 'V' (Reversal). When the payment received has been via Receipting, the amount is not able to be

edited. Where the Renewal Registration details are added manually via Animal Registration Maintenance, then the field will be maintainable.

Example:
The Amount field represents the amount that was paid by the customer.
If the Renewal fee is $100 and 10% penalty was applied for late payment, then the Amount field will show $110 and the Penalty field will show $10.

Valid

The Valid flag is not maintainable. It is used in the validation of a Registration record and in searching for valid Registrations. It indicates whether a Registration record is valid or not (i.e. if a Registration record receipt has been reversed, then the Registration record is no longer valid).

Registered

A tick in this field indicates that the Animal is registered. This is set on when a receipt is done for a New or Renewal transaction.

Receipt Details

This field is used to specify the relevant receipt number/s associated with each transaction.

Detail Button

This Detail Button is only available when a receipt has been entered and is associated to the registration record. Using the Detail Button, the receipt information will be displayed in enquiry mode.

Registration Details - Class

The Registration Class for the highlighted record is displayed in this field.

Registration Details - Period

The Registration Period for the highlighted record is displayed in this field
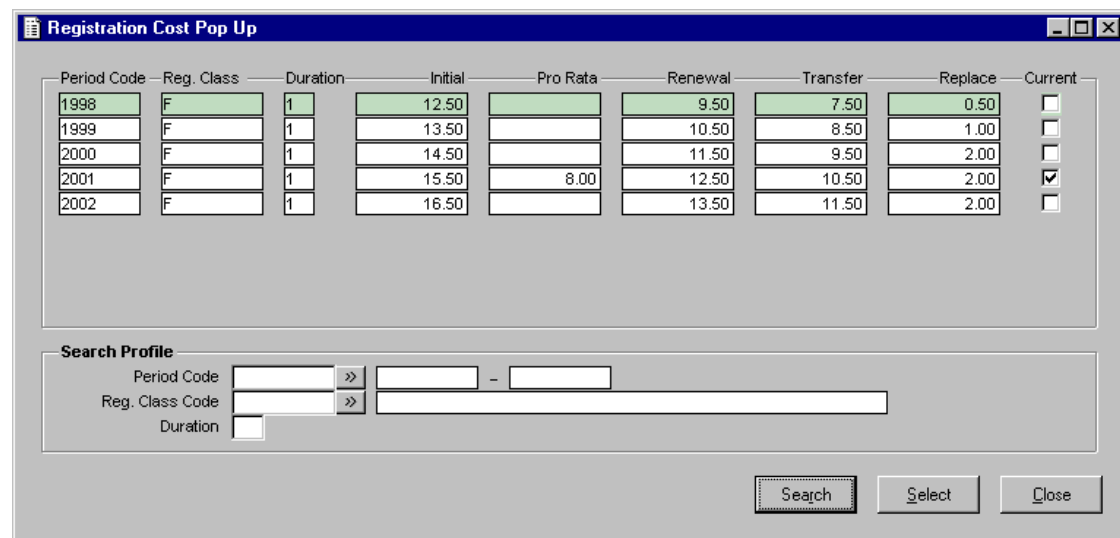
Registration Details - Type

The Registration Type for the highlighted record is displayed in this field.

Registration Cost Pop Up Form

The form is displayed when the Pop Up button for the Period is selected from the Registration Maintenance Form or from the Receipting Allocation Form.. This form shows the available periods and which of those are designated as current periods and whether there is Pro Rata applied.

Registration Cost Pop Up Form

Period Code
The available Period Code to be used for the Animal Type / Class is displayed in this field. The Period Code must be a code that has been defined on the Period Code Maintenance form.

Reg. Class
The Registration Class that the Animal is for is displayed in this field.

Duration
The Duration field shows the length of the Registration Period for the Class.

Initial
The dollar value of the Initial Registration fee for the Animal Class / Period is defined in this field. This value is used during receipting for new registrations and also during the renewal process if unregistered animals have been nominated to be included in the renewal process.

Pro Rata
Pro Rata dollar values will be displayed for a Registration Class when the number of months remaining for the Registration Period equals or is less than the number of months nominated on the Pro Rata Class Registration Fees Form within the Animal Type Parameters.

For example (using a 1 year registration period)

Pro Rata costs for the registration period have been defined at 6 months, 4 months and 2 months remaining in the registration year.

When the Registration Cost Pop Up form is displayed and there are 6 months remaining in the registration year then the Pro Rata cost for the 6 months will be displayed. If the Registration Cost Pop Up form is displayed and there are only 2 months remaining in the registration year then the Pro Rata cost for the 2 months will be displayed.

If there are no Pro Rata costs defined or the number of months remaining has not been reached yet then the field will be blank.

Renewal
The dollar value of the Renewal Registration fee for the Animal Class / Period is defined in this field. This value is used during receipting for renewal registrations (i.e. the animal was registered in the previous period) and also during the renewal process.

Transfer
The dollar value of a Transfer for the Animal Class / Period is defined in this field. This value is used during receipting a Transfer record for an Animal.

Replace

The dollar value of a Replacement Disc for the Animal Class / Period is defined in this field. This value is used during receipting of a Replacement Disc transaction for an Animal.

Current

When flagged as current, the Period is defined as the current period for receipting and renewal functions. There can only be one current period for each duration.

Search Profile - Period Code

Enter in the Period Code to search for in this field.

Search Profile - Reg. Class Code

Enter in the Registration Class Code to search for in this field.

Search Profile - Duration

Enter in the Duration value to search for in this field.

Animal Property Maintenance Form

This form is presented when the Property options button is pressed on the Animal Maintenance Form.

This form allows you to select a Property from the property system to which to link the animal. Multiple properties may be selected however typically only one is required.

At least one property must be selected.

To add a property to the animal record press the Insert Button (or F9, or Edit/Insert)
To remove a property from the animal record click on the property address and press F11 (or Edit/Delete).

When adding a property against an animal a check is done on the number of animals that are already located on the property. It also takes into account whether the Status has been flagged for inclusion the check. (Refer to Status Parameter Maintenance for further information on the Property Check flag) If the number of animals for the property location exceeds the maximum number (determined at the animal type system level) then a message will be displayed. The message is a warning only and will not prevent the location being accepted.

If the flag 'Select Owner/Occupier from Property' has been checked on in Animal System Parameters, then when a Property is selected for a new Animal Registration and no Owner as yet exists, the 'Animal Owner Names Selection Form' will display to allow a name (or names) to be selected as Animal Owners. Under this parameter setting, when a Property is added to a new Animal, the Pop Up will display any Property Owners and Occupiers attached to the selected Property. The user is able to select a single name or multiselect several names to be added as Animal Owners. (However, a name cannot be selected more than once.) Address details (including overriding mailing address, if applicable) belonging to the Name will also be copied. This functionality only applies to new Animal Registrations. When an existing Animal is maintained, the Owner option button must be used to add or maintain any Owners.

Animal Property Maintenance Form

Animal Type

The Animal Type and its associated Description are displayed.

Animal Details - Animal Status Code

The Animal Status Code for the Animal currently being maintained is displayed in this field.

Animal Details - Reg. Class Code

The Registration Class Code associated to the Animal currently being maintained is displayed in this field.

Animal Details - Animal Breed Code

The Breed Code for the Animal currently being maintained is displayed in this field.

Animal Details - Animal Colour Code

If a Colour has been entered for the Animal currently being maintained, then the Animal Colour Code will be displayed in this field.

Animal Details - Animal Name

The Name of the Animal currently being maintained is displayed in this field.

Animal Details - Animal Reference

The Animal Reference for the Animal currently being maintained will be displayed in this field. If Animal Check Digit has been switched on at the parameter level and numbers have been generated, then a Check Digit will display alongside the Animal Reference.

Refer to Appendix for more details on Animal Check Digit functionality.

Animal Details - Animal Gender

The Gender for the Animal currently being maintained will be displayed in this field.

Animal Details - Physical Id

Physical ID for the Animal currently being maintained will be displayed in this field

Current Location(s)

These fields display the Property(s) at which the Animal resides. These records may be selected (or multi-selected) and made historic by selecting the Historic Button. To add a new Current Location, click the Insert button and search for a Property via the Address Search Profile.

Current Location Date Range
This field displays the Date Range applicable to the Property for the Current Location, e.g. Current as of 24-Feb-2005

Previous Location(s)
The user has the ability to retain a record of the movement of an Animal within the council area by maintaining a list of Property Locations that the Animal has been previously linked to against the registration.
The Property link remains on the Animal but the link becomes historic and is listed under Previous Locations (for the Animal) in the Animal Property Maintenance form.

Previous Location Date Range
This field displays the Date Range applicable to the Property for the Previous Location, e.g.
- To 24-Feb-2005
- 20-Feb-2005 To 24-Feb-2005

Property Address
The Property Address shows the current address as to where the Animal is resident.

Detail Button
Selection of the Property Detail Button will display the property summary form enabling information from the property system to be displayed.

Animal Owner Names Selection Form
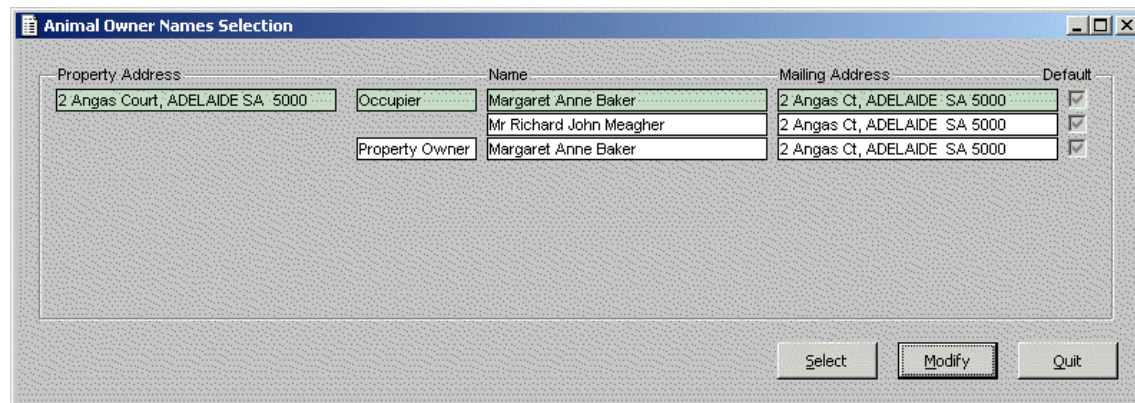
The Animal Owner Names Selection form will display if the 'Select Owner/Occupier from Property' flag has been checked on in Animal System Parameters, and no Owner yet exists on a new Animal Registration.

Under this parameter setting, when a Property is added to a new Animal, this Pop Up will display any Property Owners and Occupiers attached to the selected Property. The user is able to select a single name or multiselect several names. However, a name cannot be selected more than once.

If the 'Select' button is clicked, the selected names will be added as Animal Owners.
If 'Quit' is selected, the selected names will not be added as Animal Owners but the Property link will be added.
If 'Modify' is selected, Name Maintenance will display to enable an overriding mailing address to be added.

Animal Owner Name Selection Form
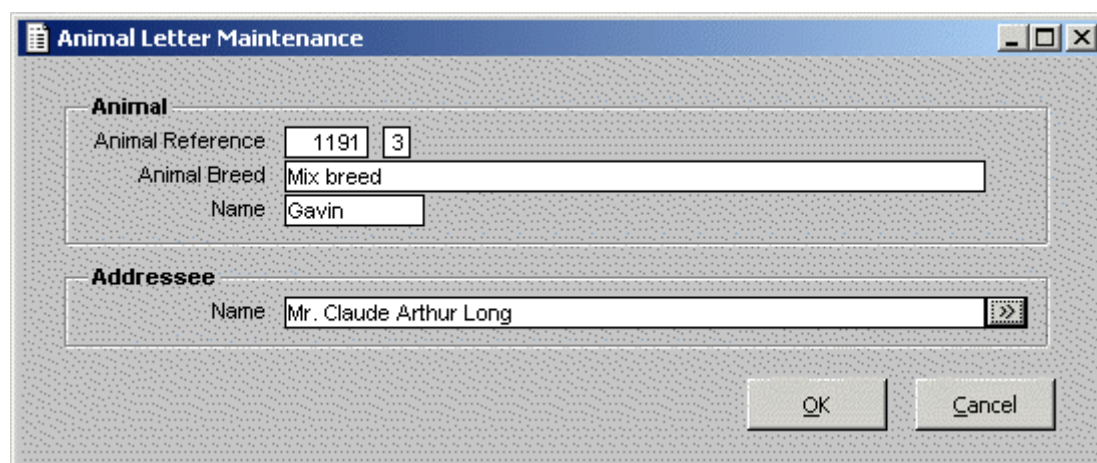
Animal Letter Maintenance

The "Letters Maintenance" option allows the generation and printing of letters related to the Animal record.

To add and generate a letter:

- Select the "New" button, the Animal Letter Maintenance form will appear. If the letter is to be sent to the Addressee shown, select OK. If not, use the available "Pop Up" button to access the Name and Address Register to select another name. Press OK.
- In the "Document Request Maintenance" screen, select the letter to be printed and enter any other relevant information.
- Highlight the Addressee Name and select either the Generate or Gen/Print option. The second option will generate and print the document.
- The document can be viewed by selecting the detail button beside the Addressee's name.

Letters Maintenance is documented further in the Document request Processing section of the Word Processing Guide

Animal Letter Maintenance Form

Animal Reference
This field displays the animal reference number to which the letter being generated will be linked. If Animal Check Digit has been switched on at the parameter level and numbers have

been generated, then a Check Digit will display alongside the Animal Reference. Refer to Appendix for more details on <u>Animal Check Digit</u> functionality.

The details from this animal record will be produced, as required, on the letter generated. This field is display only and may not be maintained.

Animal Breed
This field displays the animal breed for the animal selected.

This field is display only and may not be maintained.

Name
This field displays the animal name for the animal selected.

This field is display only and may not be maintained.

Addressee
This field displays the name (addressee) to which the letter will be sent. By default, the first animal owner name will be chosen.

Pressing the Pop Up button will display the name search profile. You may enter a search profile and select an alternative name as the addressee of the document.

Adding a new Animal Record from the New Button

This option is only used if the Animal Receipt Record is not found in the Partial Registration List. The option allows you to add a new animal record without using the Partial Registration List.

Access the "Animal Maintenance" option:

- If the animal is a new registration, the cashier would have already issued a disc and registered the disc number on the Registration Form. Using this Registration Form that has been filled in, enter the Disc number in the "Disc Number" field and select the "New" button to add the new record.
- Complete entering the relevant animal details, including the animal's Status, Class code, Breed, Colour, Name, Sex, Date of birth etc. Where the date of birth is entered, the age is automatically calculated.
- Select the "Owners Maintenance" button to register the Animal Owners name. Use the "Insert" button to add the Owners Name. The Name and Address Register selection screen will be displayed, where either the appropriate name can be selected, or "ADD" taken to add a new name if it does not exist.
- Next the Animal's Location needs to be specified. Select the "Property Location Maintenance" button.   Select "Insert" to add the address of the Animal using the "Search" option, select the relevant address.

NZ National Dog Database Maintenance

A new menu option 'National Dog Database Data' is now available from the Options menu within the Animal Maintenance menu option. This option provides access to a data screen where relevant information is held against an Animal for the purposes of the National Dog Database only.

Note: This option is only available where the 'NZ National Dog Database' authorised function is active.

Accessing the National Dog Database menu option from Animal Maintenance

See also: **NZ NATIONAL DOG DATABASE SETUP AND PROCESSING**

Animal NZ National Dog Database Maintenance form

This form displays when the 'National Dog Database Data' option is selected from the Options Menu in Animal Maintenance. It enables information to be recorded and held against an Animal for the purposes of the National Dog Database.

Animal NZ National Dog Database Maintenance form

Animal Type
The Animal Type fields display the Animal Type and associated Description pertaining to the selected Animal.

Animal Details
The Animal Details section displays the details of the selected Animal as specified on the Animal Registration record. This includes details such as Status, Class, Breed, Colour, Name, Gender, Animal Reference and Physical Id. These fields are display only and cannot be maintained.

NZ Dog Data
The NZ Dog Data section of the form allows details to be entered for the Animal in relation to the NZ National Dog Database

Dog Section of Act/Classification Type
The Dog Section of Act field is an optional field which allows a selection to be made from a pre-defined list of available Dog Section of Act Codes. Only one can be defined per animal. As a result of this selection, the Classification Type is retrieved from the same parameter and displayed. The Classification Type field is not maintainable.

Deactivated Reason
Where the Animal Status has been flagged as 'Deactivated' in the NZ National Dog Database Status Assignment Parameter, the Deactivated Reasons field will display and it will be mandatory. In all other circumstances this field will be hidden.   This code may be keyed in or selected from the Pop Up from the pre-defined list of available codes.

Date of Destruction Order
The Date of Destruction Order field is a date field which allows a date to be keyed in or selected from the Calendar Pop Up.

Distinguishing Marks
The Distinguishing Marks field is a text field which allows the entry of up to 255 characters. This field is optional.

Permanent Identifier
The Permanent Identifier field is a text field which allows the entry of up to 255 characters. This field is optional.

Animal Safety Alert
This optional checkbox indicates whether Council retains information on whether the Animal poses a risk to the Animal Inspector. This is output as 'Y' or 'N' to the extract.

Non-Standard Chip No
The Non-Standard Chip Number field is an optional field which allows the entry of an additional Microchip that is not the ISO Chip Number. The Chip Number may be up to 30 characters long.

NZ Owner Data
The NZ Owner Data section of the form allows details to be entered for the Animal Owner/s in relation to the NZ National Dog Database

Owner Name
The Animal Owner Name displays in this field. This information is derived from the Animal Registration record. If there is more than one Owner then they will display underneath the first.. If a new NZ Owner Data record needs to be added, the new Owner must be added as an Owner of the Animal in the normal Pathway Animal Registration and it will then display on this form.

Owner Classification/Classification Type
The Owner Classification is an optional field and can be keyed in or selected from the list of codes via the Pop Up button. These codes have been defined in the Owner Classification Section of Act Parameters. The Classification Type field is a display-only field and displays the Classification associated with the Owner Classification Code.

Owner Safety Alert
The Owner Safety Alert checkbox is optional and indicates whether Council retains information on whether the Animal Owner poses a risk to the Animal Inspector.

Expiry Date
The Owner Classification Expiry Date is mandatory only if an Owner Classification has been entered. It will accept a date which is either keyed in or selected from the Calendar Pop Up. The date entered here must be either the current or a future date. This date indicates when the Owner Safety Alert/Owner Classification expires.

Dog Classification Section of Act Pop Up form

The Dog Classification Section of Act Pop Up displays when the Dog Section of Act Pop Up button is selected in the Animal NZ National Dog Database Maintenance form, or F2 is pressed in the field. It allows a Dog Classification Code and Description to be selected.

Dog Classification Section of Act Pop Up form

Dog Classification Code/Description
These fields display details of the available Dog Classification Codes with their associated Descriptions.

Search Profile – Code/Description
A Code and/or Description may be entered here and the Search button select to perform a search. This is useful when there are more than 9 occurrences.

Owner Classification Section of Act Pop Up form

The Owner Classification Section of Act Pop Up displays when the Owner Classification Pop Up button is selected in the Animal NZ National Dog Database Maintenance form, or F2 is pressed in the field. It allows an Owner Classification Code and Description to be selected .

Owner Classification Section of Act Pop Up form

Owner Classification Code/Description
These fields display details of the available Owner Classification Codes with their associated Descriptions.

Search Profile – Code/Description
A Code and/or Description may be entered here and the Search button select to perform a search. This is useful when there are more than 9 occurrences.

Dog Deactivation Reason Pop Up Form

The Dog Deactivation Reason Pop Up displays when the Deactivated Reason Pop Up button is selected in the Animal NZ National Dog Database Maintenance form, or F2 is pressed in the field. It allows a Reason Code and Description to be selected .

Dog Deactivation Reason Pop Up form
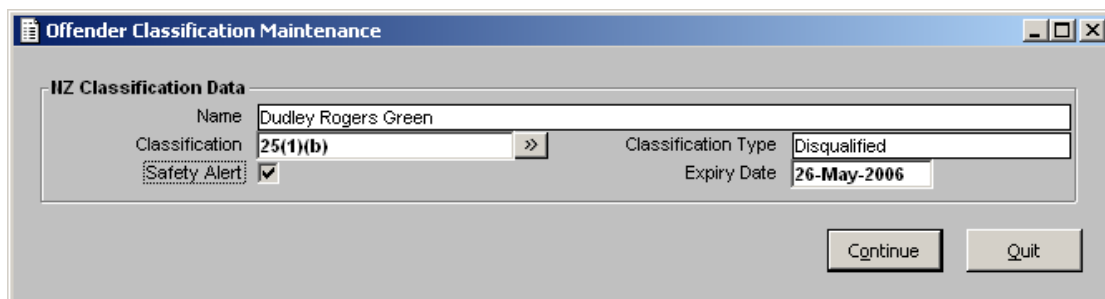
Reason Code/Description
These fields display details of the available Reason Codes with their associated Descriptions.

Search Profile – Code/Description
A Code and/or Description may be entered here and the Search button select to perform a search. This is useful when there are more than 9 occurrences.

Offender Classification Maintenance Form

The Offender Classification Maintenance form allows Owner Classification details to be entered for the Current Contact on the Infringement Record. This form is only used by the NZ National Dog Database and will only be available if the Council is authorised to use it. It is accessible via the Offender Classification button on the Animal Ticket Maintenance form.

Offender Classification Maintenance form

Name
The Current Contact name from the Animal Ticket Maintenance form is defaulted into this field. The field is display only.

Classification/Classification Type

The Owner Classification is an optional field and can be keyed in or selected from the list of codes via the Pop Up button. These codes have been defined in the Owner Classification Section of Act Parameters. The Classification Type field is a display-only field and displays the Classification associated with the Owner Classification Code.

Safety Alert
The Owner Safety Alert checkbox is optional and indicates whether Council retains information on whether the Animal Owner poses a risk to the Animal Inspector.

Expiry Date
The Owner Classification Expiry Date is mandatory if an Owner Classification has been entered. It will accept a date which is either keyed in or selected from the Calendar Pop Up. The date entered here must be either the current or a future date. This date indicates when the Owner Safety Alert/Owner Classification expires.

Enquiry

The following topic is covered in this section:

[Animal Enquiry](#)

Animal Enquiry

This option is similar to the Maintenance function the only difference is that the Animal Registration details cannot be amended or changed in Enquiry mode.

An existing animal record can be accessed by any of the following:
- Specifying the Animal Type
- Specifying the relevant Disc Number and Registration Year
- Specifying the Reference Number
- Specifying the Owner's Name
- Specifying the Animal's Location

From the Animal Details Enquiry form Owner, Property and Registration details may be displayed for enquiry.

Reporting

The following topics are covered in this section:

Animal Listing Control

The Animal Listing Control function enables the production of animal listings. These listings may be tailored based on selection criteria.

Animal Listing Control Form

The Animal Listing Control form controls the production of the Animal Listing. The report may be tailored based on selection criteria. The report can be run in either Summary or Detail mode. When running in Summary up to 2 Communication Types can be included on the report. When running the report in Detail then up to 4 Communication Types can be included.

Animal Listing Control Form

Animal Type
Enter an Animal Type to obtain a listing of a specific animal group. If all Animal Types are required then leave this field blank.

Animal Reference - From
Enter an Animal Reference number here as the start number if a listing of a range of reference numbers is required.

Animal Reference - To
Enter an Animal Reference number here as the end number if a listing of a range of reference numbers is required.

From Status/To Status
Enter a valid Animal Status Code or alternatively press the pop up button associated with the field to select from the Status Pop Up. The selections will be treated alphabetically, i.e. From DEAD to NORMAL

From Breed/To Breed
Enter or select from the Animal Breed Pop Up an Animal Breed as the start of a range in the listing. If the Animal Type field is blank then the Breed is dimmed and not available as part of the selection criteria. The selections will be treated alphabetically, i.e. From AFGAN to BASSET.

From Street/To Street
Enter or select from the Street Pop Up a street and suburb as the start of a range. The selections will be treated alphabetically, i.e. From Adams Lane to Bridge Street.

From Suburb/To Suburb
Enter in a Suburb or select a Suburb using the Pop up button, to commence the reporting from. The selections will be treated alphabetically, i.e. From Adelaide to Kensington.

From Owner Name/To Owner Name
Enter or select from the Owner Name Selection Form an Owner as the start of a range in the listing. The selections will be treated alphabetically, i.e. From ADAMS to SMITH.

Reference Type
Enter or select from the Pop Up a Reference Type as part of the search profile.

Reference Number
Enter a Reference Number which relates to the entered Reference Type to further filter the search, or alternatively you may leave this field blank.

Disc Number
Enter from and to Animal Disc numbers here as the start number and end number, if a listing of a range of disc numbers is required.

Period Code
Enter in the Period Code for which the nominated Disc range is to be applied to. Or only nominate a Period Code to obtain all the information for the period. If the Animal Type field is blank then the Period Code is dimmed and not available as part of the selection criteria. Once a Period Code has been selected then it's associated Registration Expiry Date will automatically be defaulted into the Registration Expiry Date field. When a Period Code is nominated it is used to determine whether the animal is to be included in the report. The actual Registration Period must be on the animal.

Report Options -Sequence By
Select from the Drop Down list a sequence to determine the order in which the listing will appear. The Default value is Reference. Sequences available are -
- Animal Breed Code
- Animal Status Code
- Disc Number
- Owner Name
- Reference
- Street and Suburb

Report Options –Report Type
The Report Type allows selection of a Detail or Summary Report to be produced based on the Search Profile information supplied.

Report Options - Include
Select from the Drop Down list whether only Registered or Unregistered animals should appear in the listing. Select All to include both Registered and Unregistered animals.

Report Options - Registration Expiry Date

Entry of a Registration Expiry Date will report only on those Animals which have a Registration Expiry Date that has been nominated in this field. If a Registration Period has been nominated, then it's Registration Expiry Date will be defaulted into this field and will not be allowed to be changed.

Report Options – Communication Type

Communication Types can be included on the report. When running the report in Detail Mode up to 4 Communication Types can be nominated to be included in the report. When running the report in Summary Mode up to 2 Communication Types can be nominated to be included.

Report Options – Communication Type

Communication Types can be included on the report. When running the report in Detail Mode up to 4 Communication Types can be nominated to be included in the report. When running the report in Summary Mode up to 2 Communication Types can be nominated to be included.

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Report Options – Communication Type

Communication Types can be included on the report. When running the report in Detail Mode up to 4 Communication Types can be nominated to be included in the report. When running the report in Summary Mode up to 2 Communication Types can be nominated to be included.

Query Result - Description

This field may be used to specify a previously created query definition to identify a group of records.

Partial Registration Control
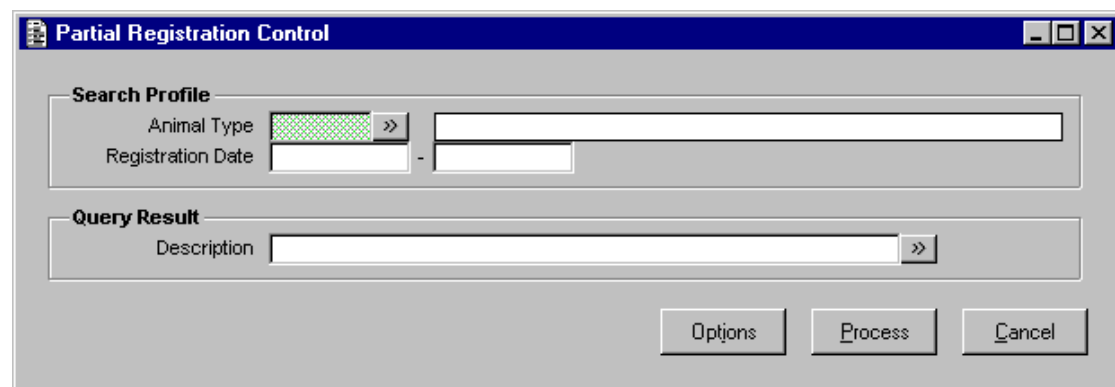
The Partial Registration Control function enables a report to be produced listing all, or a selection of, animals which have been partially registered.

The term "Partially Registered" indicates that money has been received by the cash receipting function however the animal record does not yet exist.

Refer to the section "Adding a New Animal Record from the Partial Registration List" for details on how to assign these partial registration records to a new animal record.

Partial Registration Control Form

The Partial Registration Control form allows a report to be produced which lists all records that have been flagged as partially registered.

Partial Registration Control Form

Search Profile - Animal Type

Enter an Animal Type in this field to restrict the report to a specific type of animal. If all Animal Types are required then leave this field blank.

Search Profile - Registration Date - From

Enter a Registration Date as the start of a range to be included in the report. For example entering 1/10/1999 to 31/10/1999 will report on all partial registration receipts for October 1999. Leave blank to include all records.

Search Profile - Registration Date - To

Enter a Registration Date as the end of a range to be included in the report.

Query Results - Description

This field may be used to specify a previously created query definition to identify a group of records. If a query is specified then all other fields in the search profile are ignored.

Options

The Options button provides a list of available Batch job options which include saving defaults, selecting saved defaults, removing defaults and scheduled jobs and removing and reprinting processed jobs.

For more detailed information on these options see the Batch Processing User Guide.

Process

The Process button is accessed in two situations:

- When saving System or User defaults via the Options button this enables a standard set of processing options to be defined along with application specific details.

- If no defaults have been defined all appropriate details will be required before the job can be submitted.

For more detailed information on Processing options see the Batch Processing User Guide

Unallocated Discs Control

The Unallocated Disc Control function enables a report to be generated listing unallocated disc numbers for a given animal type and disc range. The report is used to reconcile discs issued.

Unallocated Disc Control Form

The Unallocated Disc Control form allows a report to be generated listing unallocated disc numbers for a given animal type and disc range.

Unallocated Disc Control Form

Search Profile - Animal Type

Enter an Animal Type if the report is to contain unallocated discs for a specific type of animal. If all Animal Types are required then leave this field blank.

Search Profile - Disc Number From

Enter a Disc Number for the start of a disc number range. The report will list any disc numbers which have not been allocated between this number and the 'Disc Number To'.

Search Profile - Disc Number To

Enter a Disc Number for the end of a disc number range. The report will list any disc numbers which have not been allocated between the 'Disc Number from' and this number.

Search Profile - Period Code

To further qualify the Disc range, entry of a Period Code can be used. This will then only search over the Period nominated for the Disc range nominated. Additionally, the Disc Range can be left blank and a Period Code nominated to search over. If the Animal Type field is blank then the Period Code field is dimmed and not available as part of the selection criteria.

Query Result – Description

This field may be used to specify a previously created query definition to identify a group of records. Alternatively, a query may be selected from the pop up. If a query is used then all other fields will be ignored in the search.

Options

The Options button provides a list of available Batch job options which include saving defaults, selecting saved defaults, removing defaults and scheduled jobs and removing and reprinting processed jobs.

For more detailed information on these options see the Batch Processing User Guide.

Process

The Process button is accessed in two situations:

- When saving System or User defaults via the Options button this enables a standard set of processing options to be defined along with application specific details.

- If no defaults have been defined all appropriate details will be required before the job can be submitted.

For more detailed information on Processing options see the Batch Processing User Guide

Animals per Property Control

The Animals per Property Control function enables a report to be generated which lists owners with multiple animals at a property.
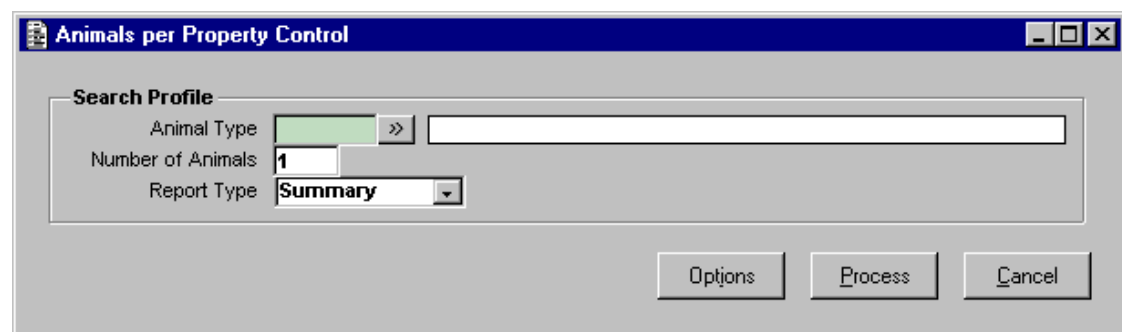
Animals per Property Control Form

The Animals per Property Control form allows a report to be generated which lists properties (and owners) that have equal or more animals than the number specified.

The Animal Status will be used to determine whether or not the animal will be included on the report. The field "Check Property" on the Status will be used. If the "Check Property" flag is not switched on then any animal with that Status will not be included on this report.

For example you may have a status that reflects that the animal is deceased (even though it may be currently registered). The "Check Property flag" on the Deceased Status code would be turned off, as any animal with that status should not be included in either the "Animals Per Property Report" or the Number of Animals per Property check during animal maintenance.

The report is printed in Property Address order by Suburb, then Street name and number.

Animals Per Property Control Form

Animal Type
Enter an Animal Type here to include details for the specified type of animal. If the field is left blank the report will include all Animal Types.

Number of Animals
The number entered here determines which properties will appear on the report. The number must be greater than zero.

For example if 3 was entered then only properties where 3 or more animals are located will appear on the report. Both registered and unregistered animals will be included in the count of animals. The Status of each animal will be checked to determine if the "Check Property" flag is set. If it is not set then the animal will not be included in the count i.e. dead animals, moved out of area etc.

This field is mandatory.

Report Type
This field determines the content of the report.

Summary Report

The Summary report contains:-
- The Property Location
- Total Registered Animals
- Total Unregistered Animals

The report contains a total at the end to indicate the number of properties that have been printed.

Detailed Report

The Detailed report contains:-
The Property Location
Animal Details – Formatted Owners, Reference Number, Name, Physical ID, Breed, Class, Colour, Gender, Last Expiry Date

Batch Functions

The following topics are covered in this section:

Animal Renewal Control

The Animal Renewal process is used to produce Animal Renewal notices to be issued to owners of the Animals.
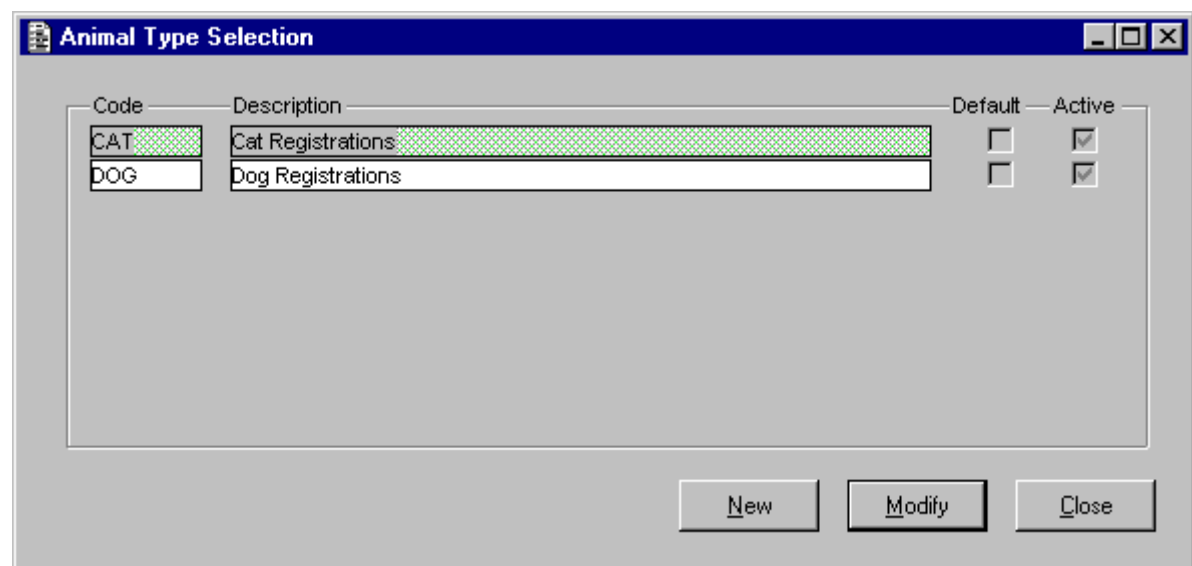
Prior to running this process you need to set the "Current Flag" on the Class/Period records (under Animal Parameters) to the new Registration Period.

Extracting Registration details to file

In order to create a file to send to an external printer, we are required to create an Export Entity. This is performed through the Query Module within Pathway.
1. Select Query
2. Select Query Parameters
3. Select Export/Import Entity Maintenance

Create the following extract only template. This step will define the fields that will be placed into the export file that will be sent to the printers. Fields selected are at the customers discretion.

Extract Template

** Turning the Include Field List on ☑ will produce a header record for the file. This will aid the printing process. The first line of the file created will list the fields that are in the file.

To create the Extract File Animal.txt

Select Query
Select Export Entity Control

Select the Export Template created in the previous step. Select Entity LRPAN07 and then the template description will appear. Select the required template.

Once this has been retrieved, we then need to nominate the run number that we wish to extract. Click on the Run Number Pop Up button, (or alternatively, select Last Run radio button if you require the last job). This will display a list of available Animal Extracts that have been processed. Select the most recent run number. (If you are doing this for the first time, there will be only one)

When the information has been retrieved, you should have an Entity Control screen that looks like the following.

Export Control Form

Process this to create the Animal.txt file. Once this file has been created, it can then be transferred to a disc and sent to the external printer. The resulting text file will contain a record for each renewal notice.

If you wish to print the Animal Notices in house, you will need to create a word template using the Animal.txt file as the data source for the mail merge.

Animal Renewal Control Form

The Animal Renewal Control Form defines the criteria for the Renewal process.

Information from the Renewal function is written to the LRPAN07 data base entity. This entity may then be exported to a "flat" file (using the generic export function within Query). The "flat" file may then be issued to a printer for printing of the Renewal Notices or used in a Word Merge Document to produce the Renewal Notices in-house. It is also possible to re-run the Renewal Process from this form.

The number of Animals to be included on an individual Notice can be defined by the user. This can be any number of Animals per Notice.

For example if 4 Animals are to be contained on the one Renewal Notice, anyone owning more than 4 Animals will receive 2 or more Renewal Notices.

The Renewal Process will also produce combined Animal Type Notices. i.e. if a person owns 2 dogs and 1 cat then as long as the expiry date is the same for Dogs and Cats, the owner would receive one Renewal Notice with both the Dog and the Cat displayed.

Prior to running this function you must ensure that the Current Period/Class flag is updated in parameters to the new registration period. When running the Renewal if a Class exists that has not had a current period nominated a message will be displayed and the process will not start until the parameter has been rectified.

If calculation of Tax is required for registrations the tax amount applicable is written out to individual tax fields for each registration record for inclusion on the notice. The registration amount is deemed to be "tax inclusive".

The Discount or Penalty details (if applicable) will be extracted for each Animal in the renewal process if related Renewal Cost allows discounting or penalising.

Additionally it is possible to include other Duration Costs for the Animal Class. Up to 4 Duration Costs can be included on the file.

For example the Animal Class Working Dog may have multiple Durations defined. 1 year at $10.00, 3 years at $27.00 and 5 years at $45.00. If the Animal was originally registered for a duration of 3 years then the renewal would be for 3 years at $27.00 but could also show 1 year at $10.00 and 5 years at $45.00 as other options of renewal available.

Note: The following additional fields have been included in the Renewal Notice in Release 2.15.
- *Animal Owner's Birthdate*
- *Animal Owner's Age (in years)*
- *Animal Owner Information Type*
- *Animal's Age (Years and Months)*

Additional Extract fields included in Release 2.17 include the following:
- *Animal Type*
- *Animal Type Description*
- *ePathway ID*
- *ePathway ID Name*

Animal Renewal Control Form

Search Profile – Include from Last Period

There are 2 options available for this field. These being:-
• All
• Registered
All - this will select all eligible Animals for the nominated Animal Type(s) which are unregistered in the current period and create a renewal notice for them whether they were unregistered or registered for the previous period.

Registered - this will only select all eligible Animals for the nominated Animal Type(s) who are unregistered in the current period but were registered in the expiry period nominated.

Search Profile – Last Period's Expiry Date
Last Period's Expiry Date for which renewals are to be run is to be entered into this field. The process will then find all Periods with the nominated expiry date and produce Renewal Notices for those Animals with the corresponding expiry date (also complying with the Include from Last Period field).

Search Profile - Animal Type
Enter in an Animal Type for the Renewal process to produce Renewal Notices for. If left blank then the Renewal Process assumes that ALL Animal Types are to be processed.

Search Profile - Animal Status
Animal Status displays only those status values that have 'Allow Renewal/Receipt' set on. Highlight those Animal Statuses which are to be included in the Renewal Notice process. If no Animal Statuses are highlighted then ALL are assumed.

Processing Parameters - Issue Date
Enter in the Issue Date. This date can be printed on the Renewal Notices as the Date of Issue.

Processing Parameters - Communication Types 1 to 4

Up to 4 Communication Types may be selected to be included in the export file. For instance you may wish to include the owner's home and office numbers on the notice.
Select the appropriate communication types from the Communication Type Pop Up.
If the Owner's phone number etc is to be printed on the Renewal Notice then the appropriate Communication Type can be nominated in this field. If no Communication Types are required then these fields can be left blank.
The communication details are selected from the first nominated owner on the animal.

Processing Parameters - Animals per Notice
The Animals per Notice field is used to determine the number of Animals per Owner to be included on each Notice that is produced. The default is 4. The dropdown allows for selection of 1, 2, 3 or 4.
For example an Animal Owner owns 4 dogs. The Council issues Notices so that there are 3 Animals per Notice. In this example the Animal Owner would receive two Notices, one with three Animals and a second with one Animal.

Processing Parameters - Update Registration Costs
If the 'Update Registration Costs' flag is checked on, then when the renewal process is performed, cost details against the registration records will be updated. If this is not set on, then registration records with cost details will not be updated. This will only apply to Animal Types that have 'Issue Disc with Notice' set on.

Processing Parameters - Issue Disc Location
This option allows selection from a dropdown. The choices are 'Internal' or 'External', with the default being 'Internal'.

If Internal is selected then, when the Renewal Process is executed and 'Issue Disc with Notice' is set on for the relevant Animal Type, then a Disc Number will be allocated to the Registration record that is written for the Animal. This option will be selected where the council is responsible for issuing discs with the notice.

If External is selected then when the Renewal Process is executed and 'Issue Disc with Notice' is set on for the relevant Animal Type then a Disc Number will not be allocated to the Registration record that is written for the Animal. However, the Registration record will still be written. This option will be selected where an external source is responsible for issuing the discs with the notice.

Processing Parameters - Use Last Periods Discs
If this field is checked on then the 'Issue Discs with Renewal Notice' parameter on the Animal Type form is also flagged on. During the Renewal Process a registration record for the new Registration Period will be written to the appropriate Animal records nominating last year's Registration Disc.

If the Renewal process needs to create a New Registration Record for an Animal then it will use the Disc Number entered in the "First Disc Number to Allocate" field.

If an Animal Type is nominated which has the parameter set to not allocate Discs at Renewal time i.e. the discs are allocated only when the registration is paid, then this parameter is not available for selection.

Processing Parameters - Use New Disc Numbers
If this parameter is flagged on then the 'Issue Discs with Renewal Notice' parameter on the Animal Type form is also flagged on. During the Renewal Process a registration record for the new Registration Period will be written to the appropriate Animal records. The Disc Numbers will be allocated from the "First Disc Number to Allocate" field value.

If an Animal Type is nominated which has the parameter set to not allocate Discs at Renewal time i.e. the discs are allocated only when the registration is paid, then this parameter is not available for selection.

Processing Parameters - First Disc Number to Allocate
If using Last Period's Discs or Issuing Disc with Renewal Notices then an entry into this field is required.

For those Registrations using Last Periods Disc, the only time this value will be used is when a New Registration record is required to be created. The disc number is mandatory if "Issue Disc with notice" is on and "Use last years disc" is selected to cater for the following scenario.

There could be an animal in the system that does not have a registration record from a previous year. i.e. a New dog which is in the system which has not yet been registered. By placing a disc number in this field the renewal process will generate a registration record for the animal and use the disc number entered as the starting point in allocating disc numbers. The disc number is increased sequentially and used on subsequent animal's which do not have registration details from a previous year.

For those Registrations using "Use New Disc Numbers" then the Registration record will increment this value as it writes Registration records out for the appropriate Animals.

> **Note:** If there are no registrations for an Animal Type for a given registration period and the Animal Type has 'Issue Disc with Notice' flagged on, then this field will revert to number 1 when 'Use New Disc Numbers' is flagged ON.   If 'Use Last Period's Disc' is flagged on instead, then the number which will default into this field will be the number following the last disc number issued in the last registration period.

Processing Parameters – Extract Additional Period
Selecting the Extract Additional Period parameter will include additional Current Durations for the Animal Class along with the registration record applicable for the animal being renewed.

Animal Reminder Process

The Animal Reminder process is controlled by the Animal Reminder Control form. This process is similar to the Animal Renewal process except that it produces Reminder Notices to issue to those owners who have not renewed their registrations.

In order to pick up the same set of animals as in the Renewal process, the settings in the Animal Reminder Control should be the same settings as for the Animal Renewal Control.

Note: The following additional fields are included in the Reminder Notice.
- *Animal Owner's Birthdate*
- *Animal Owner's Age (in years)*
- *Animal Owner Information Type*
- *Animal's Age (Years and Months)*

Animal Reminder Control Form

The Reminder Notice process determines all animals that are unregistered in the current period and produces a reminder notice for them.

Animal Reminder Control Form

Search Profile - Include from Current Period
The field is set to 'Unregistered' and cannot be altered by the user. (Reminder Notices only need to be sent to those owners whose animals are unregistered in the current period.)

Search Profile - Include from Last Period
There are 2 options available for this field. These being:-
•   All

- Registered

<u>All</u> - this will select all eligible Animals for the nominated Animal Type(s) which are unregistered in the current period and create a renewal notice for them whether they were unregistered or registered for the previous period.

<u>Registered</u> - this will only select all eligible Animals for the nominated Animal Type(s) who are unregistered in the current period but were registered in the expiry period nominated.

Last Period's Expiry Date
This field will be required to be set to the expiry date of the previous year's period, e.g. 30/6/2002.

Search Profile - Animal Type

Enter in an Animal Type for the Reminder process to produce Reminder Notices for. If left blank then the Reminder Process assumes that ALL Animal Types are to be processed.

Search Profile - Animal Status
Animal Status displays only those status values that have 'Allow Renewal/Receipt' set on. Highlight those Animal Statuses which are to be included in the Reminder Notice process. If no Animal Statuses are highlighted then ALL are assumed.

Processing Parameters – Issue Date
Enter in the Issue Date. This date can be printed on the Reminder Notices as the Date of Issue.

Processing Parameters – Communication Types 1 to 4

Up to 4 Communication Types may be selected to be included in the export file. For instance you may wish to include the owner's home and office numbers on the notice.
Select the appropriate Communication Types from the Communication Type Pop Up.
If the Owner's phone number etc is to be printed on the Reminder Notice then the appropriate Communication Type can be nominated in this field. If no Communication Types are required then these fields can be left blank.
The communication details are selected from the first nominated owner on the animal.

Processing Parameters – Animals per Notice
The Animals per Notice field is used to determine the number of Animals per Owner to be included on each Notice that is produced.
For example an Animal Owner owns 4 dogs. The Council issues Notices so that there are 3 Animals per Notice. In this example the Animal Owner would receive two Notices, one with three Animals and a second with one Animal.

Processing Parameters – Issue Disc Location
This option allows selection from a dropdown. The choices are 'Internal' or 'External', with the default being 'Internal'.

If Internal is selected then, when the Reminder Process is executed and 'Issue Disc with Notice' is set on for the relevant Animal Type, then a Disc Number will be allocated to the Registration record that is written for the Animal. This option will be selected where the council is responsible for issuing discs with the notice.

If External is selected then when the Reminder Process is executed and 'Issue Disc with Notice' is set on for the relevant Animal Type then a Disc Number will not be allocated to the Registration record that is written for the Animal. However, the Registration record will still be written. This option will be selected where an external source is responsible for issuing the discs with the notice.

Processing Parameters – Extract Additional Period
Selecting the Extract Additional Period parameter will include additional Current Durations for the Animal Class along with the registration record applicable for the animal being renewed.

Bulk Disc Allocation Control

The Bulk Disc Allocation process is used to allocate disc numbers by animal type, for registration renewals only, where the payment was made at a bank, and discs have not been pre-allocated via the Registration Renewal Process.
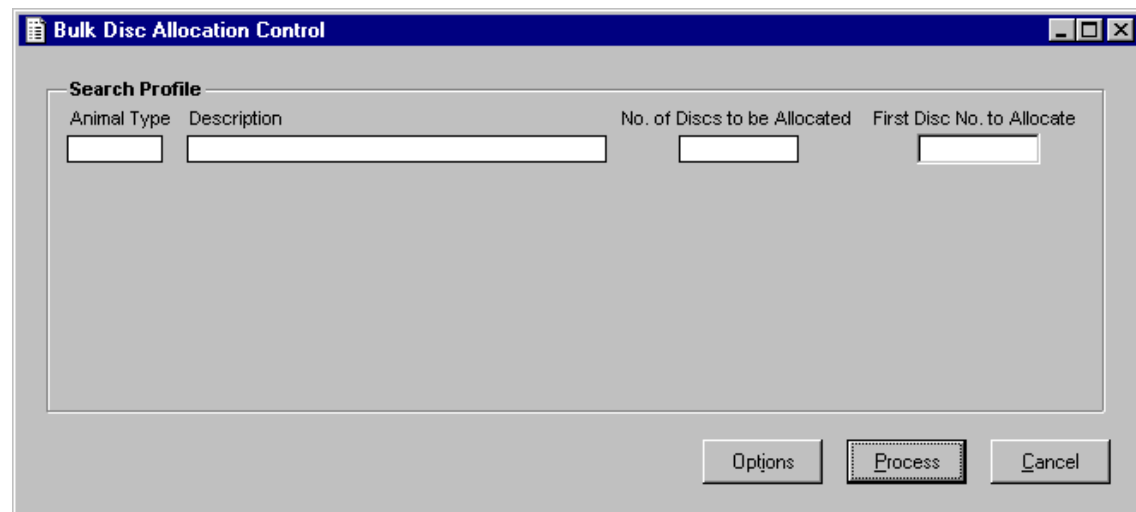
Bulk Disc Allocation Control Form

This process is used to allocate disc numbers by animal type, for registration renewals only, where the payment was made at a bank and discs have not been pre-allocated via the Registration Renewal Process.

A Bank Tape Animal Type Number is included as part of the reference number for each animal receipt processed. This Bank Tape Animal Type Number is set up within the Animal Type Parameters, and is used to uniquely identify the type of animal that is being processed. When reading through the bank tape transactions, if a reference number is encountered, the process will check against the 'Issue Renewal Disc with Notice' flag held in the Animal Type Parameter. If this option is checked 'On' the Bulk Disc Allocation process will be bypassed. If the option is checked 'Off' the Reference Number of the Animal will be stored for later processing.

A report of discs allocated is produced as part of the process.

The number of discs to be allocated is displayed on the screen. This figure is an accumulation of the number of animal receipts processed by the bank tape upload process.

Bulk Disc Allocation Control

Animal Type
This is the Animal Type Code

Animal Type Description
This is a description of the Animal Type

Number of Discs to be Allocated
This figure is passed from the Income Receipting Bank Upload process. It will only be greater than zero if registrations have been transferred and not yet processed by this option.

First Disc No. to Allocate
Enter the first unique disc number to be allocated

Options

The Options button provides a list of available Batch job options which include saving defaults, selecting saved defaults, removing defaults and scheduled jobs and removing and reprinting processed jobs. For more detailed information on these options see the Batch Processing User Guide.

Process

The Process button is accessed in two situations:

- When saving System or User defaults via the Options button this enables a standard set of processing options to be defined along with application specific details.

- If no defaults have been defined all appropriate details will be required before the job can be submitted.

For more detailed information on Processing options see the Batch Processing User Guide

Animal Archive Control

The Animal Archive function archives animal records that are no longer required and produces a report listing all records archived.

The report lists all Animals archived (or eligible for archiving) sorted by Animal Type then by Status. Statistical information is provided for each Status and Animal Type with a report summary at the end of the report listing the total number of Animals to be archived for the last Registered Period as well as the grand total of Animals to be archived.

Animal Archive Control form

This function archives animal records that are no longer required. A report is produced which includes all information of animals archived.

The operator is prompted for:

- Animal Type e.g.. Dog or Cat (This field is not mandatory. If left blank, then it will retrieve ALL)
- Animal Status Code (multiple)   e.g.. Lost and/or Dead. (This field is mandatory. At least one selection must be made)
- Registration Expiry Date (This field is mandatory)

Only Animal Status values whose 'Allow Renewal/Receipting' indicator is set off will display here for selection. This will ensure that councils do not archive animals that can be and are registered.

To be eligible for archiving (and deletion) an Animal record must match the following criteria:
- It must not have any mandatory Customer Service, Register or Infringement links
- All paid registration expiry dates must be less than the entered expiry date
- Any unpaid registration expiry date must be greater than today's date

In Report mode all the Animals which fit the search criteria will be listed in the report.
In Update and Report mode all Animals which fit the criteria will be listed in the report and the Animal records will be deleted

When the formatted Owners' Names exceed 50 characters, only those that will fit into the space provided on the report will be displayed with the text 'and others' appended. The entire formatted Owners Names will appear at the beginning of the Particulars field.

When the formatted Owners' Names do not exceed 50 characters, the Names will not be included in the Particulars field.

Animal Archive Control Form

Animal Type

This is the Animal Type e.g.. Dog, Cat etc. This field is not mandatory. If left blank, then it will retrieve ALL.

Animal Status Code
This is the Animal Status Code. For example Alive, Dead, Lost etc. This field is mandatory.
At least one selection must be made

Registration Expiry Date
Animals that have not been registered since the date specified here and which have the nominated status code(s) will be archived. This field is mandatory.

Processing Options – Update and Report
Two choices are available:-

- Report Only – A report will be produced. Animal records will not be deleted.
- Update and Report – A report will be produced and Animal records will be deleted.

Query Result - Description
This field may be used to specify a previously created query definition to identify a group of records.

Options
The Options button provides a list of available Batch job options which include saving defaults, selecting saved defaults, removing defaults and scheduled jobs and removing and reprinting processed jobs. For more detailed information on these options see the Batch Processing User Guide.

Process
The Process button is accessed in two situations:

- When saving System or User defaults via the Options button this enables a standard set of processing options to be defined along with application specific details.

- If no defaults have been defined all appropriate details will be required before the job can be submitted.

For more detailed information on Processing options see the Batch Processing User Guide

Registration Archive Control

The Registration Archive function enables registration transactions to be archived. A report is produced which includes animal information as well as the registration transactions which are archived.
Animals that have registration transactions with an expiry date less than or equal to the registration expiry date period specified, where the registration has expired, will have the relevant registration record archived. The animal transaction details will be included on the archive report produced from this function.
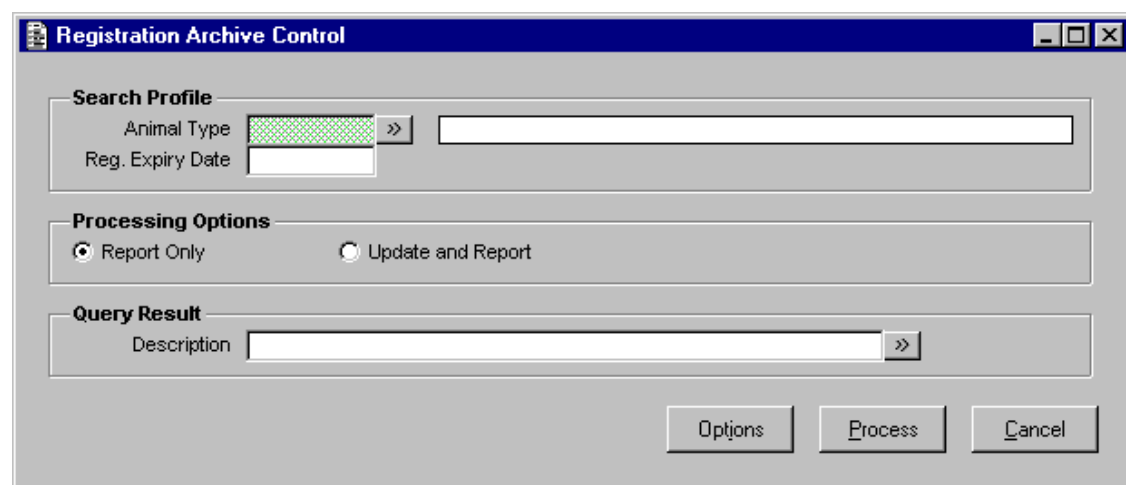
Registration Archive Control Form

This form allows registration transactions to be archived. A report is produced which includes animal information as well as the registration transactions that are archived.

The operator is prompted for:
- Animal Type e.g.. Dog or Cat
- Registration Expiry Date

Animals that have registration transactions with an expiry date less than or equal to the registration expiry date specified, where the registration has expired, will have the relevant registration record archived. The animal transaction details will be included on the archive report produced from this function.

Registration Archive Control Form

Search Profile - Animal Type

This is the Animal Type e.g.. Dog or Cat.

Registration Expiry Date
Enter the date for which you wish to delete registration records. The process will delete all registration periods with an expiry date less than or equal to the date entered here. If you enter a date greater than today's date a message will be displayed.

Processing Options – Report and Update
Two choices are available:-

- Report Only – A report will be produced. Registration records will not be deleted.

- Update and Report – A report will be produced and Registration records will be deleted.

Query Result - Description

This field may be used to specify a previously created query definition to identify a group of records.

Options

The Options button provides a list of available Batch job options which include saving defaults, selecting saved defaults, removing defaults and scheduled jobs and removing and reprinting processed jobs. For more detailed information on these options see the Batch Processing User Guide.

Process

The Process button is accessed in two situations:

- When saving System or User defaults via the Options button this enables a standard set of processing options to be defined along with application specific details.
- If no defaults have been defined all appropriate details will be required before the job can be submitted.

For more detailed information on Processing options see the Batch Processing User Guide

Animal Registration Disc Update

This option allows the selection of a Query Import to be used to import a file from an external source (e.g. a Printing Firm).

The source file from the third party must contain the following information in a comma separated (csv) format to allow Pathway to update the required Animal with the disc information.

- Animal Reference Number – This is the unique identifier for the Animal in Pathway and is available on the Animal Renewal reporting entity.
- Checkdigit – This is the Check Digit allocated to the Animal Reference Number when the Validate CheckDigit flag is turned ON in parameters.
- Registration Disc Number – This is the disc number that was issued by the printer for the relevant Animal.
- Period Code
- Period Duration

e.g. the csv file will include the following fields:
Animal Reference Number
Registration Disc Number sent with Notice
Period Code e.g. 2003
Period Duration e.g. 1 year or 3 years

For example, the following text file shows the format:

ANMLREFER,ANMLCHECK,REGODISC,CDELANPERD,DURATION
1245,6,4351,2003,1
1244,8,4352,2003,1
1243,3,4353,2003,1
1220,2,4354,2003,1
1221,6,4355,2003,1
1228,5,4356,2003,1

Note: If CheckDigits are turned OFF in parameters then the ANMLCHECK field will be empty in this file.

When the file is uploaded, the following logic will apply in order for the Animal Registration details to be updated.

1)   The Animal Type for the relevant Animal must have "Issue Disc with Notice" checked on. If the Animal Type does not have "Issue Disc with Notice" checked on then an error will be reported for the particular Animal.
2)   There must be an unpaid Registration record for the current period (which should be set to the same period that the renewal notice process was executed).
If there is a paid registration record for the Animal then no update of the Registration record will be performed and an error will be reported.
3)   A disc number must not exist against the unpaid Registration record.
If a disc number exists for the Registration record then the Registration record will not be updated and an error will be reported.
4)   If the disc number that is being imported has already been allocated to another animal within the Registration period, then the update of the Registration details for the Animal from the source file will not be performed. An error will be reported detailing the Animal that was not updated.

The error report will list the animals and registration disc numbers that are in error along with the appropriate error message.
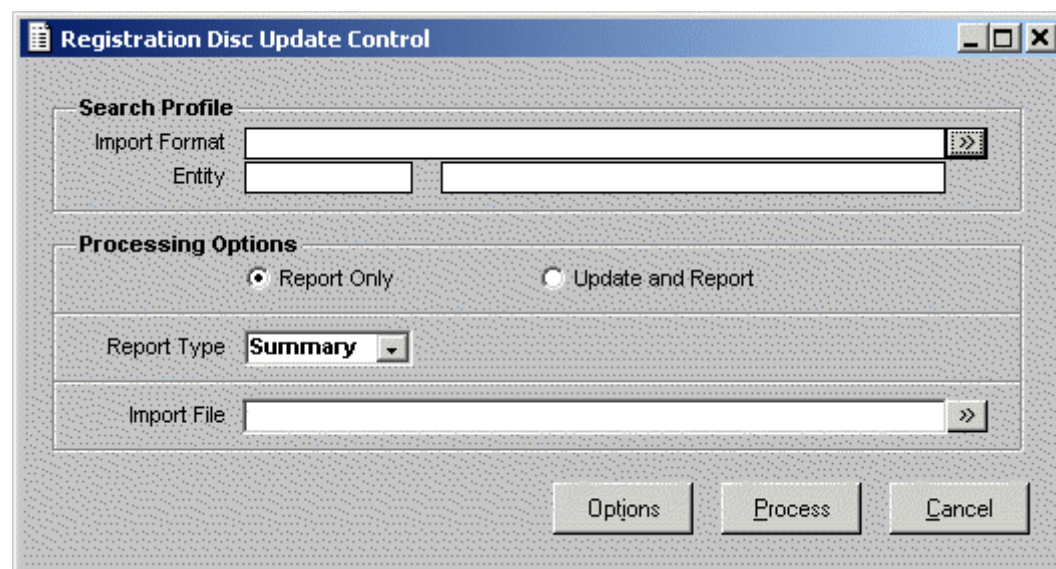
The batch job will be able to be executed in Report and Report and Update mode. The Report mode will execute the process and report on the updates and changes that will be made. The Report and Update mode will process the import file, updating the Registration records and reporting on the updates made.

The report produced from the process will be able to be printed in Summary or Detailed mode. The summary mode will report all errors that were encountered and provide a "Totals" section that will include errors, updates and total records processed.
The detailed mode will report all errors and updates made and provide a "Totals" section that will include errors, updates and total records processed.

Refer to Appendix for more details on Animal Check Digit functionality.

Registration Disc Update Control Form

The Registration Disc Update Control form allows an external file to be uploaded for the allocation of disc numbers to Animal Registration records with no existing disc number. (refer to details above for parameter settings etc)

Registration Disc Update Control Form

Search Profile - Import Format

The Pop Up should be used to select the Import Format which has been set up for this purpose. The Format file 'Registration Discs from Printing Firm' has been set up as a comma separated (csv) format file based on the Entity LRPAN08.

Search Profile – Entity

Once the format file has been selected, the Entity fields will be populated with the Entity name and description.

Processing Options

The batch job will be able to be executed in 'Report' mode and 'Report and Update' mode. The Report mode will execute the process and report on the updates and changes that will be made.
The Report and Update mode will process the import file, updating the Registration records and reporting on the updates made.

Report Type

The report produced from the process will be able to be printed in Summary or Detailed mode. The summary mode will report all errors that were encountered and provide a "Totals" section that will include errors, updates and total records processed.
The detailed mode will report all errors and updates made and provide a "Totals" section that will include errors, updates and total records processed

Import File
This field allows an Import filename and path to be keyed in or alternatively, it can be selected from the dropdown.

Letter Printing

This function allows the Batch Printing of previously generated or entered documents. Please refer to the Section on Document Batch Processing in the Word Processing Module User Guide for further information.
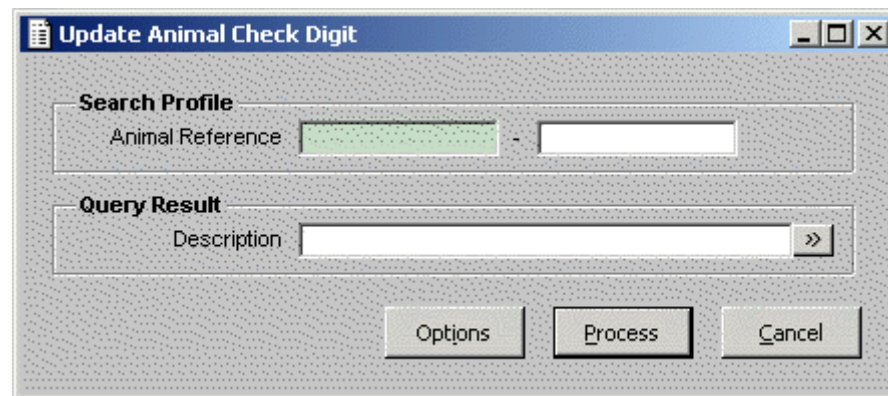
Update Animal Check Digit

Update Animal Check Digit Form

This batch form is used to update the Animal Check Digit to populate the Animal Check Digit field in the LANANML table. This form enables the initial calculation of the Animal Check Digit and subsequently, the recalculation of the Check Digit in cases where banks have been changed by the council.
The Check Digit will be calculated based on the Animal Reference Number and the Bank User ID using the Modulus 10 Check Digit Verification System.

Refer to Appendix for more details on Animal Check Digit functionality.

Update Animal Check Digit Form

Search Profile - Animal Reference
These fields allow a range of Animal Reference Numbers to be entered to perform a search.
If these fields are left blank then all Animal References will be processed.

Query Result – Description
This field allows a query result to be used as a search profile instead of the Animal Reference fields. It may be used to specify a previously created query definition to identify a group of records.

New Zealand National Dog Database Extract

The NZ National Dog Database Extract menu option allows the extraction of information from Pathway and the creation of an XML file.

The following Summary includes a list of steps which must be performed for the NZ NDD process:

NZ NATIONAL DOG DATABASE SETUP AND PROCESSING

SUMMARY

1. Activate the Authorised Function: "NZ National Dog database".

2. Ensure the new Menu Options exist. If not, create them.

3. Create an Import format for the bulk Import of data to the NZ NDD Maintenance form

4. Set up Animal Parameters (log on as SCAADMIN)

    - Animal System Parameters

5. Set up NZ National Dog Database Parameters (each form must be accessed and OK selected to ensure parameter tables are linked)

    - NZ National Dog Database Breed Parameters
    - NZ National Dog Database Colour Parameters
    - NZ National Dog Database Class Parameters
    - NZ National Dog Database Gender Parameters
    - NZ National Dog Database Status Assignment Parameters
    - Owner Classification Section of Act Parameters
    - Dog Classification Section of Act Parameters
    - Dog Deactivation Reason Parameters
    - Animal Infringement System Parameters (**see Notes at end)

6. In Animal Maintenance access NZ Dog Database Maintenance for each animal

    - Check the Animal Details (defaulted from Pathway)
    - Maintain the NZ Dog Data
    - Maintain the NZ Owner Data

7. Alternatively, create an import file (.txt or .csv) via Excel or similar, using the fields specified in the Import file format at step 3 above.

8. Perform a Bulk import using the NZ Animal Data Import Control form and specifying the import file created in the previous step (e.g. LANNZIM_import.txt)

9. Perform an Extract of NZ NDD data from Pathway into an XML document using the NZ National Dog Database Extract (in Animal Batch).
    - The 'full extract' produces an XML document for all selected Animals.

- The 'Incremental Extract' produces and XML document for data different from the previous batch or nominated batch.

10. Ensure that Council has a TA and login details for testing over the NZ NDD test database

11. Send 'Full Extract' XML to DIA for loading onto the online Test database. Processing results will be emailed back to the specified person at the council (Note: the XML file sent to DIA needs to be zipped and in the following formats:
    - Full extract: *XXX*-YYYYMMDD-FULL.XML.ZIP where *XXX* is the TA Code, YYYYMMDD is the extract date.
    - Incremental extract: *XXX*-YYYYMMDD-*S*.XML.ZIP where *XXX* is the TA Code, YYYYMMDD is the extract date and *S* is the Sequence Number.)

12. 'Incremental Extract' XML can be loaded onto the Online Test database by the council itself using the WinSCP software to transfer the Incremental file. (This program does not require an install. Just put the .exe on your local drive and double-click it.)

Notes:

The following requirements apply as per the NZ NDD Schema guidelines:
1. Only Registered Animals are extracted. (This means the animal record must have a Registered flag = T, ISVALID flag =T and Active flag = 1.)

2. The Date of Birth for an Animal is not mandatory at this stage. However, if a birthdate exists only Animals with a Year of Birth between 1980 and 2100 will be extracted.

3. Only Animal images of JPG or JPEG format that are less than 20Kb will be extracted.

4. Only one 'Kept At Address' per Animal will be extracted.

5. After a FULL extract the System Parameter field Next Sequence Number will be reset to One (1).

6. The Owners Date of Birth is extracted to the XML details to comply with the NZ NDD requirements. It is up to the Council to ensure that this field is populated in Pathway, for all Animal Owners, as it will become a mandatory requirement of the NDD. (Currently, a warning only will be reported if the Owner DOB is missing, however, at some future time this will become mandatory.)

7. For the Infringement Type being used in the extraction, the following setup must be performed:

   Within Infringement Type Parameters modify all (animal) Offence Type descriptions to hold the NZ NDD Code after the Councils description (eg. The Offence Type description should hold the Councils description followed by a '/' and then the NZ NDD code relating to the Offence Type. The portion after the '/' is output by the extract and validated by NZ NDD to their known codes, e.g.

8. Only Infringements with Offence Types that are not Warnings are extracted to the XML document.

9. Only Infringements which are less than 30 months from the offence date will be extracted.

10. Animals with Deactivated/Out of District Status will not be extracted unless the animal has an outstanding Infringement.

11. As Pathway allows alpha as well as numeric tickets, for the purposes of the NDD only the numeric portion of the Infringement Ticket is output to the XML document, even if alpha tickets are used.

12. If an Offender has multiple Infringements, the Offender Name will only appear once (as an Owner Entity) in the XML document.

NZ NDD EXTRACT – Selection Criteria

In order to be included in the NZ NDD XML Extract, the following selection criteria apply:

Animals (LRPAN12):

- All Animals 'In the District',
- With a current Registration (or, as of Rel 3.02, never Registered but with a current Owner)
- with a blank Birthyear or a Birthyear >= 1980 & <= 2100.

- Or with an Infringement that meets the Infringements selection criteria.

Validation:
- Primary Breed is mandatory.
- Primary Colour is mandatory.
- Year of Birth (now optional).
- Images – jpeg or jpg, with a size less than or equal to 20kb

Owners (LRPAN13):

- Current Owners linked to Animals.
- The Offender on the Infringement.

Validation:
- Animal has at least one owner.
- Given Name is mandatory.
- Date of Birth (now optional)
- Owner Classification is only created if the Expiry Date is blank or is in the future.

Registrations (LRPAN14):

Get the latest Registration that:
- Is Registered.
- Is Valid.
- Is Active.

Validation:
- Registration Year is mandatory. (As of Release 3.02, Registration is not mandatory)
- Disc Number is mandatory. (As of Release 3.02, Disk Number is not mandatory)
- If on the latest Registration the Disc Number is blank, the process will display a message in the Message Frame and then check previous Registrations: "Latest Registration Disc Number is missing for Animal XXXX – searching through previous Registrations"
- If no valid Registration is found with a Disc Number, the Animal (and all its details) will still be extracted and the following message will appear in the Message Frame: "No Registration Data for Animal XXXX – Unregistered Animal details are being extracted."

Infringements (LRPAN15):

- The Offence Type is not a Warning.
- The Offence Date is not more than 30 months old.
- The Balance is 0.
- The Infringement has an Activity of 'Paid in Full' or 'Lodged with Court'. Both Activities are entered in the Extract form.
- An optional 'Cancelled by the Court' Exemption Type may be specified on the Extract form.
- 'dateOrderOrPaid' field the in XML is populated with the latest (Activity or Exemption) date of either of the two entered Activities Codes or Exemption Code.
- The Owner on the Infringement is the Infringement Offender who can (but may not) be the Animal Owner.
- If an Offender has multiple Infringements, the Offender will only appreat once (as an Owner Entity) in the XML document.
- The Infringement details will be extracted if it meets the above criteria regardless of whether or not the Animal is Registered.

Validation:
- Offence Date is mandatory.
- NDD Infringement Section Code must be included in Offence Type description (eg. Dog at Large/**62(4)**)

Record Types: INSERT, UPDATE, DELETE

Compare (applies to Incremental extract only):
- Animals, Owners, Infringements are given a Record Type of 'UPDATE'.
- Registrations are given a Record Type of 'INSERT' as per DIA requirements (refer to Rule I5 in the TA Interface Guidelines).
- When an Owner is made historic and a new current Owner added, there is no UPDATE record extracted for the old Owner, just an INSERT record for the new Owner. The original data is kept by the DIA as history.

Deletes (applies to Incremental extract only):

DIA's definition of DELETE records are records sent in error. We have no way of telling this and therefore there will be no deleted records.

So these are records in the Compare Batch that are not extracted in the current batch (ie. Animals moved or deleted), and will be a Record Type of UPDATE.

- This does not apply to Owners because DIA wants to keep a history of Owners and the original record will have been sent in the compare batch.
- This does not apply to Registrations because the Registration should not be deleted. This is a DIA requirement.
- This does not apply for Infringements because the Infringement should not be deleted and the original record will have been sent in the compare batch.
- So this only applies to Animals. The Animal has not been selected in the current batch because it has moved, been destroyed, etc… These records will be extracted as DELETE Record Types in the database report entities, but will be changed to UPDATE in the XML document.

New Zealand National Dog Database Extract Form

The Extract process extracts the NZ National Dog Database data from Pathway into an XML document. The XML document name is made up of the 'TA Code + the date + the batch number' (i.e. 123-20051031-33.xml or 123-20051031-FULL.xml).

There are two modes of operation:
- Full Extract
- Incremental Extract

The 'Full Extract' option produces the XML document for all selected Animals.

The 'Incremental Extract' option produces the XML for Animals that are different from another batch. This other batch is required when an incremental extract is initiated and can either be entered or left blank to use the last successful batch.

The following form displays when selecting Animal Batch>>New Zealand National Dog
Database Extract.

New Zealand National Dog Database Extract

Search Profile - Animal Type
Key in or select an Animal Type Code from the Pop Up in order to limit the processing to a
particular Animal Type. This field is optional and if it is left blank then all Animal Types will be
included.

Processing Parameters
The following details are required to be entered before processing can occur.

Ta Code (Territorial Authority Code)
This 3 character code must be entered by Council. It uniquely identifies the Territorial
Authority that produced the file. It must be a value selected from the standard list of TA
codes. There is no validation on this field, however, entry of information into this field is
mandatory.

Infringement Type
It is a requirement for Council to report on the Infringement information that relates to an
Animal record. As such, the Infringement Type field, which is a mandatory field, allows an
Infringement Type to be keyed in or selected from the Pop Up. As a result, Animal
Infringements of this type, which have occurred in the last 30 months, will be extracted.

Note: Some councils may have this information recorded as the Offence Type within
Infringements, however, they may not be in line with the expected information for the National
Dog Database. It is expected that councils will update their Offence Codes within the Pathway
Infringements module to come into line with the new list provided. Refer to Appendix B -
National Dog Database – Defined Lists.

Receipt Activity Type

This field allows a Council to set up an Infringement Activity Type which denotes that an Infringement has been Paid in Full. An example is RCPT (Receipt Entry). The latest Activity of this type along with a Balance of zero on the Infringement will be used by the NDD Extract to select those Infringements that have been Paid in full. This is a mandatory field.

Lodged with the Court Activity Type
This field allows a Council to set up an Infringement Activity Type which denotes that an Infringement has been Lodged with the Court. An example is CEXT (Court Extract). The latest Activity of this type along with a Balance of zero on the Infringement will be used by the NDD Extract to select those Infringements that have been Lodged with the Court. This is a mandatory field.

Note: When an Infringement is lodged with the Court its balance is reduced to zero.

Cancelled by the Court Exemption Type
This field allows a Council to set up an Infringement Activity Type which denotes that an Infringement has been Cancelled by the Court. An example is ID (Infringement Denial). The latest Activity of this type along with a Balance of zero on the Infringement will be used by the NDD Extract to select those Infringements that have been Cancelled by the Court. This field is optional.

Communication Types
The 4 Communication Type fields provide a lookup of all communication types that have been defined by council. Council will select the Communication Type that contains the required information. These fields are optional, but if specified, the information pertaining to these Communication types will be extracted into the Owner details. The following fields are available:
- Home Phone Number
- Work Phone Number
- Mobile Phone Number
- Email Address

Animal Images
AS part of the XML, two images can be stored against an animal record. The images must be in JPEG format and base 64 encoded. These images are optional where the animal is a classified dog.

Councils will require the Paperclip Attachment Authorised Function.

The Image/s can be attached to the Animal record and are only required where the Dog has a classification Type of Menacing or Dangerous. In this instance up to two images can be included in the XML extract.

Pathway looks for records on the Animal for the attachment Type that is nominated in the Animal Parameters. The first two records for this Attachment Type are included in the XML.

Processing Options
The following fields are available in the Processing Options section of the form:

Export File Path
This field allows entry or selection of a file path for the creation and storage of the XML file. This field is mandatory.

Export File Name
The Export File Name is the name of the XML file (made up of the TA Code+date+run number) with a '.xml' extension. If the TA Code is not specified, then XXX will be used. e.g. 123-20050831-102.xml

<u>Extract Type</u>
The Extract Type may be 'Full' or 'Incremental'.

> ***Full Extract*** – When this is selected ALL the details will be extracted from the database. This would be used initially to send all details to the National Dog Database and subsequently is council were required to perform a synchronisation of data between Council and National databases. (If 'Full' is selected, then all the following fields will not display.)

> ***Incremental Extract*** – This is normally selected during standard processing. This option produces a file of items that have changed since the last extract was performed. In this case, the Run Number must be specified.

<u>Run Selection</u>
This field becomes available when 'Incremental Extract' has been selected as the Extract Type.

> ***Selected Run Number –*** This allows the user to select any completed run to which to compare the current animal information.

> ***Last Run –*** This allows for the job to be submitted as a permanent end of day job and always compare to the last successfully completed extract.

<u>Run Number</u>
This field is only available when 'Selected Run Number' has been selected. Selecting the Pop Up button will present a list of job numbers from which to select over which to perform the comparison operation.

Processing details:

If it is a 'Full Extract' then all Animals, Owners, Registrations, Infringements and Images are extracted to the XML document (i.e. it does not go through the compare process).

If it is an 'Incremental Extract' only records that have changed since the specified batch will be extracted to the XML document. This processing path goes through the compare process which processes the batch twice:
- Firstly flagging any entries that have changed between the previous batch and this batch.
- Secondly going through the previous batch selecting entries that do not exist in the current batch (i.e. deleted records) and adding them into the current batch as 'deleted' records.
- Registration details are output in the Incremental Extract with the changed details when any Owner of a Dog is Deleted or made Historic.

On completion of the Extract process an email is generated stating the counts of the number of Animals, Owners, Registrations and Infringements extracted to the XML document. The email includes a count of the number of animals found that were never registered.

The XML document can then be sent to the Department of Internal Affairs for processing.

(For every run, ALL Animal data is extracted into report tables LRPAN11 through to LRPAN30).

Appendix

Appendix A: Animal Check Digit Functionality

Note: This is an Authorised Function. Please contact your Account Manager if you wish to utilise this functionality.

A new authorised function is now available to add a check digit to the Animal Reference Number in the Animal Registration Module so that the reference number entered externally can be validated via External Receipt Processing.
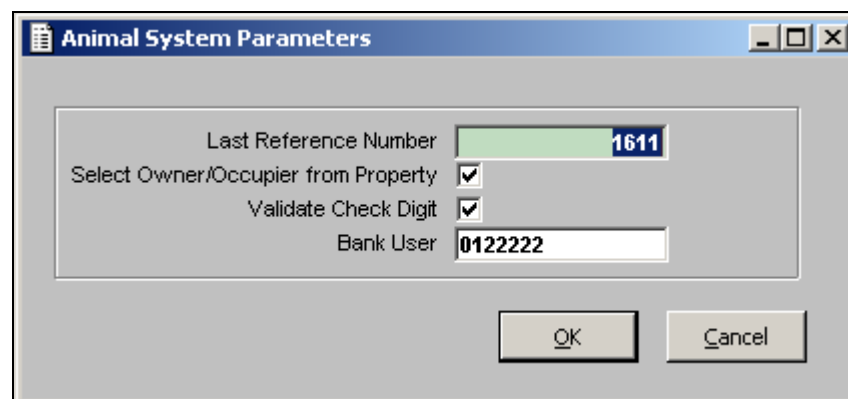
Animal System Parameters

Figure 1

Animal System Parameters have been created to allow a new option "Validate Check Digit" to be set. If this is set on, a check digit will be able to be calculated against related Animal Reference Numbers so that the Reference Number entered externally can be validated via External Receipt Processing. If "Validate Check Digit" is set off, no check digit will be available in the Animal Module.

Animal System Parameters is now covering the previous Reference Number Maintenance so that Reference Number Maintenance will not be available from the System Menu any more. The Animal Registration menu has changed to include the new Animal System Parameters menu option. The Animal System Parameters can be accessed via Animal Registration>>Animal Parameters>>Animal System Parameters.

Update Animal Check Digit
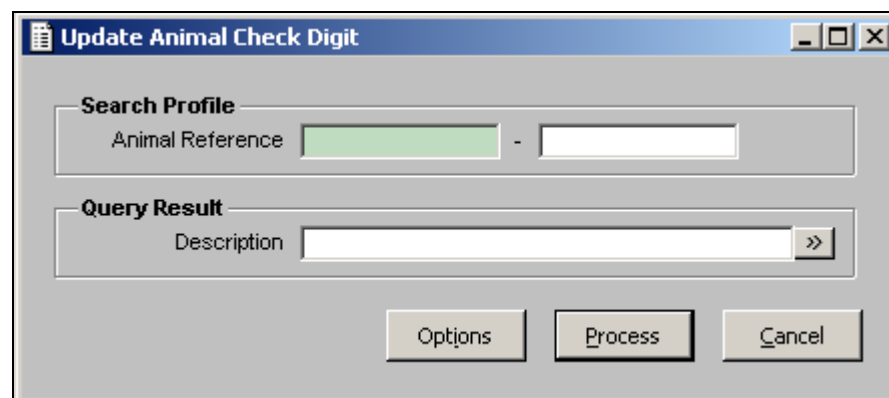
Figure 2

A new batch process "Update Animal Check Digit" has been created to populate the animal check digit.

This process needs to be run initially to calculate an animal check digit against Bank User ID and related Animal Reference. If Bank User ID is updated at the Animal System Parameters, this process needs to be run again to update existing check digits.

Animal Renewal/Reminder Export Format
If the Animal Check Digit is to be exported, the extract field Check Digit needs to be included in the Export Format. If not, please ignore Step 1 ~ Step 3.

Step1: Go to **Query >> Query Parameters >> Export /Import Format Maintenance** to create a new customised export format for the entity LRPAN07 (Figure 3), do not select the DATASTRING field**.** Click OK to save the export format.

Figure 3

Step2: Go to **Animal Registration >> Animal Parameters >> Export Data String Maintenance** (Figure 4).
   1) Select the LRPAN07 Export Format just created
   2) Enter the number which defines the maximum number of animals allowed in a Notice
   3) Select related Export Fields (Check Digit needs to be selected)
   4) Accept
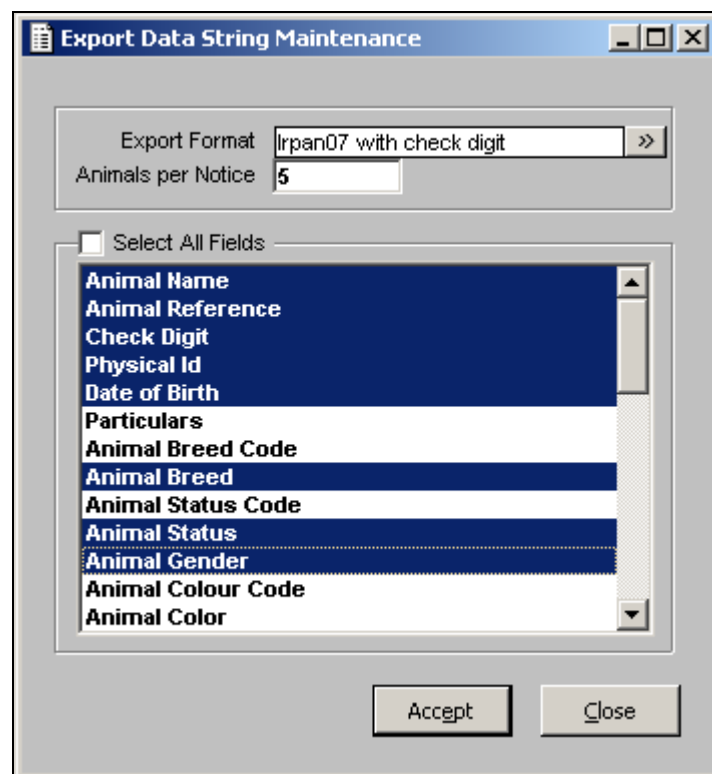
Figure 4

Step3: Go to Query >> Query Parameters >> Export /Import Format Maintenance again
1) Select the Export Format just created
2) Check the selected export fields part (Figure 5)
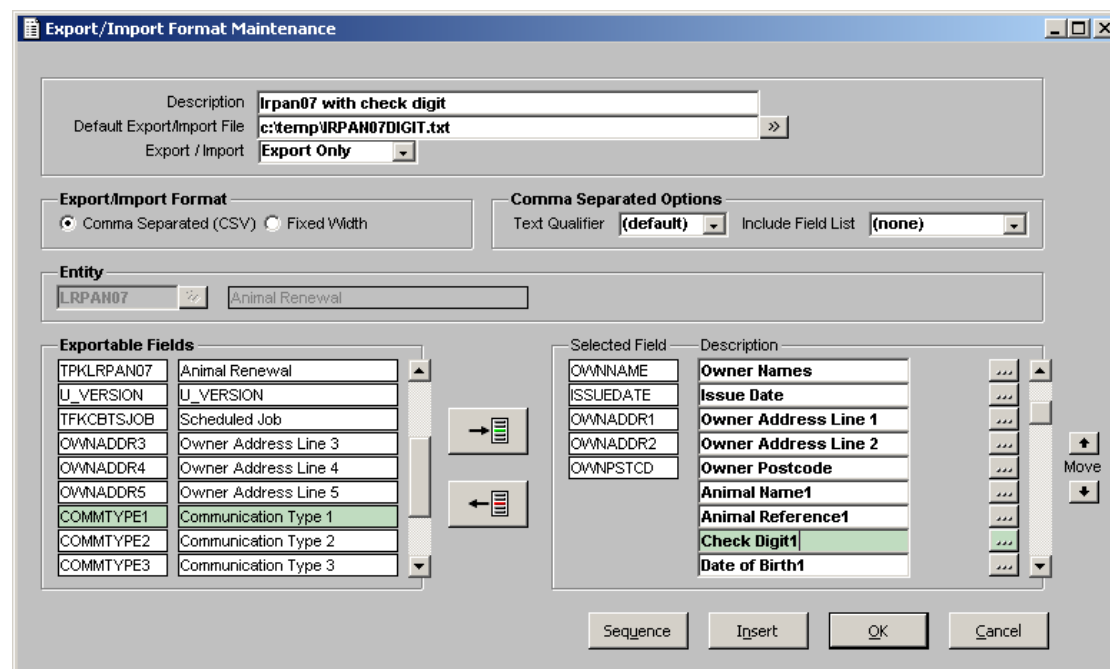
Figure 5

All selected export fields in Figure 4 should be added in Figure 5.

Animal Receipt Entry

Figure 6

At Receipt Entry, for Animal Receipts, if "Validate Check Digit" is set on at the Animal System Parameters, the animal check digit is included in the Allocation Reference field, i.e. The Allocation Reference will include the Registration number (e.g. 1155) along with the Check Digit (e.g. 8).

External Receipt Process

Once the external receipt file is imported via External Receipt Import Control, the External Receipt Process will take into account the animal check digit upon validating and updating the imported external receipts.

Update related existing Extract Type and Merge Type

1) A new extract field "**Animal_CheckDigit**" is now available to be included in Merge Types in the Animal module
2) A new extract field "**Animal_CheckDigit**" is now available within the Animal Extract List "**OWNANML**"
3) A new extract field "**Animal_CheckDigit**" is now available within the Customer Service Extract List "**ANIMALS**"

If an Animal Check Digit needs to be extracted to documents, please modify existing Extract Types and Merge Types to include the Animal Check Digit.

Appendix B: National Dog Database Defined Lists

This section gives the codes and descriptions for the standard lists identified in the XML schema documentation and mentioned in the Data Validation Workshop Notes (Appendix 1), The Dog Colours and Dog Breeds lists are excluded at this stage as they will be determined by the dog control best practices committee and provided by the DIA.

See also: **NZ NATIONAL DOG DATABASE SETUP AND PROCESSING**

Owner Classification Section

If an owner is classified this is the section or provision under which the classification was made.

Code	Description
21(1)_DCA	Probationary owner under section 21(1) – offence under the Dog Control Act
21(1)_Other_Acts	Probationary owner under section 21(1) – offence under other acts
21(2)	Probationary owner under section 21(2) - 3 or more infringements
25(1)(a)	Disqualified under section 25(1)(a) – 3 or more infringements
25(1)(b)	Disqualified under section 25(1)(b) – offence under the Dog Control Act
25(1)(c)	Disqualified under section 25(1)(c) – offence under other acts

Dog Classification Section

The section of act under which a dog was classified as Menacing or Dangerous under the Dog Control Act.

Code	Description
33A(1)(b)(i)	Menacing under section 33A(1)(b)(i) – observed or reported behaviour of dog
33A(1)(b)(ii)	Menacing under section 33A(1)(b)(ii) – characteristics typically associated with dog's breed/type
33C(1)	Menacing under section 33C(1) – dog of breed/type in schedule 4.
31(1)(a)	Dangerous under section 31(1)(a) – rushing offence under 57A(2)
31(1)(b)	Dangerous under section 31(1)(b) – threat based on sworn evidence
31(1)(c)	Dangerous under section 31(1)(c) – owner admits in writing

Dog Status

Code	Description
I	Currently In District. Currently registered in the TA or

	previously registered in the TA and awaiting re-registration, i.e. new registration year.
O	Out of District. Subsequently registered in another TA.
D	Deactivated. No longer active in this TA and should not appear in any other (unless lost or stolen). Refer to Deactivated Reason

Dog Deactivated Reason

Code	Description
GNA	Gone No Address
EXP	Exported
DES	Destroyed
STN	Stolen
LST	Lost
DED	Dead

Infringement Section

There is no definition of "Infringement" under the act, but Section 66 identifies infringement process, and Schedule 1 lists them. Note that this is not the same as the precedent code.
For the purposes of the NDD this is restricted to Dog Infringements that have been;

- Paid (in full)
- Lodged with the court
- Ordered by the court

Code	Description
18	Section 18 – wilful obstruction
19(2)	Section 19(2) – failure to supply or giving false information
19A(2)	Section 19A(2) – failure to supply or giving false information about dog
20(5)	Section 20(5) – failure to comply with bylaw
28(5)	Section 28(5) – failure to comply with disqualification
32(2)	Section 32(2) – failure to comply with classification of dangerous dog
32(4)	Section 32(4) – fraudulent sale or transfer of dangerous dog
33E(2)	Section 33E(2) – failure to comply with classification of menacing dog
36A(6)	Section 36A(6) – failure to implant microchip
41	Section 41 – false registration statement
42	Section 42 – failure to register a dog
46(4)	Section 46(4) - fraudulent procurement of dog disc/label
48(3)	Section 48(3) – failure to advise change of dog ownership
49(4)	Section 49(4) – failure to advise change of address
51(1)	Section 51(1) – removing/swapping/counterfeiting registration disc/label
52A	Section 52A – failure to keep dog controlled or confined
53(1)	Section 53(1) - failure to keep dog under control
54(2)	Section 54(2) – failure to provide proper care, food, water, or shelter
54A	Section 54A – failure to carry a leash in public

Code	Description
62(4)	Section 62(4) - allowing known dangerous dog to be unmuzzled/leashed

National Dog Database Breed Codes

Secondary Breed Only	Code
Cross	CRXX

Predominant or Secondary Breed	Code
Affenpinscher	AFFE
Akita	AKIT
Alaskan Malamute	AMAL
Australian Kelpie	KELP
Basenji	BAJI
Beagle	BEAG
Bernese Mountain	BERN
Bichon Frise	BICH
Bloodhound	BLOO
Bolognese	BOLO
Borzoi	BORZ
Bouvier des Flandres	BOUV
Boxer	BOXE
Brazilian Fila	**BFIL**
Briard	BRIA
Brittany	BRSP
Bulldog	BBUL
Bulldog, American	BULA
Bulldog, French	FBUL
Canaan	**CANA**
Catahoula Leopard	CALE
Cattle, Australian	ACAT
Cattle, Stumpy-Tail	STCA
Chihuahua, Long Coat	CHIL
Chihuahua, Smooth Coat	CHIS
Chinese Crested	CHIN
Chow Chow	CHOW
Collie, Bearded	COLB
Collie, Border	BDCO
Collie, Rough	COLR
Collie, Smooth	COLS
Coonhound, Black and Tan	COOT
Coonhound, Bluetick	COOB
Coonhound, English	COOE
Coonhound, Plott	COOP
Coonhound, Redbone	COOR
Coonhound, Tree Walker	TCOO
Corgi, Welsh Cardigan	CORC
Corgi, Welsh Pembroke	CORP

Predominant or Secondary Breed	Code
Dachshund	DACH
Dachshund, Long Haired	SLHD
Dachshund, Mini	DACM
Dachshund, Miniature Long Haired	MLHD
Dachshund, Miniature Smooth Haired	MSHD
Dachshund, Miniature Wire Haired	MWHD
Dachshund, Smooth Haired	SSHD
Dachshund, Wire Haired	SWHD
Dalmatian	DALM
Deerhound	DEER
Dingo	DING
Dobermann	DOBE
Dogo Argentino	DOGO
Dogue de Bordeaux	DODB
Elkhound, Norwegian	ELKH
Eurasier	EURA
Foxhound	FOXH
Great Dane	GDAN
Greyhound	GREY
Greyhound, Italian	ITGR
Griffon, Beauceron	GRIB
Griffon, Bruxellois	GRIF
Griffon, Petit Basset	PEBA
Harrier	HARR
Hamiltonstovare	HAHA
Havanese	HAVA
Hound, Afghan	AFGM
Hound, American Fox	AFHD
Hound, Basset	BASS
Hound, Ibizan	IHOU
Hound, Otter	OTTO
Hound, Pharaoh	PHAR
Huntaway	HUNT
Japanese Chin	JCHI
Kangal	KANG
Keeshond	KEES
Komondor	KOMO
Kuvasz	KUVA
Lagotto	LAGO
Lapphund, Finnish	FLAP
Leonberger	LEON
Lhasa Apso	LHAS
Lowchen	LOWC
Lurcher	LURC
Maltese	MALT
Mastiff	MAST
Mastiff, Bull	BUMA
Mastiff, Neapolitan	NEMA
Mastiff, Tibetan	TMAS
Munsterlander	MUNS
Newfoundland	NEWF

Predominant or Secondary Breed	Code
Norwegian Buhund	NBUH
Papillon	PAPI
Pekingese	PEKE
Pinscher, German	GERP
Pinscher, Miniature	MPIN
Pointer, English	EPOI
Pointer, German Wire Haired	GWHP
Pointer, German Short Haired	GSHP
Pomeranian	POME
Poodle, Miniature	MPOO
Poodle, Standard	SPOO
Poodle, Toy	TPOO
Portugese Water	PORW
Pug	PUGG
Puli, Hungarian	HPUL
Pyrenean Mountain	PYRE
Retriever, Chesapeake Bay	CHEA
Retriever, Curly-Coated	CCRE
Retriever, Flat-Coated	FCRE
Retriever, Golden	GOLD
Retriever, Labrador	LABR
Retriever, Nova Scotia Duck Tolling	NSDT
Rhodesian Ridgeback	RIDG
Rottweiler	ROTT
Saint Bernard	STBN
Saluki or Gazelle Hound	SALU
Samoyed	SAMO
Schipperke	SCHI
Schnauzer	SCHN
Schnauzer, Giant	GSCH
Schnauzer, Miniature	MSCH
Setter, English	ESET
Setter, Gordon	GORD
Setter, Irish	ISET
Setter, Irish Red & White	ISER
Shar Pei	SHAR
Sheepdog, Maremma	MARA
Sheepdog, Old English	OESD
Sheepdog, Polish Lowland	PLSH
Sheepdog, Shetland	SHSH
Shepherd, Anatolian	ANAT
Shepherd, Australian	**AUST**
Shepherd, Belgian (Groenendael)	**GBSH**
Shepherd, Belgian (Laekenois)	LBSH
Shepherd, Belgian (Malinois)	MBSH
Shepherd, Belgian (Tervueren)	TBSH
Shepherd, Central Asian	CEAS
Shepherd, German	GERS
Shiba Inu	SHBA
Shih Tzu	SHIH
Siberian Husky	SIBE

Predominant or Secondary Breed	Code
Sloughi	SLOU
Smithfield	SMIT
Spaniel, American Cocker	ACOC
Spaniel, American Water	AHWS
Spaniel, Cavalier King Charles	CKCS
Spaniel, Clumber	CLUM
Spaniel, Cocker	COCK
Spaniel, English Springer	ESSP
Spaniel, Field	FSPA
Spaniel, Irish Water	IWSP
Spaniel, King Charles	KCSP
Spaniel, Sussex	SSPA
Spaniel, Tibetan	TIBS
Spaniel, Welsh Springer	WSSP
Spinone, Italian	ITSP
Spitz, Finnish	FISP
Spitz, Japanese	JSPI
Spitz, German (Klein)	GESK
Spitz, German (Mittel)	GESP
Swedish Vallhund	SVAL
Terrier, Airedale	AIRE
Terrier, American Pit Bull	PITB
Terrier, American Staffordshire	ASTA
Terrier, Australian	ATER
Terrier, Australian Silky	ASTE
Terrier, Bedlington	BEDT
Terrier, Black Russian	**BTER**
Terrier, Border	BDTE
Terrier, Boston	BOST
Terrier, Bull	BUTE
Terrier, Bull Miniature	BUTM
Terrier, Cairn	CRNT
Terrier, Cesky	CEST
Terrier, Dandie Dinmont	DADT
Terrier, English Toy (Black & Tan)	ETTE
Terrier, Fox (Smooth)	FTSM
Terrier, Fox (Wire)	FTWR
Terrier, Glen of Imaal	GITE
Terrier, Irish	ITER
Terrier, Jack Russell	JACK
Terrier, Kerry Blue	KERR
Terrier, Lakeland	LAKE
Terrier, Manchester	MANC
Terrier, Norfolk	**NTER**
Terrier, Norwich	**NOTE**
Terrier, Parson Jack Russell	**PJAC**
Terrier, Scottish	SCOT
Terrier, Sealyham	SEAL
Terrier, Skye	SKYE
Terrier, Staffordshire Bull	SBTE
Terrier, Soft Coated Wheaten	SOFT

Predominant or Secondary Breed	Code
Terrier, Tenterfield	TTER
Terrier, Tibetan	TIBT
Terrier, Welsh	WTER
Terrier, West Highland White	WEST
Terrier, Yorkshire	YORK
Tosa, Japanese	JTOS
Vizsla, Hungarian	HVIZ
Weimaraner	WEIM
Whippet	WHIP
Wolfhound, Irish	IWHD

National Dog Database Colour Codes

BASE COLOUR /Colours accepted in National Dog Database	SUB-BASE COLOUR (Shades of the Base Colour) (For reference only)	Code
Red	Ginger/Copper/Blenheim Liver/Mahogany/Rust/Bronze/Ruby Red merle	RED
Grey	Silver / Dapple Salt & Pepper / Sand	GRY
Blue	Blue merle	BLU
Orange	Apricot	ONG
Brown	Chocolate /Fawn /Beige / Biscuit/ Wheaten	BRO
White	Cream/Champagne	WHI
Black		BLK
Brindle		BDL
Tan	Sable	TAN
Gold	Yellow / Honey / Blonde / Lemon	GLD
The following are not colours but descriptions for markings or appearance and are not to be used in the National Dog Database		
Grizzle/ Roan / Harlequin / Buckskin / Mixed / Multicolour / Tri-colour / Fleck / Unknown		

XML Layout Required

The required XML file details information broken into the following 4 areas

- Animal Details
- Owner Details
- Registration Details
- Infringement Details

The XML will be in the following Structure

DogandOwnerData
   Sendertacode
   Filetype
   Schemaversion
   Producedondatetime
   Sequencenumber
    + Dog
    + Owner
    + Registration
    + Infringement

*** M - denotes Mandatory field***

dogAndOwnerData	Field length	Description
Header		
SchemaVersion	3	Version that we comply with = 3_0
senderTaCode	3	Code that uniquely identifies the Territorial Authority (ie council)
producedOnDateTime	Datetime	Date and Time of the extract (2005-07-21T10:36:16.00000
fileType	4	INCR/FULL
sequenceNumber	6	Incremented Batch sequence number

dogAndOwnerData	Field length	Description	
Dog			
taDogID	12	Animal Reference Number	M
dogAlert	1	Y/N Indicates whether the local TA holds information on the dog relating to the Safety of the Animal Control Officer - Default 'N'	M
Status	1	'I' currently in district, 'O' out of district, 'D' deactivated	M
Deactivatedreason	3	Where Status = 'D' – from list of standard codes.	
Name	50	Animal Name	
Breed1	4	Predominate Breed	M
Breed2	4	Secondary Breed	
Colour1	3	First Colour	M
Colour2	3	Second Colour	
+ Keptataddress			

Addressdetails		Current Animal Property Address	M
Address Line		189 Blueridge Drive	
Address Line		Acacia Bay	
Address Line		Taupo	
Yearof birth	4	Ccyy – substring from birthdate eg 2002	M
Monthof birth	2	Mm – substring from birthdate eg 10	
Gender	1	M Male, F Female	M
Desexed	1	Y Yes, N No	M
isoChipNumber	15	Physical ID (existing)	
nonStandardChipNumber	30	Non Standard Chip Number field (new)	
+ classification			
classificationType	1	D Dangerous M Menacing	M
classificationSection	20	Dog Section of Act	
Image		Image of the Animal in JPEG format- base64 encoded	
destructionOrderDate	Date	Date of destruction order	
distinguishingMarks	255	Reference Type (nominated)	
permanentIdentifier	255	Reference Type (nominated)	
+ OtherTAregistration			
taCode	3	Code that uniquely identifies the Territorial Authority	M
registrationYear	4	Registration Year eg.2004	M
registrationnumber	6	Disc Number	M
Record Type		INSERT/UPDATE/DELETE	

dogAndOwnerData	Field length	Description	
Owner			
taOwnerID	12	Tpkcnaidty	M
safetyAlert	1	Y/N records whether the local TA holds information on the owner relating to safety of the Animal Control Officer – Default N	M
protectedStatus	1	Y/N indicates whether this owner has protected status under the Domestic Violence Act – Default N	M
+ personDetail/organisationName		** Element labelled based on whether the owner is a Person or Company in Pathway **	
firstName	255	Given Name (not mandatory for Organisation)	M
middleName	255	Not mandatory	
surname	255	Surname(not mandatory for Organisation)	M
organisationName	255	Organisation Name	M
dateOfBirth	Date	Date of Birth 1972-06-18	M
+ Address 1			M
Address Details			
AddressLine		274 Abbotsford Road	M
AddressLine		Abbotsford	
+ classification	1	P Probationary D Disqualified	
classificationType	10	The Type of Owner Classification. Must contain a code selected from a standard list	M
expiryDate	Datetime	Classification Expiry Date - must be future date	
classificationSection			
homePhone	20	Communication Type for Home Phone – including	

		area code	
workPhone	20	Communication Type for Work Phone – including area code	
mobilePhone	20	Communication Type for Mobile Phone -Full mobile phone number	
emailAddress	80	Communication Type for Email address	
+ otherTaOwner			
taCode	3		
taOwnderID	12	Tpkcnaidty	
Recordtype		INSERT/UPDATE/DELETE	

dogAndOwnerData	Field length	Description	
Registration			
taDogID	12	Animal Reference Number	
+ registrationDetail			
registrationYear	4	Registration Year eg 2004	M
registrationNumber	6	Disc Number	M
taOwnerID	12	Name tpk (tpkcnaidty)	
Recordtype		INSERT/UPDATE/DELETE	

dogAndOwnerData	Field length	Description	
Infringement			
taOwnerID	12	Name tpk (tpkcnaidty)	
infringmentNumber	12	Ticket Number	
offenceDatetime	Date	Offence Date (lifotin) (only within the last 30 months) 2004-09-12T12:00:00.00000	M
dateOrderedorPaid	Date	Pay by Date (lifotin) 2004-10-01	
actSection	20	Offence Type from Infringement Ticket	M
taDogID	12	Animal Reference Number	
Recordtype		INSERT/UPDATE/DELETE	

General Rules

- Record Type
  - If the local record has not been sent to the National Dog Database before it should be marked as INSERT.
  - If the local record has been sent before and is being re-sent to reflect changes, it should be marked UPDATE
  - If the local record has been deleted then it should be marked DELETE. Where a record has been deleted, the information sent must be a reflection of the data as at the time of Deletion.

- Registration Year
  - The year of the registration. This should be the calendar year in which the registration year begins. For example if the registration relates to the yea beginning July 2006, then this field must contain 2006.

- taCode
  - The Territorial Authority code as selected from the pre-defined list nominated by the Department of Internal Affairs

- Date Format
  - Assume that the Date format will be in yyyymmdd as per the file creation date time field.

Reporting Entities

The exported information is stored in various reporting entities. The information required is as follows:

We also need to cater for Multiples

- Multiple Owners
- Multiple Addresses
- Multiple Infringements

Reporting Entity	Field length	
tpk		
tfkcbtsjob		
Dog ID (animal reference)	12	M
Dog Alert	1	
Status	1	M
Deactivated reason	3	
Name	50	
Breed1	4	M
Breed2	4	
Colour1	3	M
Colour2	3	
Dog Address details		M
Year of birth	4	M
Month of birth	2	
Gender	1	M
Desexed	1	M
Iso Chip Number	15	
Non Standard Chip Number	30	
Classification Type	10	M
Classification Section	20	
Destruction Order Date	Date	
Distinguishing Marks	255	
Permanent Identifier	255	
Registration Year	4	M
Registration number	6	M
Record Type		
Owner ID (tpkcnaidty)	12	M
Safety Alert	1	
Protected Status	1	
First Name	255	M
Middle Name	255	
Surname	255	M
Date Of Birth	Date	M
Organisation Name	255	M
Address		M
Classification Type	10	M
Expiry Date	Datetime	
Home Phone	20	
Work Phone	20	
Mobile Phone	20	
Email Address	80	

Infringement Number	12	
Offence Date time	Date	M
Date Ordered or Paid	Date	
Infringement Act Section	20	M

Sample XML File

```
<?xml version="1.0" ?>
-<ndd:dogAndOwnerData xmlns:ndd="urn:nzl:govt:registering:dogs:registration:3_0"
xmlns:xAL="NZL:govt:egu:xNAL:xAL:version=3_3" xmlns:xNLb="NZL:govt:egu:xNAL:xNL-
basic:version=3_3" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="urn:nzl:govt:registering:dogs:registration:3_0 nz-ndd-tadata-upload-
3_0.xsd">
- <header>
  <schemaVersion>3_0</schemaVersion>
  <senderTaCode>AAA</senderTaCode>
  <producedOnDatetime>20-Sep-2005 14:45:49</producedOnDatetime>
  <fileType>FULL</fileType>
  <sequenceNumber>10</sequenceNumber>
  </header>
- <dog>
  <taDogId>2685</taDogId>
  <dogAlert>Y</dogAlert>
  <status>I</status>
  <deactivatedReason>DES</deactivatedReason>
  <name>Harry</name>
  <breed1>LABR</breed1>
  <breed2 />
  <colour1>BLK</colour1>
  <colour2>GLD</colour2>
- <keptAtAddress>
- <xAL:AddressDetails>
- <xAL:AddressLines>
  <xAL:AddressLine>10 Ada Street</xAL:AddressLine>
  <xAL:AddressLine>ADELAIDE</xAL:AddressLine>
  <xAL:AddressLine />
  </xAL:AddressLines>
  </xAL:AddressDetails>
  </keptAtAddress>
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  <monthOfBirth />
  <gender>M</gender>
  <desexed>N</desexed>
  <isoChipNumber />
  <nonStandardChipNumber>DEC232</nonStandardChipNumber>
- <classification>
  <classificationType>D</classificationType>
  <classificationSection>31(1)(C)</classificationSection>
  <image />
  </classification>
  <destructionOrderDate>28-Jul-2005</destructionOrderDate>
  <distinguishingMarks>Left ear nipped</distinguishingMarks>
  <permanentIdentifier>Tattooed and docked tail</permanentIdentifier>
  <recordType>INSERT</recordType>
  </dog>
- <dog>
  <taDogId>2686</taDogId>
  <dogAlert>Y</dogAlert>
  <status>I</status>
  <deactivatedReason>DES</deactivatedReason>
  <name>Lorry</name>
  <breed1>LABR</breed1>
```

```
  <breed2 />
  <colour1>BLK</colour1>
  <colour2>CRM</colour2>
- <keptAtAddress>
- <xAL:AddressDetails>
- <xAL:AddressLines>
  <xAL:AddressLine>2/362-364 Angas Street</xAL:AddressLine>
  <xAL:AddressLine>ADELAIDE</xAL:AddressLine>
  <xAL:AddressLine />
  </xAL:AddressLines>
  </xAL:AddressDetails>
  </keptAtAddress>
  <yearOfBirth />
  <monthOfBirth />
  <gender>M</gender>
  <desexed>N</desexed>
  <isoChipNumber />
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- <classification>
  <classificationType>D</classificationType>
  <classificationSection>31(1)(A)</classificationSection>
  <image />
  </classification>
  <destructionOrderDate>28-Jul-2005</destructionOrderDate>
  <distinguishingMarks>Left ear missing</distinguishingMarks>
  <permanentIdentifier>Tattooed, docked tail</permanentIdentifier>
  <recordType>INSERT</recordType>
  </dog>
- <dog>
  <taDogId>2687</taDogId>
  <dogAlert>N</dogAlert>
  <status>D</status>
  <deactivatedReason>EXP</deactivatedReason>
  <name>Daisy</name>
  <breed1>AFGA</breed1>
  <breed2 />
  <colour1>APR</colour1>
  <colour2 />
- <keptAtAddress>
- <xAL:AddressDetails>
- <xAL:AddressLines>
  <xAL:AddressLine>3/362-364 Angas Street</xAL:AddressLine>
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  </xAL:AddressLines>
  </xAL:AddressDetails>
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  <gender>F</gender>
  <desexed>N</desexed>
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- <classification>
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  <classificationSection>31(1)(B)</classificationSection>
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  </classification>
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  <distinguishingMarks>Right ear missing</distinguishingMarks>
  <permanentIdentifier>Docked tail</permanentIdentifier>
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```
  <recordType>INSERT</recordType>
  </dog>
- <dog>
  <taDogId>2688</taDogId>
  <dogAlert>Y</dogAlert>
  <status>I</status>
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  <name>Jerry</name>
  <breed1>LABR</breed1>
  <breed2 />
  <colour1>BLK</colour1>
  <colour2>FW</colour2>
- <keptAtAddress>
- <xAL:AddressDetails>
- <xAL:AddressLines>
  <xAL:AddressLine>253-265 Currie Street</xAL:AddressLine>
  <xAL:AddressLine>ADELAIDE</xAL:AddressLine>
  <xAL:AddressLine />
  </xAL:AddressLines>
  </xAL:AddressDetails>
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  <monthOfBirth />
  <gender>M</gender>
  <desexed>Y</desexed>
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  <nonStandardChipNumber>RRR4344</nonStandardChipNumber>
- <classification>
  <classificationType>D</classificationType>
  <classificationSection>31(1)(C)</classificationSection>
  <image />
  </classification>
  <destructionOrderDate />
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  <permanentIdentifier>Three legged</permanentIdentifier>
  <recordType>INSERT</recordType>
  </dog>
- <dog>
  <taDogId>2689</taDogId>
  <dogAlert>N</dogAlert>
  <status>I</status>
  <deactivatedReason>LST</deactivatedReason>
  <name>Horace</name>
  <breed1>BEAG</breed1>
  <breed2>CRXX</breed2>
  <colour1>BLK</colour1>
  <colour2>CRM</colour2>
- <keptAtAddress>
- <xAL:AddressDetails>
- <xAL:AddressLines>
  <xAL:AddressLine>2-4 Bridge Street</xAL:AddressLine>
  <xAL:AddressLine>Kapunda</xAL:AddressLine>
  <xAL:AddressLine />
  </xAL:AddressLines>
  </xAL:AddressDetails>
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  <monthOfBirth />
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  <desexed>N</desexed>
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- <classification>
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<classificationSection>33A(1)(B)(I)</classificationSection>
<image />
</classification>
<destructionOrderDate />
<distinguishingMarks>Scar on head</distinguishingMarks>
<permanentIdentifier>Pointed ears, docked tail</permanentIdentifier>
<recordType>INSERT</recordType>
</dog>
- <dog>
<taDogId>2690</taDogId>
<dogAlert>N</dogAlert>
<status>I</status>
<deactivatedReason>STN</deactivatedReason>
<name>Leonie</name>
<breed1>AFGA</breed1>
<breed2 />
<colour1>BLK</colour1>
<colour2>BB</colour2>
- <keptAtAddress>
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