Debtors User Guide

Feedback
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Pathway 3.09 (Thick Client Version)

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DEBTORS USER GUIDE

Parameters

The following topics are covered in this section:

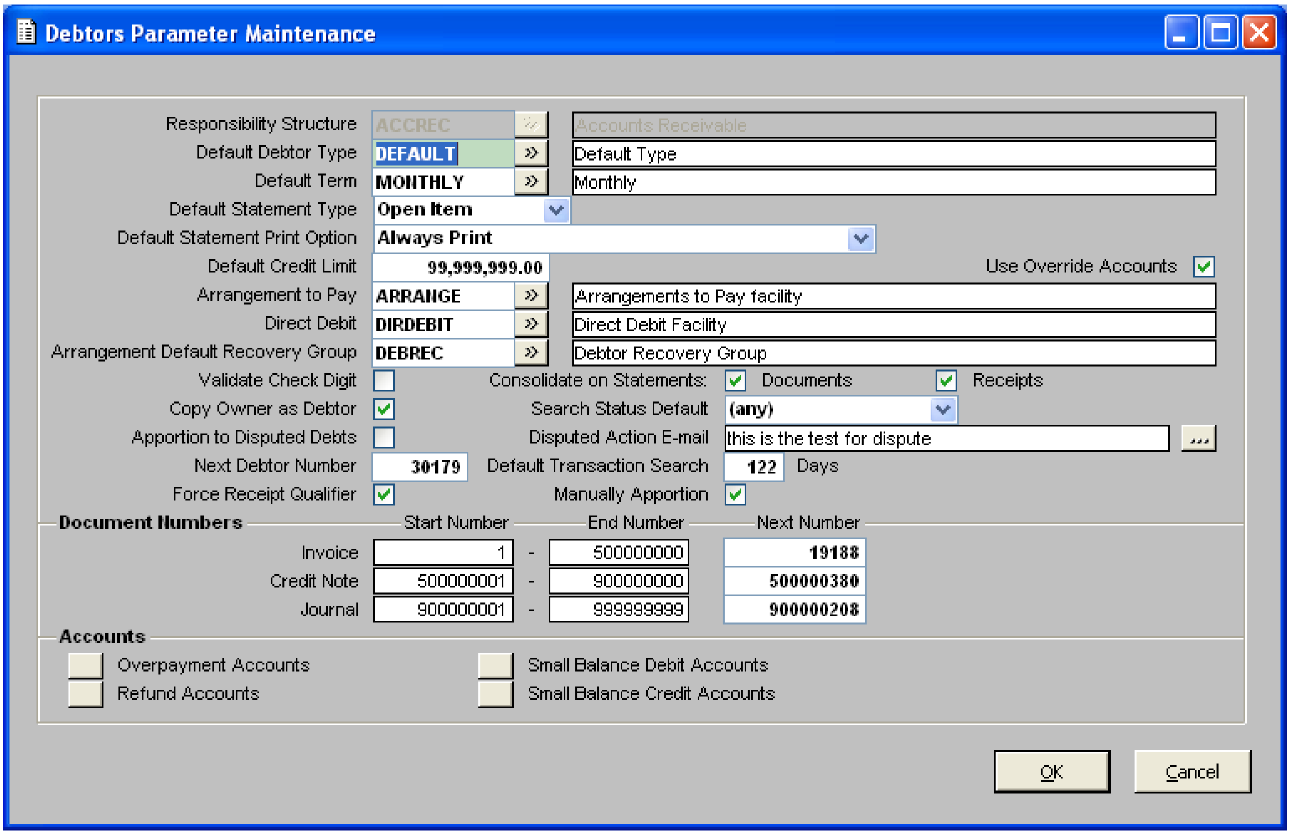
Debtors Parameter Maintenance

Debtors Parameter Maintenance Form

The System Parameters enable the setting of the Responsibility Structure and Default Debtor Type, Term, Statement Type, Statement Print Option to be used upon creation of each Debtor assessment, and Document Number Ranges to be used when creating Invoices, Credit Notes and Journals. Also default Activities can be set when certain actions have occurred on the assessment such as the addition of an Arrangement to Pay, Direct Debit or Recovery Group. Additionally Ledger Accounts for Overpayments, Refunds and Small Balance Debits and Credits can be set up from this form.

NOTE: When entering in the Document Number Ranges define them to cater for the expected volumes of documents that are to be created.
Example:

Invoices	1 – 999999
Credit Notes	1000000 – 1999999
Journals	2000000 – 2999999



Debtors Parameter Maintenance Form

Responsibility Structure

A new Responsibility Structure will have to be defined in the Core Responsibility Module to determine the security of staff to Accounts Receivable functions. This new structure must be entered here.

Default Debtor Type

Select from the popup the Debtor Type that will be used as a default when a new Debtor is created.

Default Term

The Default Terms, having been previously created, is entered here and will be used as the Default Terms on all new Debtor Types.

Default Statement Type
Select from the list the Default Statement Type to be used when a new Debtor Type is created. Available options are:

- Open item
- Brought Froward

Default Statement Print Option
Select from the list the Default Statement Print Option to be used when a new Debtor Type is created. Available options are:

- Always Print
- Print if non-zero Balance
- Print if non-zero Balance or current transactions
- Never Print

Default Credit Limit
Enter a default Credit Limit amount. This amount will be used as a default in the Credit Limit when creating a new Debtor Type.

Use Override Accounts

Tick ON this option if you wish to enable Council Code Override Account functionality. By default, this parameter is OFF. If enabled, this will enable the use of a Council Code parameter to define Assessments within different Councils, subsequently enabling different ledger account processing to occur for transactions which are not associated with a Debt Type. (i.e. Overpayments, Small Balance Write-Off, Refunds).

Arrangement to Pay

Select from the popup an Activity to be added to the Debtor when an Arrangement to Pay is created for the Debtor.

Direct Debit

Select from the popup an Activity to be added to the Debtor when a Direct Debit is created for the Debtor.

Arrangement Default Recovery Group

Select a default Arrangement Recovery Group from the Pop Up Form. Alternatively the Recover Group can be manually typed in (if already known).

Validate Check Digit
If this checkbox is checked on, the Check Digit entry for the Debtors Debtor assessment Number will be verified for accuracy for functions such as Debtors Transaction Entry, Maintaining Debtors Debtor assessments, Receipt Entry etc

Consolidate on Statements – Documents
If turned on, any Invoices, Credit Notes and Journals that have more than one transaction line will appear on a Debtors statement as a single entry (i.e. consolidated). Otherwise, each individual transaction line will appear on a statement as a separate entry (i.e. unconsolidated) as per previous functionality.

Consolidate on Statements – Receipts
If turned on, any Receipt Transaction Headers that have more than one transaction line present will appear on a Debtors statement as a single entry (i.e. consolidated). Otherwise, each individual receipt transaction line will appear on a statement as a separate entry (i.e. unconsolidated) as per previous functionality.

Copy Owner as Debtor
If this checkbox is ticked ON, when creating a new Debtor using a property address, the property owner/s will automatically be copied across as the Debtor Names. Names can still be maintained from the Add Debtor form if all property owner/s are not to be on the Debtor Account. This item can be Activated / Deactivated at any time.

Search Status Default
Set the Search Status Default to be used for assessment searching. Available options are:

- (any)
- Current

- Proposed
- Current & Proposed
- Historic

Apportion to Disputed Debts
Check this on to allow receipts to be apportioned to debts flagged as disputed. Apportionment to a disputed transaction will only occur after all other debts have been apportioned to. If turned off debts flagged as disputed will never be apportioned to.

Disputed Action Email

Competing details on the E-mail Action parameter Maintenance form will allow nominated staff members to be notified by e-mail when debts are flagged disputed by cashiers.

Next Debtor Number
This field shows the next Debtor number to be allocated when creating a new debtor account. This field can be maintained, but is not recommended unless under direction from a Infor Support Representative.

Default Transaction Search
If a value is entered in this field then the number of days entered is subtracted from the current date and the resulting date is defaulted in to the first 'Header Date' search profile field on the new 'Transaction Header Selection' form accessed via the 'Debtor Summary' form. This has the effect of only retrieving the last number of days worth of Transaction Headers when the 'Transaction Header Selection' form is first displayed.

Force Receipt Qualifier
When this flag is on, all Receipts will require a valid Qualifier to be entered.

Manually Apportion
When this flag is on it forces all Credit Journals to be manually apportioned.
When Receipts or Credit Journals are reactivated and can not be apportioned to the debit transaction they were originally apportioned to (e.g. another credit may have been apportioned to this debit), then the Receipt or Credit Journal will be left to be manually apportioned by the User.

Document Numbers – Start Number
Unique Document Number ranges for Invoices, Credit Notes, and Journals must be specified when the Account Receivable Parameters are initially defined**.**

Note: Once defined, these ranges cannot be changed. The complete range of document numbers runs from 1 through to 999,999,999.

Document Numbers – End Number
Unique Document Number ranges for Invoices, Credit Notes, and Journals must be specified when the Account Receivable Parameters are initially defined**.**

Note: Once defined, these ranges cannot be changed. The complete range of document numbers runs from 1 through to 999,999,999.

Document Numbers – Next Number
This field displays the next number that will be utilised on production of the specific document. This number may be maintained should it be required to amend the Next Number that will be used for the next document to be produced.

Note: This number must NEVER be set to a lower number.

Accounts – Overpayment Accounts
This button opens the Overpayment Account Maintenance form to specify the appropriate General Ledger accounts.

Accounts – Refund Accounts
This button opens the Overpayment Account Maintenance form to specify the appropriate General Ledger accounts.

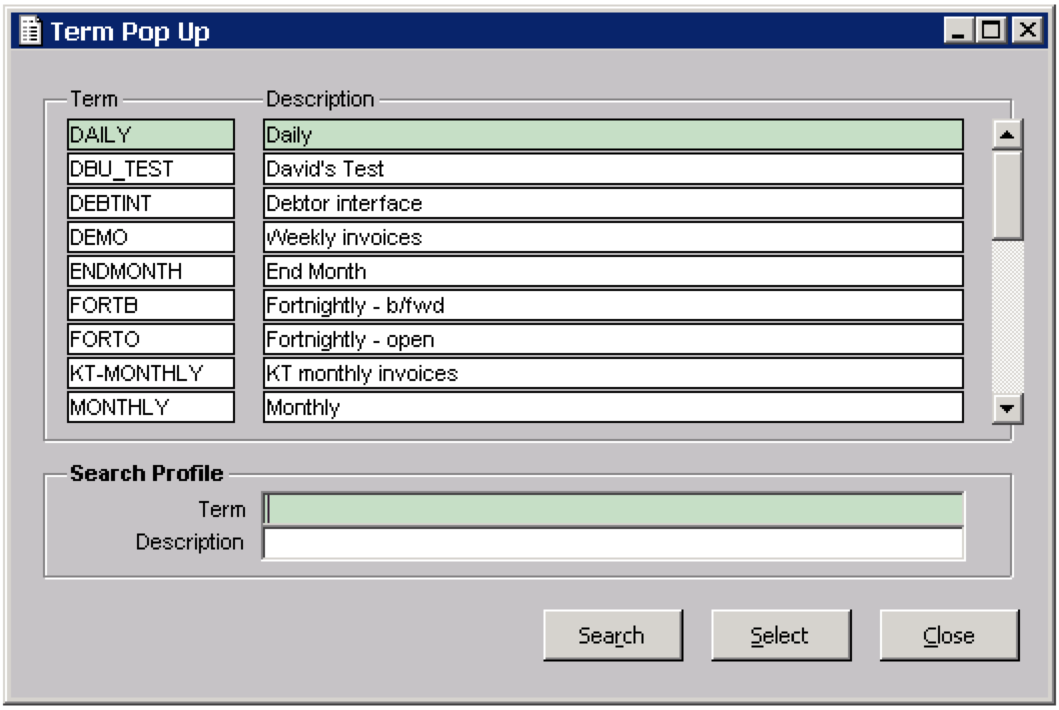
Accounts – Small Balance Debit Accounts

This button opens the Default Refund Account Maintenance form to specify the appropriate General Ledger accounts.

Accounts – Small Balance Credit Accounts
This button opens the Default Refund Account Maintenance form to specify the appropriate General Ledger accounts.

Term Pop Up Form

The Term Pop Up form displays a list of the various Terms to assist searching and selection of the required Term.



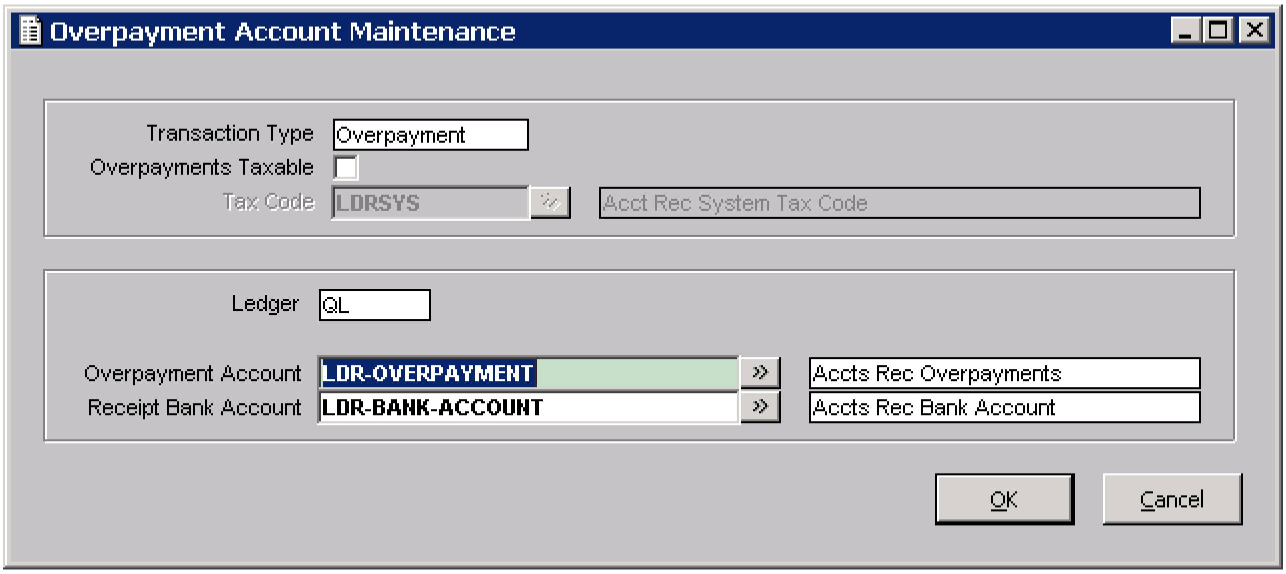
Term Pop Up Form

Term / Description
These fields contain the Term Code and the description of the Terms. The Terms available for selection are displayed. The Terms and Description fields are display only and cannot be maintained.

Search Profile – Term / Description
If a search is required then this can be done using either the Term Code or the Description. Wild Card searching is available.

Overpayment Maintenance Form

The Overpayment Account is used to manage the value of a Receipt that is un-allocated to an Invoice on any Debtor record i.e. the excess value over and above the amount allocated to an invoice or statement balance. This should be a Liability type account and is used for Reconciliation between Pathway Accounts Receivable and the General Ledger.
The Bank Account is used for Overpayment Receipts and the default for Rate Type/Transaction Type settings. If required, different debts (Rate Types) can be defined with an override Bank Account. When a Receipt is allocated to these debts, they will be updated to the override Bank Account. These overrides will need to be set up, if Trust Bank Accounts are required for certain debts, or if some debts are to attract Bank Duties (FID) and therefore must pass through a different Bank Account.
All Accounts entered must be from the same Ledger.



Overpayment Account Maintenance Form

Transaction Type
This field defaults with the type of transaction. This field is not maintainable.

Overpayments Taxable
The Overpayments Taxable Flag allows for the control of tax transactions being generated on any overpayments. When this flag is unchecked the Tax Code field will be dimmed as it is not required. If council applies Tax to the overpayment component then this flag should be checked on and the appropriate Tax Code allocated.

It is expected that for Australian sites, the Overpayments Taxable field will be checked OFF.
It is expected that for New Zealand sites, the Overpayments Taxable field will be checked ON.

Tax Code & Description

The Tax Code and its description are displayed. The Pop Up can be used to select the appropriate Tax Code to be used if Tax is to be calculated.

Ledger
The Ledger Associated to the General Ledger Accounts defined is displayed in this field. This field is display only.

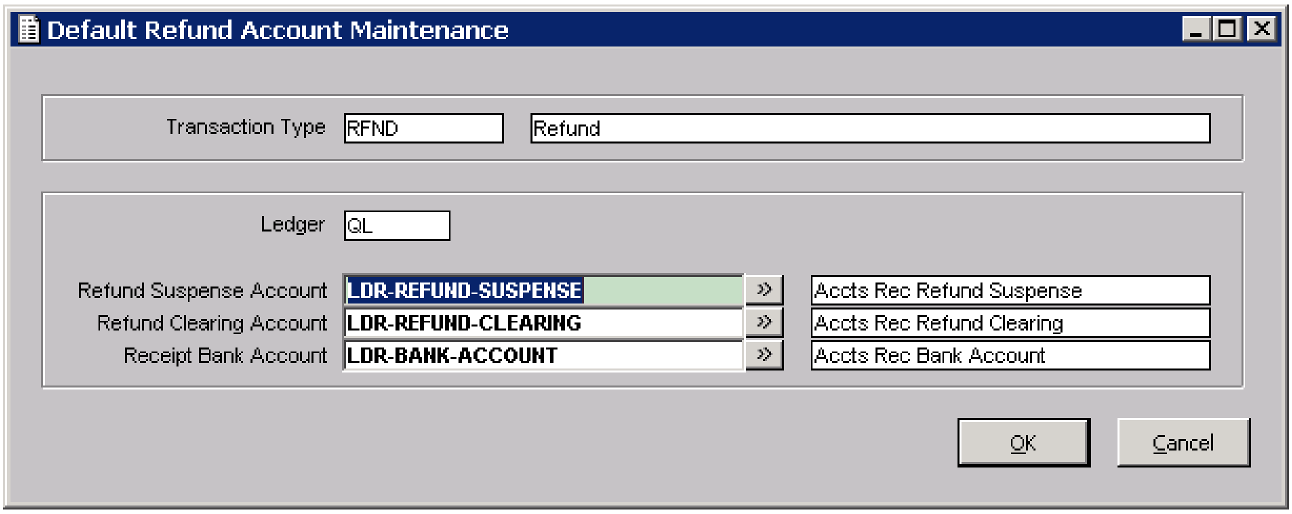
Overpayment Account & Receipt Bank Account

Click on the pop-up to select the appropriate account (and corresponding Ledger) for the Overpayment Account and the Receipt Bank Account.

Default Refund Account Maintenance Form

An Account is required for Refund Clearing and Refund Suspense. It is recommended that both of these Accounts are the same and will effectively be credited when a Refund is created.
The subsequent drawing of the Cheque through Accounts Payable should debit this account and thereby reduce the balance to zero. This Refund Clearing Account should be a Liability Type account.
The Bank Account associated with the Refund Accounts should be the same as the Bank Account defined for the Overpayment Account.

All Accounts entered must be from the same Ledger.



Default Refund Account Maintenance Form

Transaction Type

These fields are populated with the Transaction Type code and description. The fields are not maintainable.

Ledger

The Ledger Associated to the General Ledger Accounts defined is displayed in this field. This field is display only.

Refund Suspense, Refund Clearing & Receipt Bank Accounts

Click on the pop-up to select the appropriate account (and corresponding Ledger) for the Refund Suspense Account, Refund Clearing Account and the Receipt Bank Account.

Default Small Balance Account Maintenance Form

Accounts are required for Small Balance Suspense and Write Off.

- Small Balance Debit Account

The Write Off Account will be an Expenditure Type account and will be used if a Small Balance Debit Transaction Type is used to write-off a credit balance.

The Suspense Account is used to balance entries where multiple Control Accounts may be used. This will normally result in a zero balance.

- Small Balance Credit Account

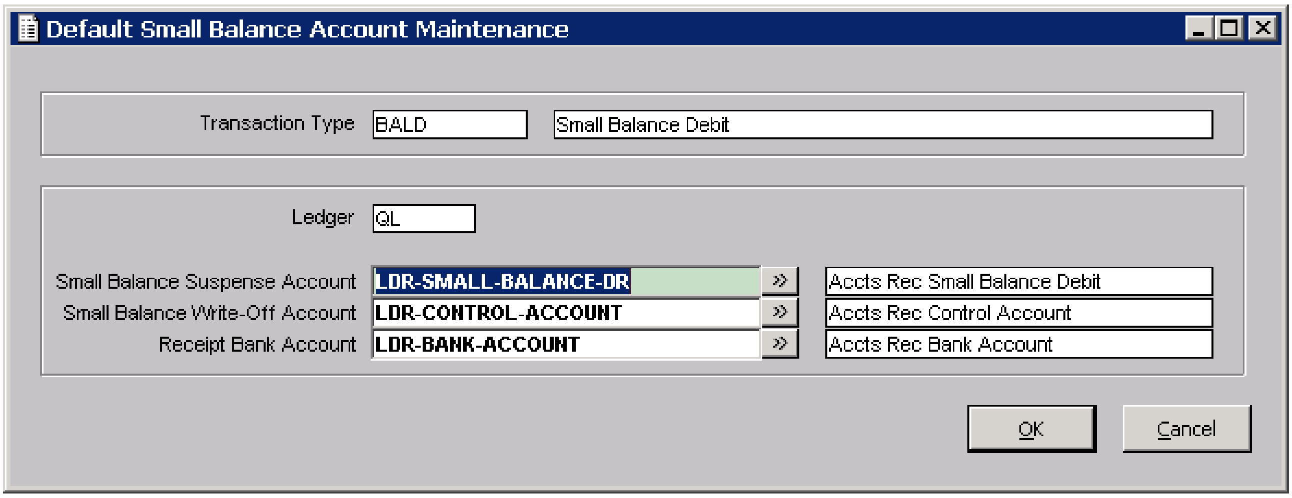
The Write Off Account will be an Expenditure Type account and will be used if a Small Balance Credit Transaction Type is used to write-off a debit balance.

The Suspense Account is used to balance entries where multiple Control Accounts may be used. This will normally result in a zero balance.

In both of the above the default Bank Account must also be specified.

If required, the Debit and Credit Account can be the same Account.

All Accounts entered must be from the same Ledger.



Default Small Balance Account Maintenance Form

Transaction Type
This field defaults the Transaction Type code and the description. These fields are not maintainable.

Ledger
The Ledger Associated to the General Ledger Accounts defined is displayed in this field. This field is display only.

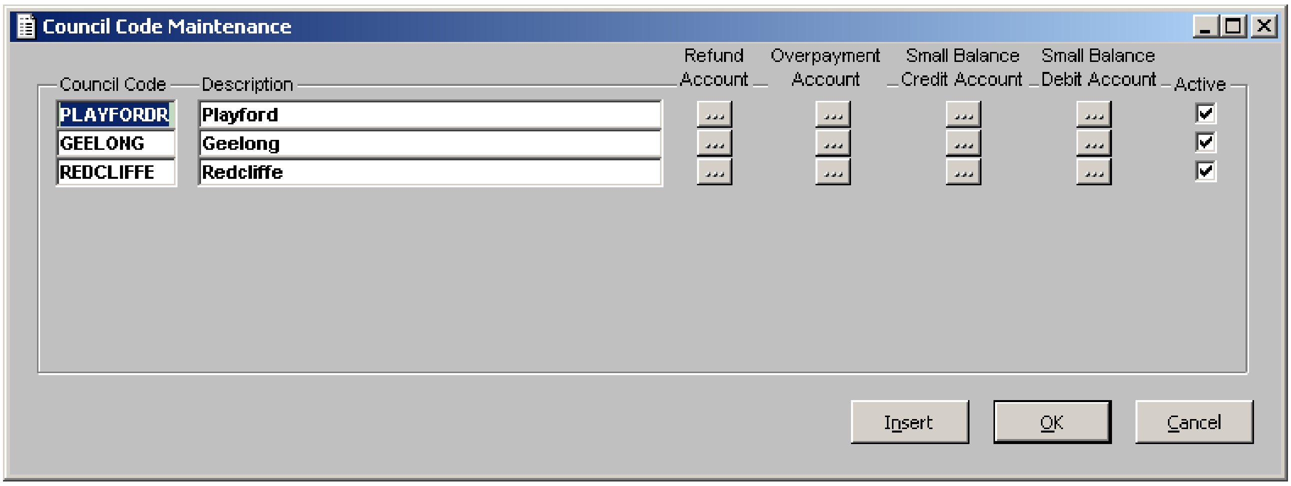
Small Balance Suspense, Small Balance Write-Off and Receipt Bank Accounts
Click on the pop-up to select the appropriate account (and corresponding Ledger) for the Small Balance Suspense Account, Small Balance Write-off Account and the Receipt Bank Account.

Council Code Maintenance

Council Code Maintenance enables individual Council Codes to be created, for the purpose of defining Override Accounts for certain transaction types (BALC/BALD/RFND) and Overpayments.

Council Code Maintenance Form

This form allows the entry of overriding General Ledger Accounts to be entered for each Council Code. Council Codes only need to be created once and will be available across all modules (Rates/Water Billing/Trade Waste/Debtors). The overriding General Ledger Accounts must be entered for each module via the Council Code Menu in each module.



Council Code Maintenance Form

Refund Account
Three Accounts will be required. They are:-

- Receipt Bank Account
- Refund Clearing Account
- Refund Suspense Account

Select the Pop-up to access the Account Pop-up that the required accounts may be selected.

Overpayment Account
Two Accounts will be required. They are:-

- Receipt Bank Account
- Overpayment Account

Select the Pop-up to access the Account Pop-up that the required accounts may be selected.

Small Balance Credit Account
Three Accounts will be required. They are:-

- Small Balance Suspense Account
- Receipt Bank Account
- Small Balance Write Off Account

Select the Pop-up to access the Account Pop-up that the required accounts may be selected.

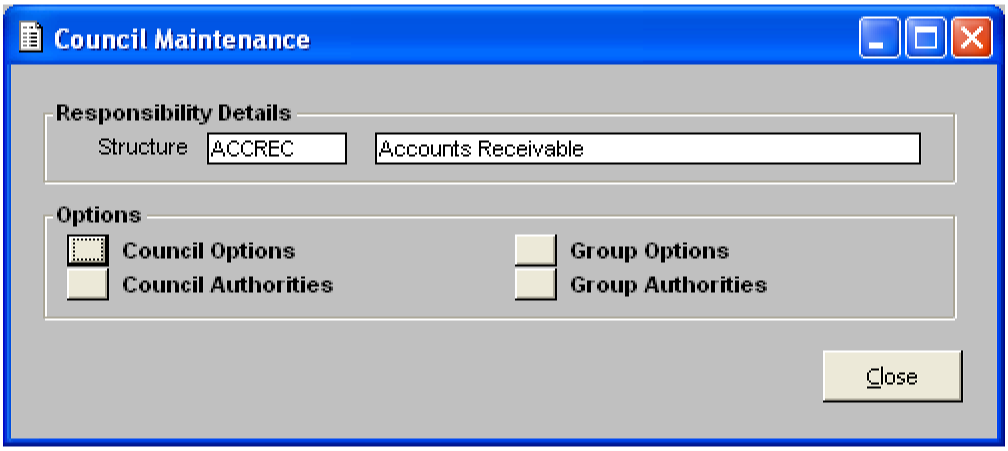
Small Balance Debit Account
Three Accounts will be required. They are:-

- Small Balance Suspense Account
- Receipt Bank Account
- Small Balance Write Off Account

Select the Pop-up to access the Account Pop-up that the required accounts may be selected

Council Maintenance

Council Options and Group Options can be assigned from this form. In addition authority can be given for users to have access to secured functions.



Council Maintenance Form

Responsibility Details – Structure
This field displays the structure used within Responsibilities for Debtors.

Options – Council Options Button
Use this button to assign Debtors Maintenance/Enquiry options.

Options – Group Options Button
Use this button to access Responsibility Groups and assign Debtors Maintenance/Enquiry options.

Options – Council Authorities Button
Use this button to assign Debtors secured functions.

Options – Group Authorities Button
Use this button to access Responsibility Groups and assign Debtors Maintenance/Enquiry options.

Debt Type Maintenance

Debt Type Maintenance Form

Debt Types are used within Accounts Receivable. Every document entered must have a Debt Type assigned.

Debt Types hold the default monetary rate and the default Revenue Account. They can be defined as Fixed Charge amounts or Unit Based, therefore controlling the calculations performed within Document Entry.

The Debt Type also manages the taxable status of the charge. Debt Types are used to reflect the ‘standard fees and charges’.

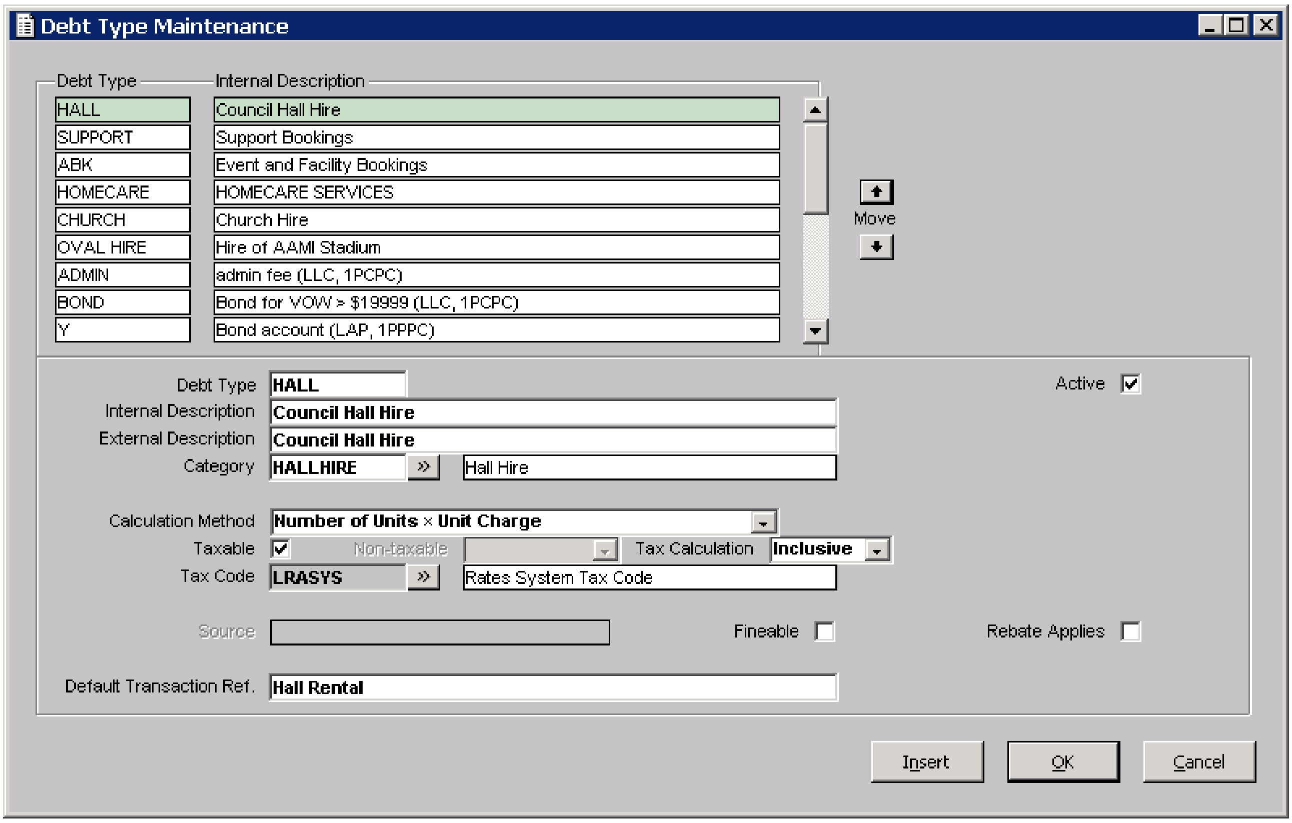
Examples of Debt Types that may be required are: -

- Leases
- Rentals
- Private Works, such as Clearing Inflammable Undergrowth, Driveway Grading etc

Additionally, Miscellaneous Codes can be created using both a Fixed Charge and Unit Based calculation. This will cater for charges that do not fall into any standard fee/charge. If Tax is to be applied then additional Debt Types that are flagged as Taxable will also need to be defined.

Examples of Miscellaneous Codes that may be required are: -

- MISCUNIT – Miscellaneous (Unit Based)
- MISCFLAT – Miscellaneous (Flat Charge)
- MISCUNITTX – Miscellaneous (Unit Based) Taxable
- MISCFLATTX – Miscellaneous (Flat Charge) Taxable



Debt Type Maintenance Form

Debt Type
This field contains a Debt Type currently existing in the system. Highlighting this field will display full details of that particular Debt Type in the bottom section of the form where maintenance can be performed. This field is display only and cannot be maintained

Internal Description
This field contains the Description of the Debt Type that Council staff uses to describe the Debt Type (i.e. it is used internally in the organisation). Highlighting this field will display full details of that particular Debt Type in the bottom section of the form where maintenance can be performed. This field is display only and cannot be maintained.

Debt Type
This field contains a ten-character code representing a Debt Type.

Active
If this checkbox is checked on, the Debt Type may be selected within Debtors functions. The default setting is “Active’.

Internal Description
This field contains the Description of the Debt Type that Council staff uses to describe the Debt Type. This Internal Rate Type will be displayed on all enquiry & maintenance forms. E.g., the Internal Description that appears on enquiry & maintenance forms may be “Fixed Charge – GST Inclusive” while the external description that appears on Invoices and other documents may be “Miscellaneous”.

External Description
This field contains the Description of the Debt Type that will be printed on all notices, letters etc. E.g., the Internal Description that appears on enquiry & maintenance forms may be “Fixed Charge – GST Inclusive” while the external description that appears on Invoices and other documents may be “Miscellaneous”. Some documents only allow a limited number of characters to be printed for the Description. For these documents, care should be taken to keep the Description within their character limits if possible; otherwise the printed description may not be meaningful.

Category

This shows the Debt Category code that the Debt Type belongs to, and a display-only Description of the Category. Click on the Category pop up button to select a Debt Category. These Debt Categories must previously have been set up in “Debt Category Maintenance”.

Calculation Method
Click on the Drop Down to select the rate calculation method appropriate to this Debt Type. There are only two options available to Debtors-
- Number of Units x Units Charge
- Fixed Charge

Taxable
Check this flag on if the Debt Type is to have tax calculated as part of the charge.
For more information refer to the section on Tax Processing in the Rates Accounting Overview.

Non-taxable Code

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 Calculation

If the taxable flag is set "on", click on the Drop Down to select the method of calculating Tax. The two options available are:

- Inclusive: 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). For example, a total Fixed Charge rate of $10.00 is subject to a 10% GST. The actual charge would consist of a charge component of $9.09 and a GST component of $0.91 for a total of $10.00.
- Exclusive: Any tax applicable is in addition to the fee or rate that is defined. For example, a total Fixed Charge rate of $10.00 is subject to a 10% GST. The actual charge would consist of a charge component of $10.00 and a GST component of $1.00 for a total of $11.00.

Tax Code

If a Debt Type is defined as taxable a Tax Code must be entered in this field. The code can be selected from a pop-up. To be selected, the Tax Code must first be created in the Tax System Parameters.

Rebate Applies

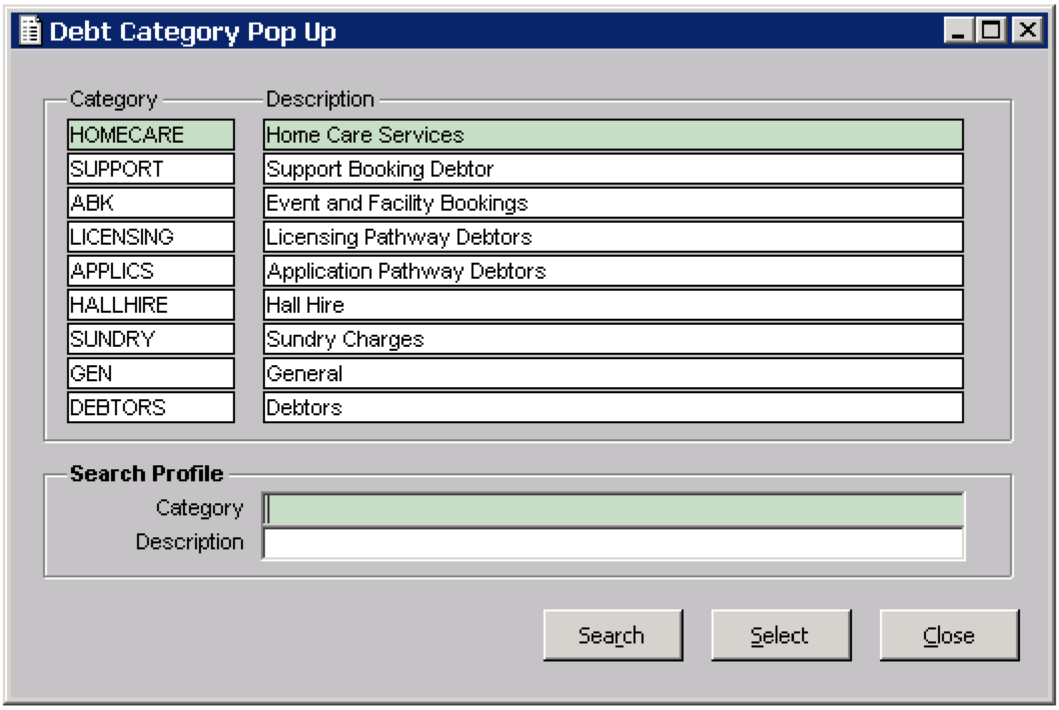
If this checkbox is checked on, then Rebates can be applied to charges made against this Debt Type. The default setting is off.

Fineable

If this checkbox is checked on, then charges made against this Debt Type will attract Fines/Interest/Penalties if paid late. The default setting is off.

Debt Category Pop Up Form

This form enables the selection of a Debt Category code to be linked to a Rate Type



Debt Category Pop Up Form

Category
This field contains a list of Debt Category Codes. (These Debt Categories must previously have been set up in “Rate Categories Maintenance”)

Description
This field contains a Description that more fully describes the Debt Category.

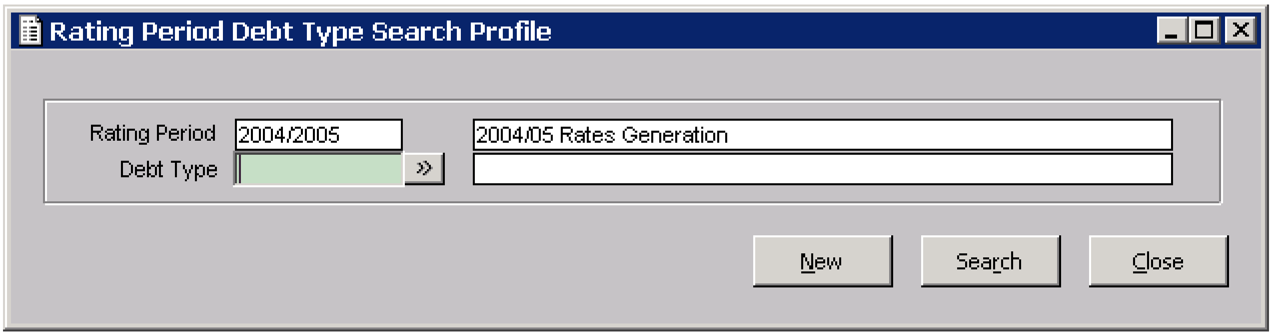
Search Profile – Category
Enter a Debt Category Code to base your search on and press the Search button to initiate the search for a particulate Code. Wildcard searching is available on this field.

Search Profile – Description
Enter a Description (or part thereof) to base your search on and press the Search Button to initiate the search. Wildcard searching is available on this field.

Rating Period Debt Type Maintenance

Rating Period Debt Type Search Profile Form

This form enables you to select an option of either entering a new Debt Type for a particular Rating Period or searching for existing Debt Types in a Rating Period. To enter a new Debt Type, click on the New Button. To search for a particular Debt Type, click on the Search Button.



Rating Period Debt Type Search Profile Form

Rating Period
This field contains a code representing the Rating Period to be used when assigning Debt Types. This field defaults the current Rates 'Rating Period' and cannot be maintained.

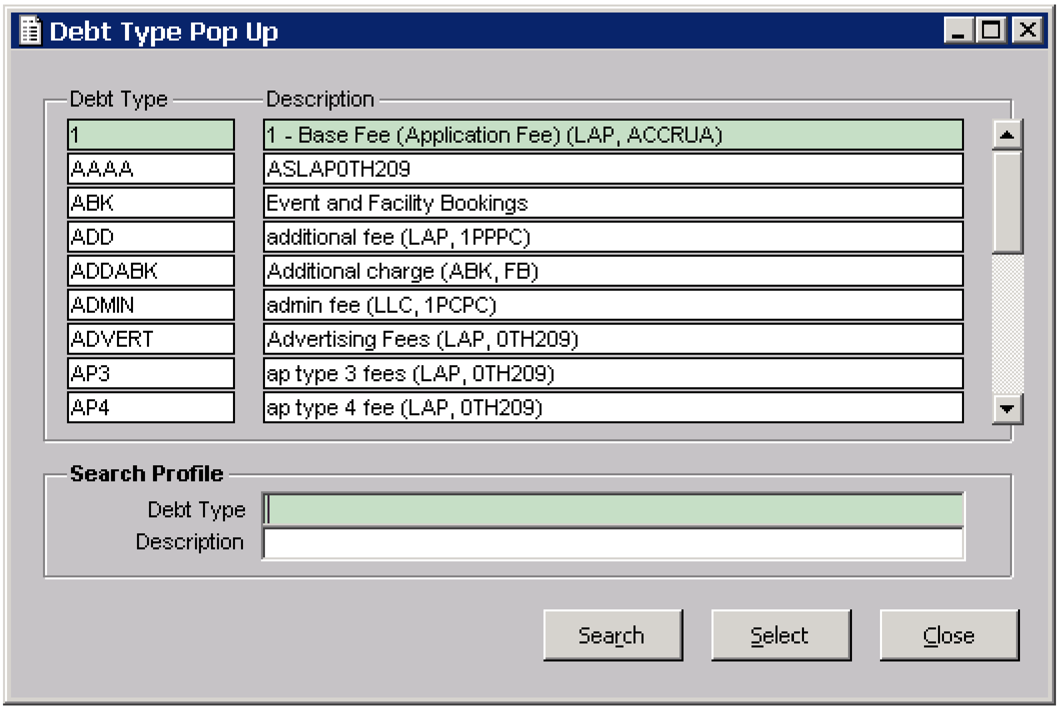
Description
This field contains a Description that more fully describes the Rating Period displayed. This field is display only and cannot be maintained.

Debt Type
This field contains the code representing the Debt Type. Click on the Debt Type Pop Up to select a Debt Type. (These Debt Types must previously have been set up in 'Debt Type Maintenance').
Use the Search Button to perform a search based on the entered or selected Debt Type.

Description
This field contains the Description of the Debt Type that has been entered or selected. This field is display only and cannot be maintained.

Debt Type Pop Up Form

This form enables you to select a Debt Type for current Rating Period.



Debt Type Pop Up Form

Debt Type
This field contains a code representing the Debt Types available for selection.

Description
This field contains the associated Description of the Debt Types available for selection.

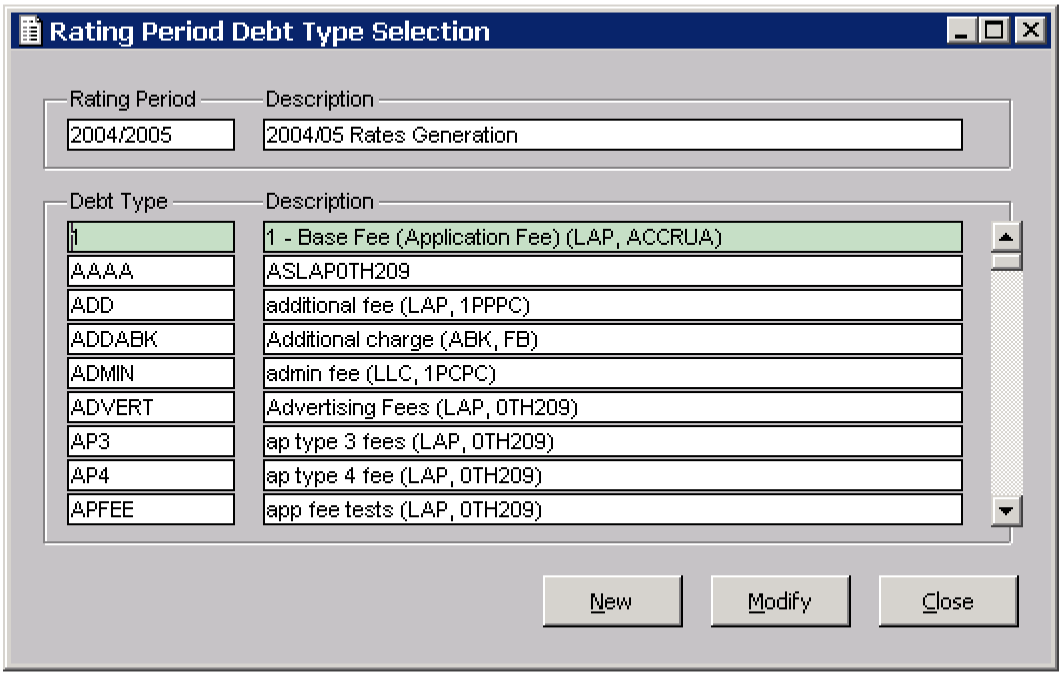
Search Profile - Debt Type
Enter in the Debt Type Code required for Search. Wildcard searching is available in this field.

Search Profile – Description
Enter in the Description (or part thereof) for the Debt Type required for Search. Wildcard searching is available in this field.

Rating Period Debt Type Selection Form

This form displays the Rating Period and the Debt Types that are associated to the Period.

From this form you are able to maintain an existing Rating Period Debt Type or create a new entry.



Rating Period Debt Type Selection Form

Rating Period

The current Rating Period from Rates and its associated Description are displayed in these fields.

Debt Type

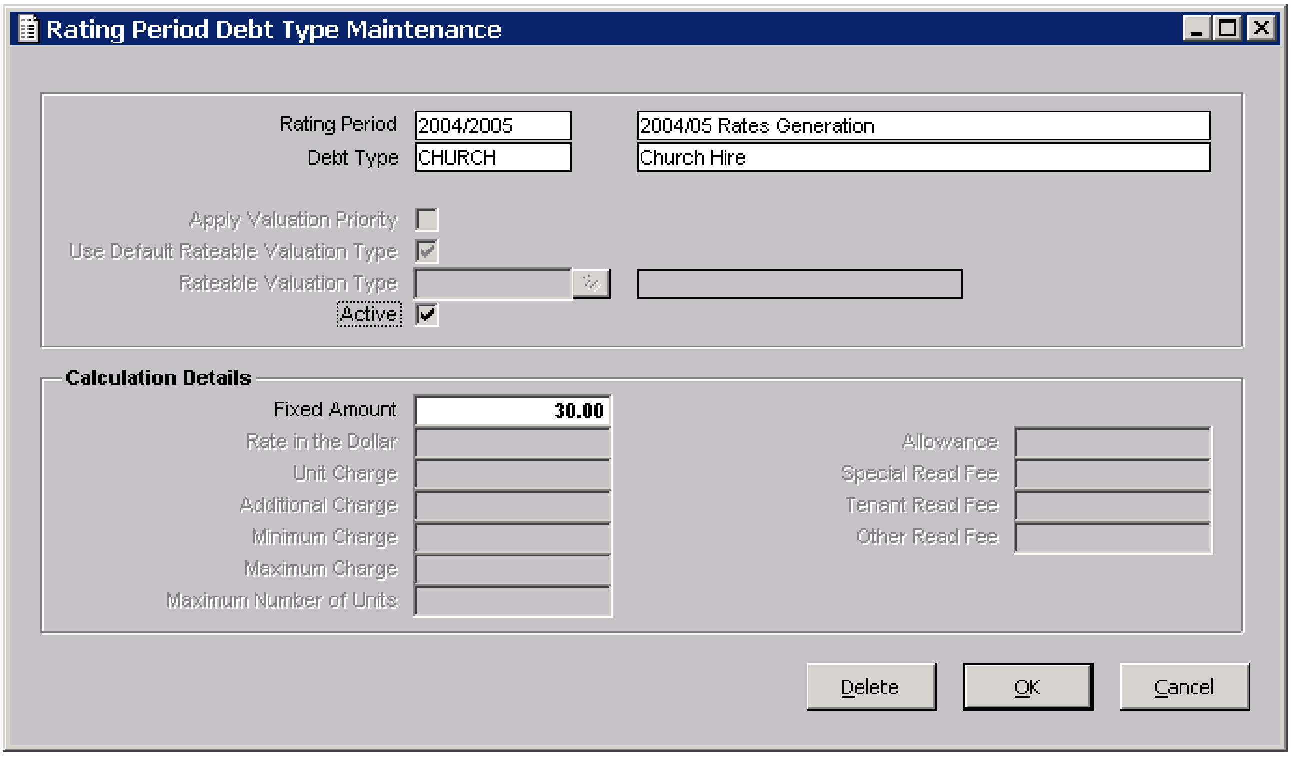
The Debt Types that are associated to the Rating Period are listed along with the Description of the Debt Type

Rating Period Rate Debt Maintenance Form

All Debt Types need to be defined initially in the current Rates 'Rating Period', to enable them to be utilised in Document Entry. This parameter will also control the Fixed Charge Amount or Charge per unit.

These rates should be reviewed as per existing Council policy on rate changes, however during the Rates End of Year; they will automatically be assigned to the new Rating Period.

Note: A rate or amount must be entered; however this can be overridden within the Journal Entry function. Where the rate or amount is not a standard fee, it is recommended that amounts such as .01 be entered to ensure that it is obvious that it is to be overridden.



Rating Period Debt Type Maintenance Form

Rating Period

These fields default the current Rating Period from Rates and its associated Description.

Debt Type

The Debt Type selected and its associated Description is displayed. If the Debt Type is not know or is to be changed then use the Pop Up to access the Debt Type Pop up to select the appropriate Debt Type.

Rateable Valuation Type

The field will be greyed out once a selection of the appropriate debtor's rate type has been made. The field is only used when in the rates Application.

Rateable Valuation Type Description

This field should not be available. The field will be greyed out once a selection of the appropriate debtor's rate type has been made.

Use Default Rateable Valuation

This field should not be available. The field will be greyed out once a selection of the appropriate debtor's rate type has been made.

Active

If this checkbox is checked on, the Rating Period Rate Type may be selected during maintenance functions

Fixed Amount

Insert the amount that will be the charge to be applied.

Rate in the Dollar

This field should not be available. The field will be greyed out once a selection of the appropriate debtor's rate type has been made.

Unit Charge

Insert in this field the amount to be charged for each unit.

Additional Charge

This field should not be available. The field will be greyed out once a selection of the appropriate debtor's rate type has been made.

Minimum Charge

This field should not be available. The field will be greyed out once a selection of the appropriate debtor's rate type has been made.

Maximum Number of Units
Insert in this field the maximum number of units for the rate type.

Allowance
This field should not be available. The field will be greyed out once a selection of the appropriate debtor's rate type has been made.

Special Read Fee
This field should not be available. The field will be greyed out once a selection of the appropriate debtor's rate type has been made.

Tenant Read Fee
This field should not be available. The field will be greyed out once a selection of the appropriate debtor's rate type has been made.

Other Read Fee
This field should not be available. The field will be greyed out once a selection of the appropriate debtor's rate type has been made.

Tiers Button
This Button should not be available. The Button will be removed once a selection of the appropriate debtor's rate type has been made.

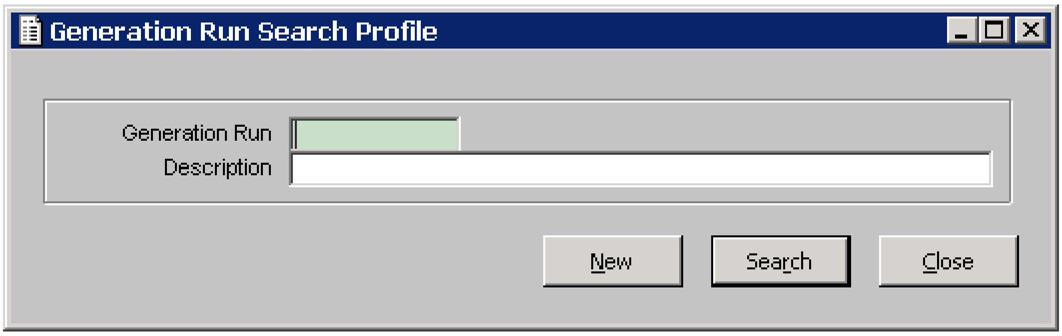
Delete Button
Select the Delete Button if it is required to delete a rate Type.

Generation Run Id Maintenance

Generation Run Search Profile Form

This form enables you to select an option to either enter a new Generation Run Id or search for an existing Generation Run Id.
Generation Run Id Codes are required to be assigned to every transactions generated within Accounts Receivable.

- Click New to enter a new Generation Run Id.
- Click Search to view a summary of ALL previously entered Generation Run Ids.
- Enter a Generation Run Id, a Description of a Generation Run Id, or a combination of both to narrow your Search.



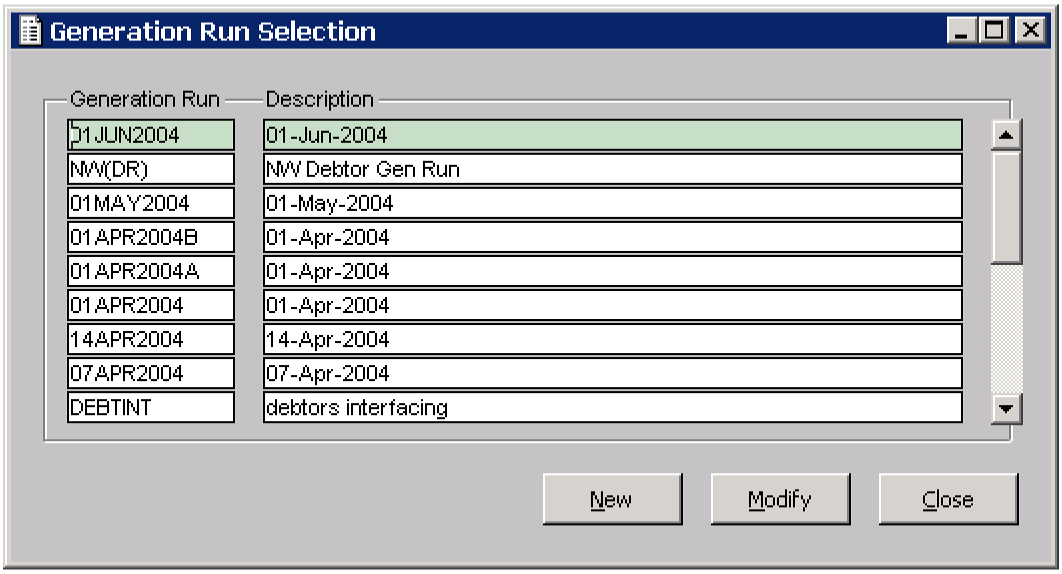
Generation Run Search Profile Form

Generation Run
Enter the Generation Run Code or alternatively, leave the field blank and click on the Search Button to access the Pop-up to select the required Generation Run.
The field can be used to conduct a wildcard search for all existing Generation Runs.

Description
This field contains a fifty character Description to more fully describe the Generation Run. The field can be used to conduct a wildcard search.

Generation Run Selection Form

This form enables you to select an option to either enter a new Generation Run Id or select an existing Generation Run Id to maintain from a list.



Generation Run Selection Form

Generation Run
This field contains a ten character code representing a Generation Run Id. This field is display only and cannot be maintained.

Description
This field contains a fifty character Description to more fully describe the Generation Run Id. This field is display only and cannot be maintained.

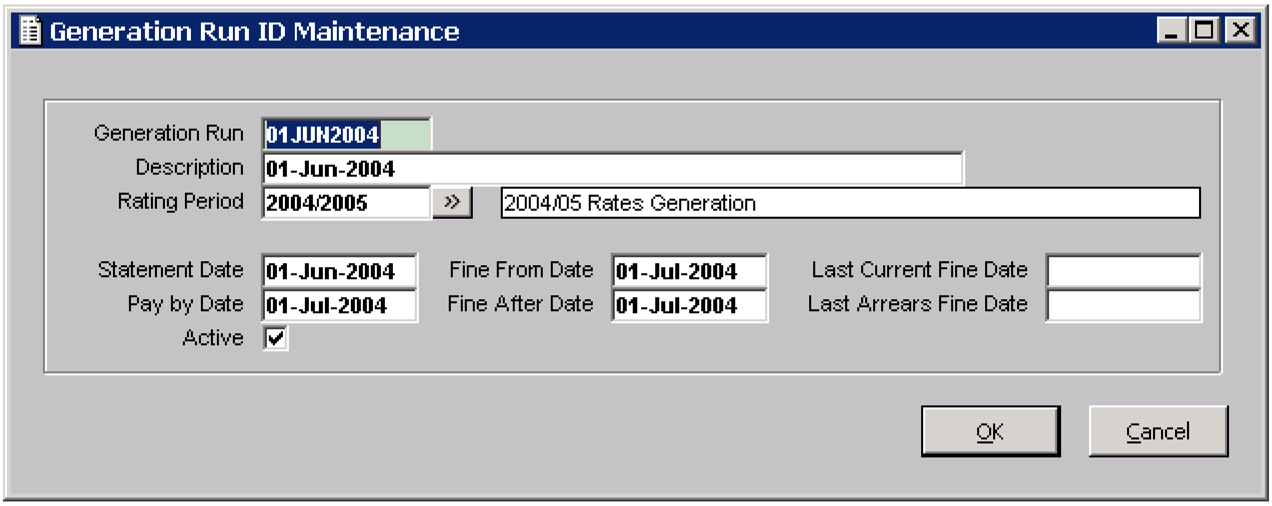
Generation Run Id Maintenance Form

Generation Run Id is required for every transaction generated within Accounts Receivable. The Generation Run Id will be linked to Notice Groups and the allocation within Document Entry will be automatic.

Effectively, there will be a Generation Run Id automatically created for each 'terms period' as part of the Statement/Ageing process. The Generation Run Id Code will be the Next Statement Date from the Notice Group.

Initial Creation of a Generation Run Id for each Notice Group is required.

Note: A Generation Run Id code cannot be created with the same Next Statement Date as an existing Generation Run Id. However, the system will cater for Next Statement Dates that match, during the course of Statement/Ageing, if multiple Terms result in matching Next Statement Dates.



Generation Run ID Maintenance Form

Generation Run
The unique code to identify the Generation Run Id. This should be the Next Statement Date in DDMMMCCYY format. I.e.: Next Statement Date of 31^{st} December 2000 would be 31DEC2000.

Description
The appropriate text description of the Generation Run Id. For example a Generation Run Id of 31AUG2000 could have a Description of August 2000.

Rating Period

Accounts Receivable uses the same Rating Period as Rates. The Rating Period must be the current Rates Rating Period as defined within the Rates System Parameters.
Click on the Pop-up to select the appropriate Rating Period.

Date of Notice
The Notice Date is the next Statement Date for this Generation Run Id. This must be set to that of the required Next Statement Date.

Fine From Date
This field contains the date that Fines/Interest/Penalties will be calculated from if the amount due is not paid by the Pay By Date. Pressing F2 or double clicking on this field displays the default calendar that can be utilised to select the required date.

Last Current Fine Date
This field is not currently utilised by the Accounts Receivable system.

Pay By Date
The Pay By Date field can be defined as the date that Statements are due (perhaps 14 days after Statement Date) or, the date that Invoices are to be paid (perhaps the next Statement Date). The Receipting process also uses the pay by Date to control the apportionment of payments, in order that the oldest debt will be paid first.

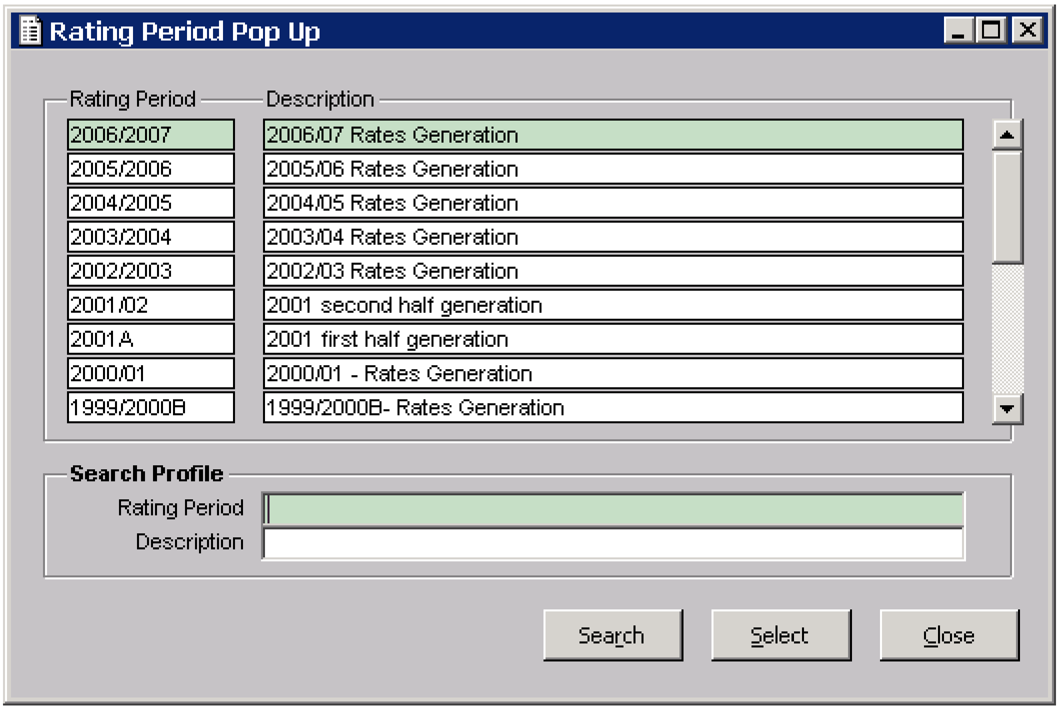
Fine After Date
This field contains the date that Fines/Interest/Penalties will commence to be raised if the amount due is not paid by the Pay By Date. Pressing F2 or double clicking on this field displays the default calendar that can be utilised to select the required date

Last Arrears Fine Date
This field is not currently utilised by the Accounts Receivable system.

Active
If this checkbox is checked on, the Generation Run may be selected during maintenance functions.

Rating Period Pop Up Form

The Rating Period Pop Up is displayed when the Pop Up button has been selected from the Debtors Generation Id Maintenance form. It shows a list of the Rating Periods available for selection.



Rating Period Maintenance Form

Rating Period

This field contains a ten-character code representing the Rating Period (These Rating Periods must previously have been set up in the Rating Period Maintenance within Rates).

Description

This field contains a fifty character Description that describes the Rating Period.

Search Profile – Rating Period

This field contains a ten-character code representing the Rating Period. The field can be used to conduct a wildcard search for all existing Rating Periods in the System, fitting a particular naming criteria. Eg. Entering *1999 * and searching will retrieve all periods with 1999 somewhere in that code.

Search Profile – Description

This field contains a fifty character Description to be used to conduct a wildcard search. Eg. Entering *1999 * and searching will retrieve all periods with 1999 somewhere in that description.

Term Maintenance

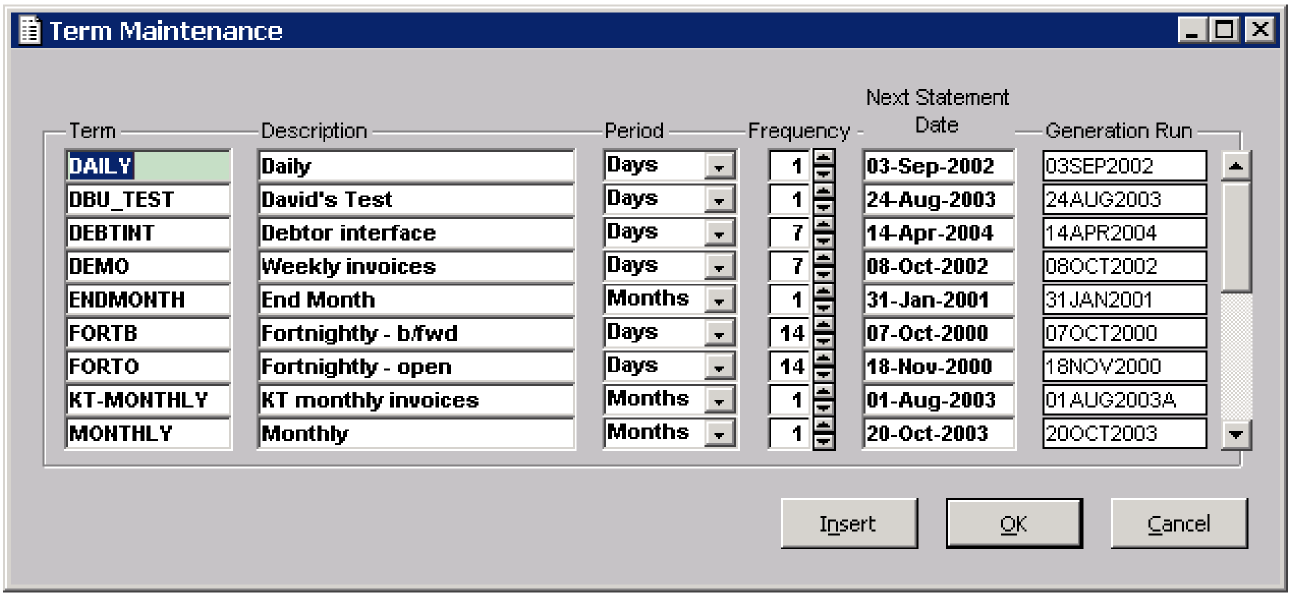
Term Maintenance Form

The Term Maintenance parameter enables the 'Terms' to be defined. Terms are required to control the Statement Print and Ageing process. Multiple Terms can be set up and each Debtor will be defined using only one Term Code. In addition, the Term will also manage the Type of Statement Print that is required – either Open Item or Brought Forward.

To set up a Term, firstly determine whether all Debtors are processed using the same Ageing Terms, if so, only one Term will be required.

To create a new Term, select the Insert Button.

Note: If there is a need for a Debtor not to have a Statement Printed, and they fall into the same Terms Period, it will be necessary to set up a separate Term with the same Terms Period, Frequency, Date and Statement Type.



Term Maintenance Form

Term
To create a new Notice Group, take the Insert Button and enter up to 10 characters (alpha &/or numeric) to create a unique code to identify a Notice Group.

Description
Enter a description to describe the Notice Group.

Period
Click on the drop down to select the available options. The options are "Daily" and "Monthly". The Term Period combines with Term Frequency to define the length of the ageing period for this Term Group, e.g. "Daily" and "14" would mean fortnightly ageing. The length of the term will determine how often debts are aged for Debtors that are part of this Term Group.

Note: It is common to set up Terms referred to as 30 days, however if a Period of 'Days" and Frequency of '30' is used, it will cause Statements to be due every 30 days, not every month, hence the date will differ most months.

Frequency

Set the Frequency to the required number. The Frequency combines with Period to define the length of the term period for this Term Group, eg. “Daily” and “14” would mean fortnightly ageing. The length of the term will determine how often debts are aged for Debtors that are part of this Notice Group.

Note: It is common to set up Terms referred to as 30 days, however if a Period of ‘Days” and Frequency of ‘30’ is used, it will cause Statements to be due every 30 days, not every month, hence the date will differ most months.

Next Statement Date

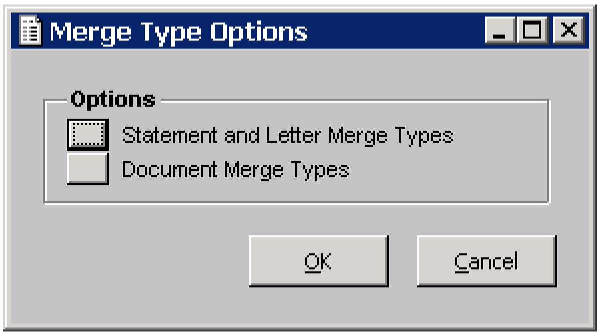
The next due date for this Term Group. This date must match an existing Due Date for a Generation Run.

Generation Run

This field defaults the Generation Run Id that matches the Next Statement Date with the Date of Notice field entered on the Generation Run ID. Debts raised by this Generation Run will use the Terms defined by this Notice Group.

Merge Type Maintenance

Merge Type Maintenance Form

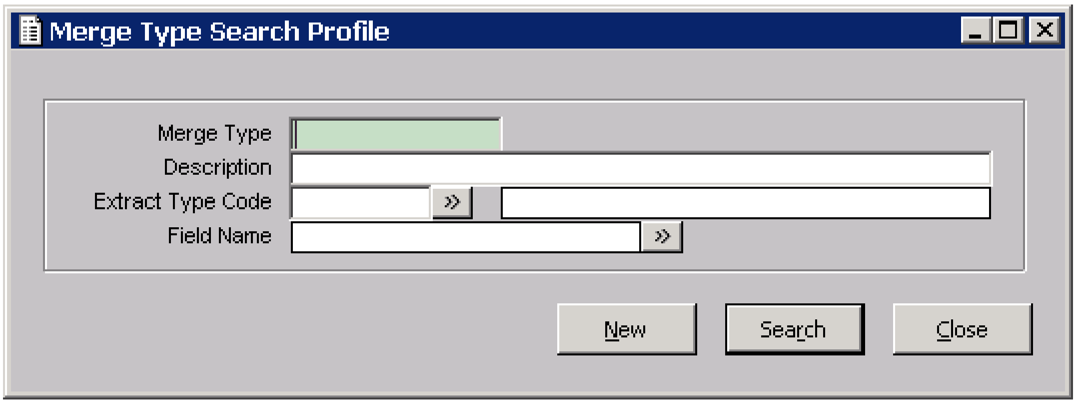


Merge Type Maintenance Form

Options - Statement Merge Type
Opens the Merge Type Search Profile form.

Options - Invoice Merge Type
Opens the Merge Type Search Profile form.

Merge Type Search Profile Form



Merge Type Search Profile Form

Merge Type
Insert the Merge Type code.

Description
Insert the Merge Type description.

Extract Type Code

Insert the Extract Type code or alternatively, click on the Pop-up to access the Extract type Pop up to select the appropriate extract type.

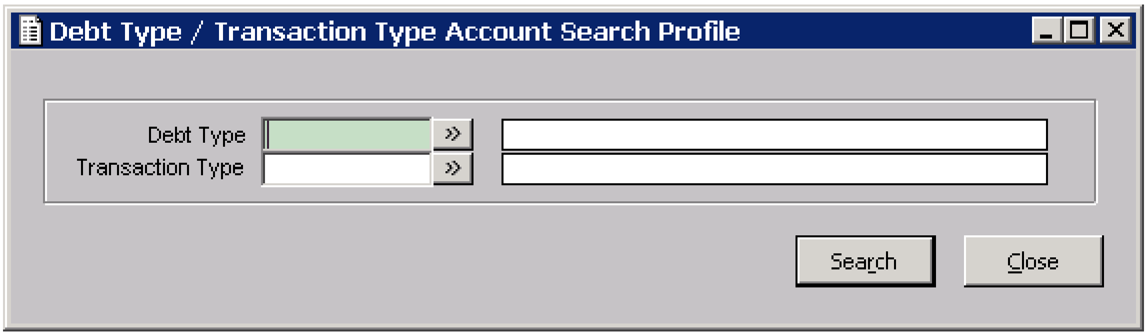
Field name

Insert the field name or alternatively, click on the Pop-up to access the Extract field Pop-up to select the required field.

Debt Type/Transaction Type Maintenance

Debt Type/Transaction Type Account Search Profile

The function provides the process to establish General Ledger Account numbers that the transactions of this particular Transaction Type will be directed.
The account must be established prior to attempting the generation of debts.



Debt Type / Transaction Type Account Maintenance Form

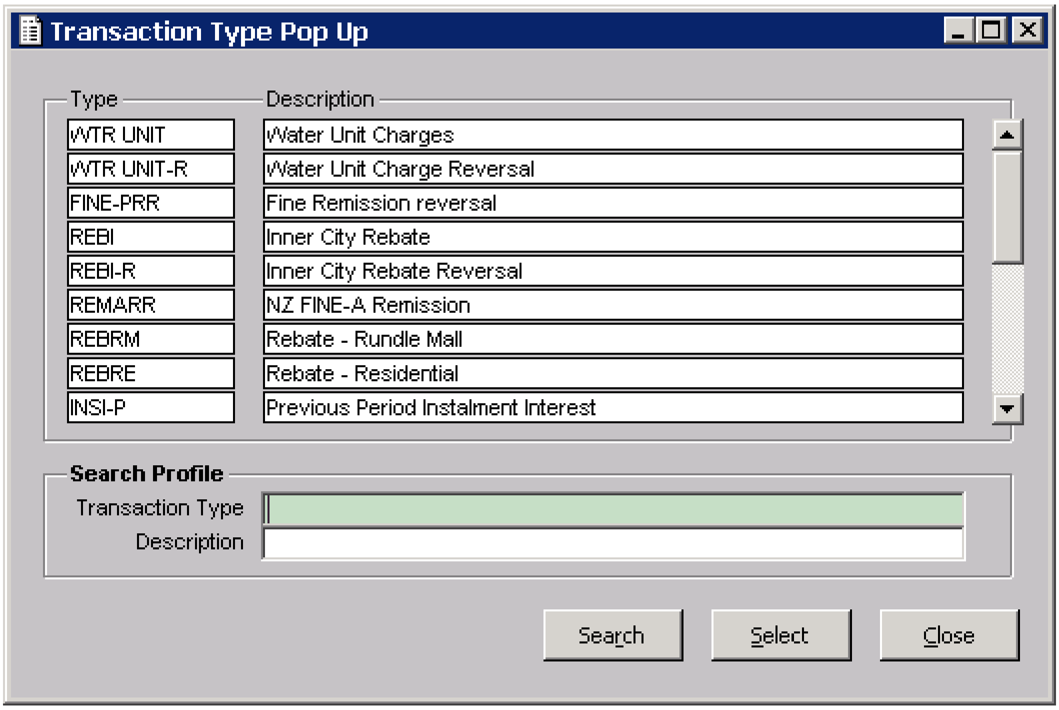
Debt Type

Enter in this field the Debt Type Code. Alternatively, select the Pop-up to access the Debt Type Pop-up to select the appropriate Debt Type.

Transaction Type

Insert the Transaction Type required. Alternatively, select the Pop-up to access the Transaction Type Pop-up to select the required transaction.

Transaction Type Pop-up



Transaction Type Pop Up Form

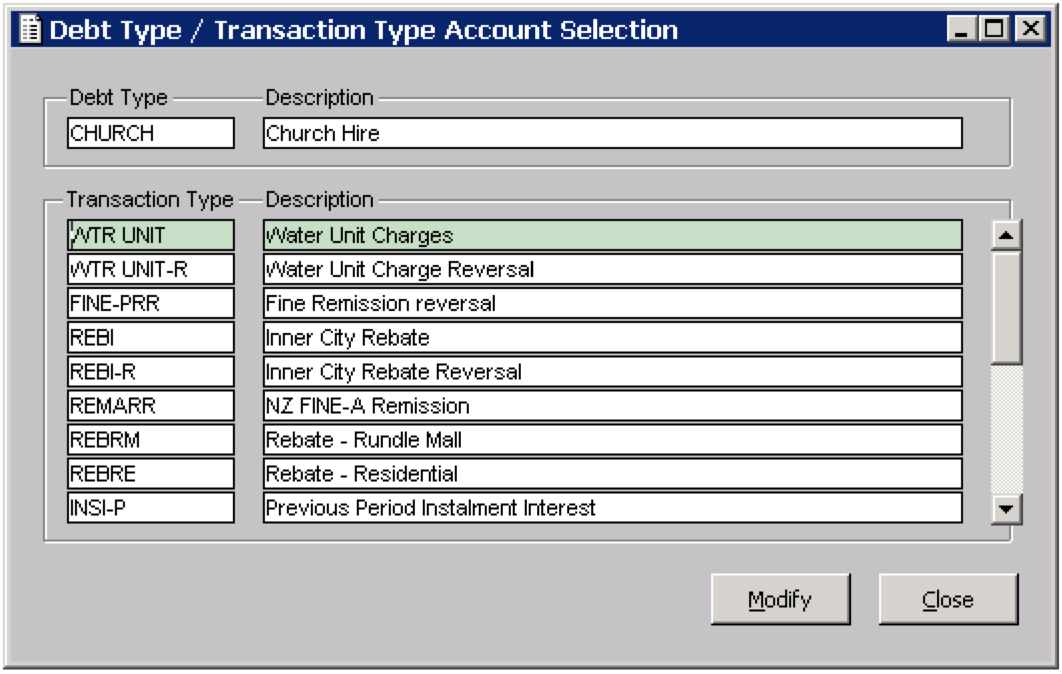
Type
This field defaults the Transaction Type code. This field is not maintainable on this form.

Description
This field defaults the description of the Transaction Type.

Search Profile/Transaction Type
Insert the Transaction Code that the search is to be performed over. Wildcard searching is available in this field.

Search Profile/Description
Enter the description of the Transaction Type that the search is to be performed. Wildcard searching is available in this field over.

Debt Type/Transaction Type Account Selection Form



Debt Type/Transaction Type Account Selection Form

Debt Type/Description

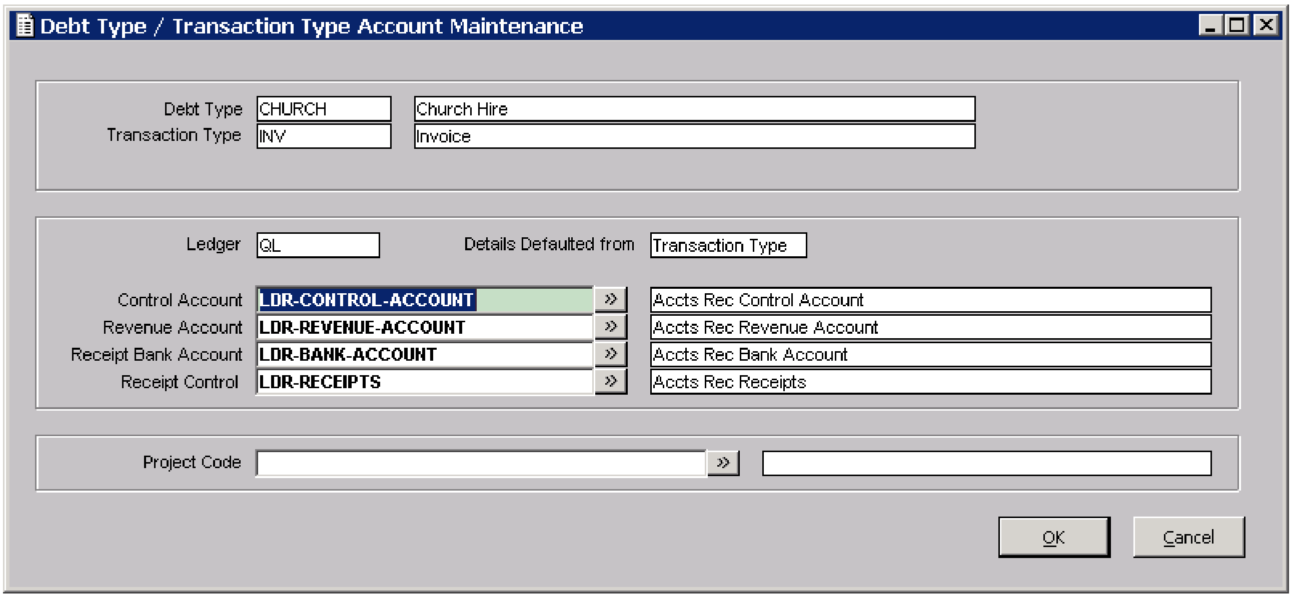
These fields display the Debt Type and Description selected in the Search Profile. These fields are not maintainable.

Transaction Type/Description

These fields display the Transaction Types attached to the selected Debt Type. Focus may be placed on one Transaction Type and the Modify button selected.

Debt Type/Transaction Type Maintenance Form

This form provides the functionality to establish (and maintain) accounts that will direct the value of transactions generated utilising this Debt Type and Transaction type to.
Accounts MUST be established prior to generation of any debts.



Debt Type / Transaction Type Maintenance Form

Debt Type

This field defaults the Debt Type Code, and the description, from the selection form. This field cannot be maintained on this form.

Transaction Type

This field defaults the Transaction Type, and description, from the selection form. This field cannot be maintained on this Form.

Ledger

This field defaults with the Ledger that the Transaction Type has been prescribed in the Transaction Type Parameters.

Accounts Default From

This field indicates that the accounts have defaulted from the Transaction Type Parameters. If overrides have been inserted in the account fields, this field will not be displayed.

Accounts

This field is populated with the Account Numbers that the particular transaction type has been prescribed to in the Transaction Type Parameters. Click on the pop up to select the account number to the value of transactions will be directed for this particular Transaction Type when associated with this rate Type.

Project Code

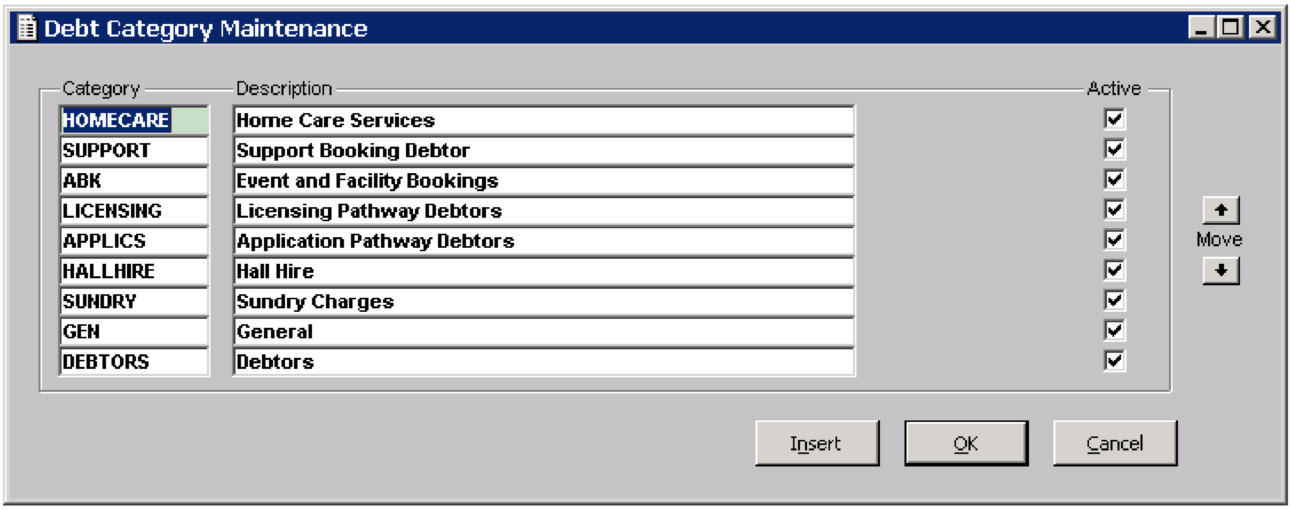
Insert into this field the Project Code that is to be attached to the transaction. Alternately, click on the pop up to access the Project Code Pop-up to select the appropriate Project Code. The description of the Project Code will be defaulted once selected.

Debt Category Maintenance

Debt Category Maintenance Form

This form enables the addition of Debt Categories or the maintenance of existing ones.

Debt Categories are used to group similar Debt Types together for display purposes. E.g., there may be three types of hall hire charges your Council charges, one for ratepayers, one for people outside of the council area and one for businesses. All of these may have the one Debt Category of Hall Hire.



Debt Category Maintenance Form

Category
This field contains a ten-character code representing a Debt Category.

Description
This field contains a fifty character Description to more fully describe the Debt Category.

Active
If this checkbox is checked on, the Debt Category may be selected during maintenance functions.

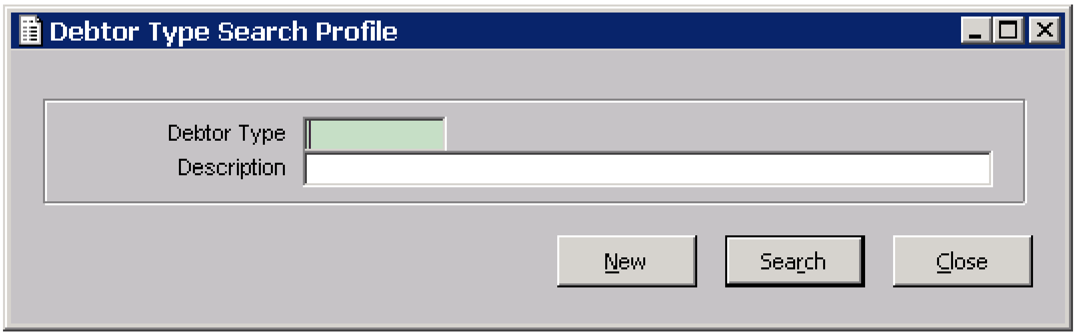
Move Buttons
By pressing the move buttons, the highlighted Debt Categories may be re-positioned within the list. Debt Categories will display in this order on screens and reports.

Debtor Type Maintenance

Debtor Types can be created to control the Debt Types that can be added to a Debtor. They can also control the Term, Statement Type and Statement Print Options of the Debtor.

Debtor Type Search Profile Form

The Debtor Type Search Profile form allows searching for existing Debtor Types or by pressing the New button allows new Debtor Types to be created.



Debt Type Search Profile Form

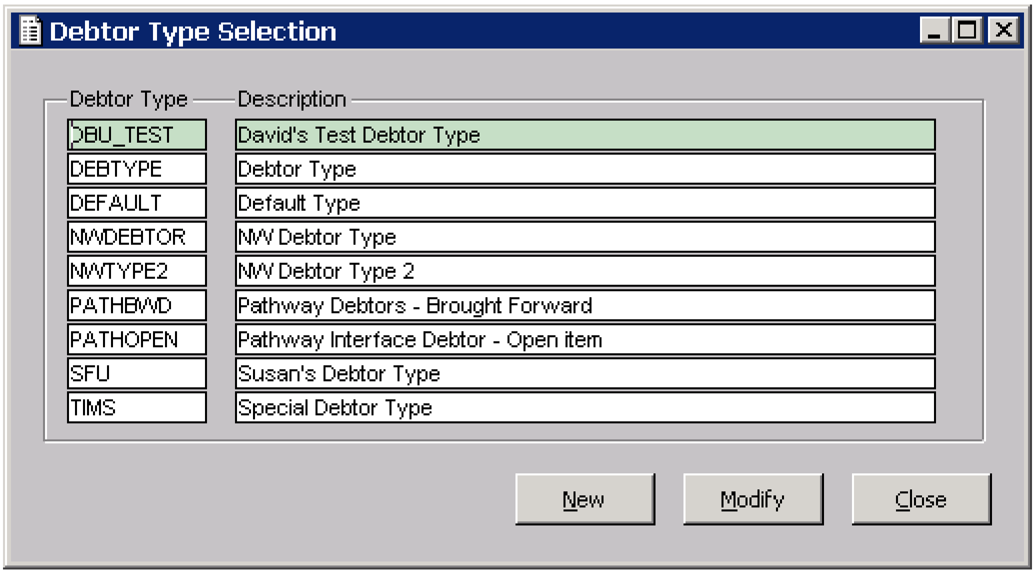
Debtor Type
Enter a Debtor Type or part of a Debtor Type and a wild card to search for matches.

Description
Enter a Debtor Type Description or part of a Debtor Type Description and a wild card to search for matches.

New Button
Press this button to navigate to the Debtor Type Maintenance form to create a new Debtor Type.

Debtor Type Selection Form

This form displays the results of a search for a Debtor Type. It allows a Debtor Type to be selected for modifying. New Debtor Types can also be created by pressing the New button.



Debtor Type Selection Form

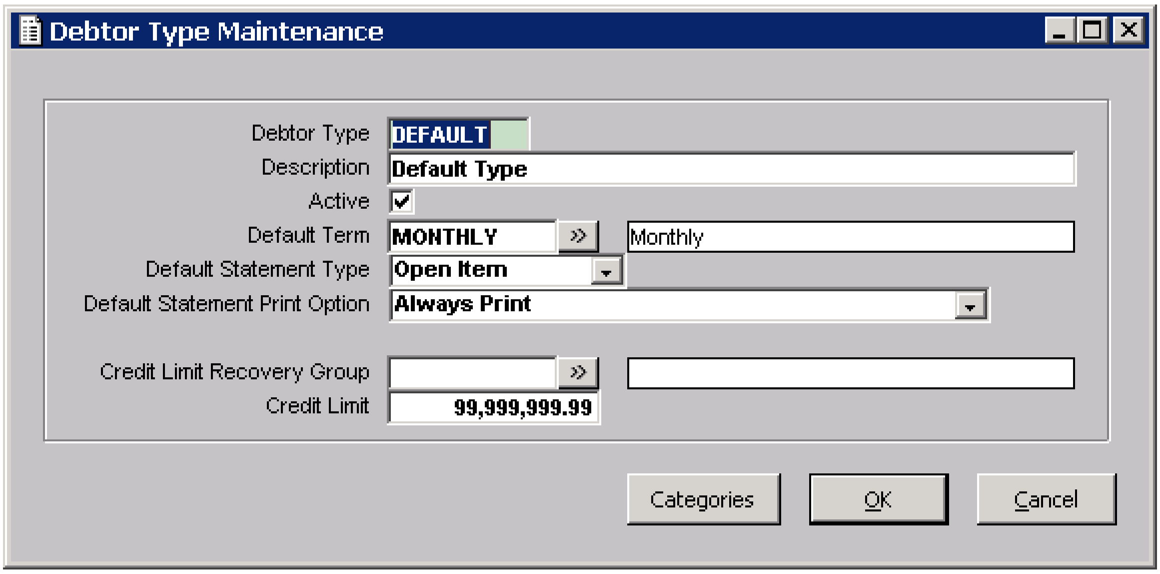
Debtor Type
This field displays the Debtor Type code.

Description
This field displays the Description for the Debtor Type code.

New Button
Press this button to navigate to the Debtor Type Maintenance form to create a new Debtor Type.

Debtor Type Maintenance Form

This form is used to create new or maintain existing Debtor Types. The Default Term, Default Statement Type and Default Statement Print Option fields will be populated by the entries in the Debtors Parameter Maintenance form.



Debtor Type Maintenance Form

Debtor Type
This field displays the Debtor Type Code. If adding a new Debtor Type, enter the Debtor Type Code.

Description

This field displays the Description associated with the Debtor Type Code. If adding a new Debtor Type, enter the Description to be associated with the Debtor Type Code.

Active

If this checkbox is checked on, the Debtor Type may be selected during maintenance functions.

Default Term

Select from the popup the Default Term to be associated with this Debtor Type.

Default Statement Type

Select from the list the Default Statement Type to be associated with this Debtor Type. Available options are:

- Open Item – Open Item should be selected if Statements are to contain all documents until such time that they are fully paid.
- Brought Froward – Brought Forward should be selected if Statements are to contain detailed transactions for the current period only and any previous unpaid documents totalled within a Brought Forward figure.

Default Statement Print Option

Select from the list the Default Statement Print Option to be associated with this Debtor Type. Available options are:

- Always Print
- Print if non-zero Balance
- Print if non-zero Balance or current transactions
- Never Print

Credit Limit Recovery Group

Enter (or select from the pop up) a Recovery Group to be added to a Debtor via the Batch Update when the “Add Credit Limit Recovery Group” check box is on and the credit limit for the debtor has been exceeded.

Credit Limit

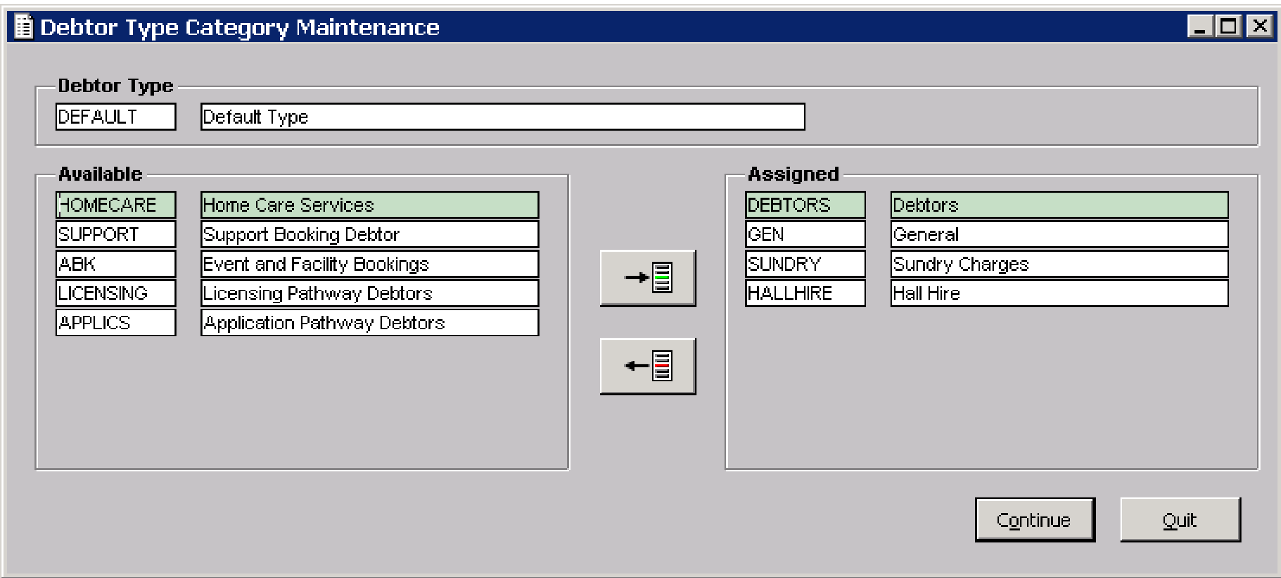
Enter the Credit Limit for the Debtor Type. The value will default from the Debtor Parameter “Default Credit Limit” but can be maintained.

Categories Button

Use this button to select the Categories of the Debt Types that can be associated with this Debtor Type.

Debtor Type Category Maintenance Form

Use this form to select the Categories of the Debt Types that can be associated with this Debtor Type.



Debtor Type Maintenance Form

Debtor Type

The Debtor Type Code and associated description are displayed and are not maintainable on this form.

Available

Select from the Available Categories those that will be associated with this Debtor Type. Use the Select button to make the Category assigned.

Assigned

Displayed are the Categories that are currently associated with this Debtor Type. These categories will only allow Debt Types with the category to be added to the Debtor. Use the Remove Button to make Categories available.

Select Button

Highlight the required Category in the “available Fields” and click on the Select Button to assign that Category to the Debtor Type.

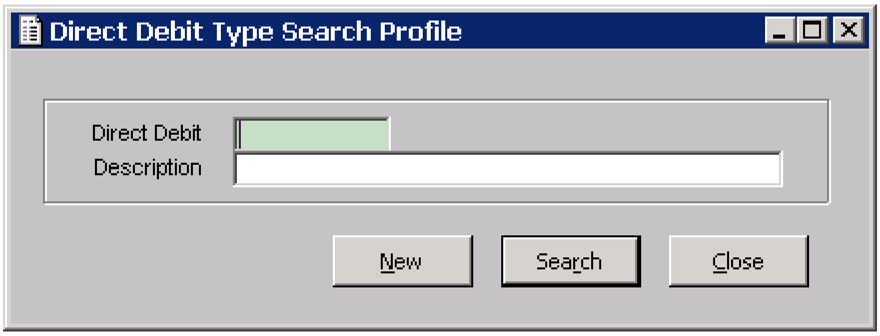
Remove Button

Highlight the required Category in the “assigned Fields” and click on the Remove Button to remove that Category from the Debtor Type.

Direct Debit Type Maintenance

Direct Debit Type Search Profile Form

Use this form to find an existing Direct Debit Type or press the New button to create a new Direct Debit Type.



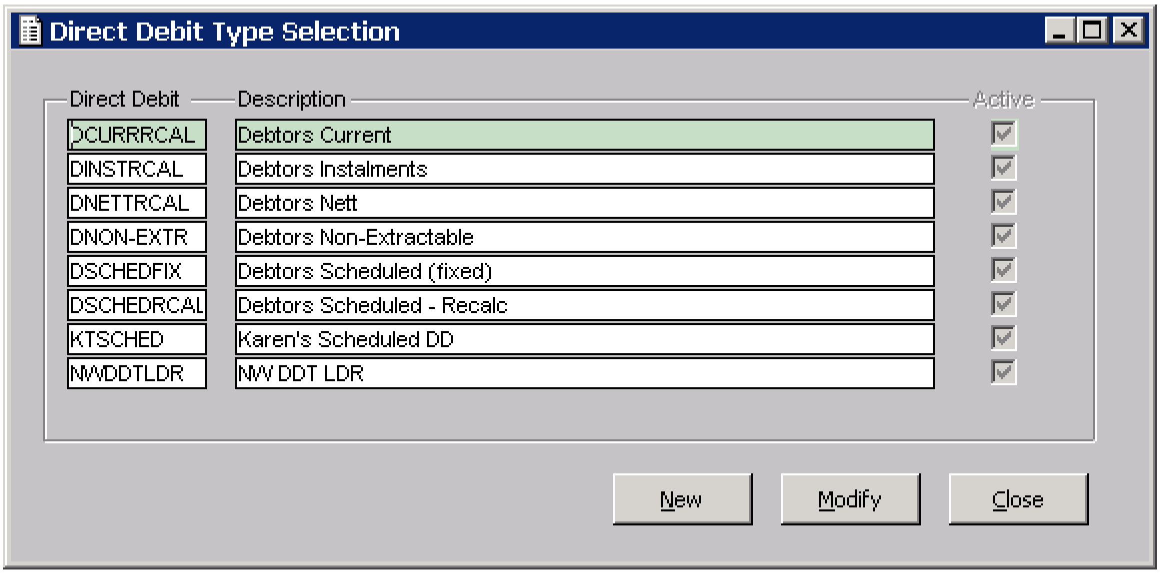
Direct Debit Type Search Profile Form

Direct Debit
Enter a Direct Debit Type to search on.

Description
Enter a Direct Debit Type Description to search on.

Direct Debit Type Selection Form

This form displays search results of Direct Debit Types. Selection of a Direct Debit Type will allow it to be modified.



Direct Debit Type Selection Form

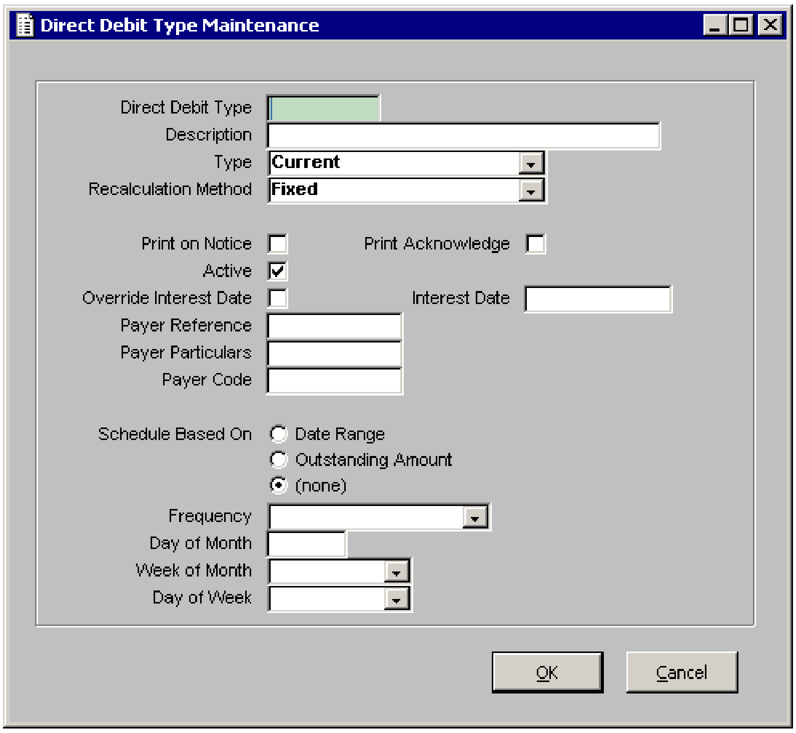
Direct Debit
This field displays the Direct Debit Type.

Description
This field displays the Description for the Direct Debit Type.

Active
This field displays the Active flag for the Direct Debit Type.

Direct Debit Type Maintenance Form

This form is used to add or maintain Direct Debit Type details.



Direct Debit Type Maintenance Form

Direct Debit Type
Enter the Direct Debit Type Code that will be used when adding a Direct Debit to an assessment.

Description
Enter the description of the Direct Debit Type.

Type
Select from the drop down the correct Direct Debit System Type. The default is Current and the available options are:

- Current – Select this option if you wish to extract amounts outstanding on an assessment that relate to a nominated Generation Run.
- Nett – Select this option if you wish to extract all rates outstanding on an assessment regardless of the Generation Run they were raised on.
- Instalment – Select this option if you wish to extract the amount of the instalment when the Instalment becomes due.
- Schedule – Select this option if you wish to extract the rates outstanding according to a particular schedule.
- Non-Extractable – This option has been provided so that details of bank accounts etc are held but the Ratepayer initiates the Direct Debit, not Council - i.e. the Direct Debit Record is not automatically extracted.

Recalculation Method

Select from the drop down the correct recalculation method. This will be used by the Direct Debit Recalculation batch job to determine the calculation of the Direct Debit. The default is Fixed and the available options are:

- Fixed

When processing Direct Debit Recalculation, Direct Debits with this method will not delete any Direct Debit Amounts within the entered period, instead only creating new Scheduled Amounts to continue the Schedule from the last payment date or the Recalculate From date (whichever is later) to the Clear To Zero/Payment From date (depending on what other options are selected).

- Recalculation

When processing Direct Debit Recalculation, Direct Debits with this method will delete any Payment Amounts with a status of "Created" and calculate new payment amounts from the date of the last Updated or Extracted Payment, or the Recalculate From date (whichever is later) to the Clear to Zero/Payment From date.

Print on Notice
Use this check box to enable extraction of Direct Debit details via Rates and Instalment /Reminder Notice processing.

Print Acknowledge
This check box is for future development.

Active
If this checkbox is checked on, the Direct Debit Type may be selected during maintenance functions. This field defaults to on for a new Direct Debtor Type.

Override Interest Date
Check this on so that upon the creation of a new Direct Debit of this type, the Current Fines Override Date, the Current Arrears Fines Override Date and the Arrears Fines Override Date on Assessment Details Maintenance will be updated with the value of Penalty Date for this Direct Debit Type. When a Direct Debit of this type is archived, the Override Dates will be removed.

Interest Date
Enter the date to be used in the creation of a new Direct Debit of this type in the Current Fines Override Date, the Current Arrears Fines Override Date and the Arrears Fines Override Date on Assessment Details Maintenance. When a Direct Debit of this type is archived, the Override Dates will be removed.

Payer Reference
A specific Payer Reference may be entered here. Any Payer Reference entered at this level will override a Payer Reference set at the System Parameter level.

Payer Particulars
Specific Payer Particulars may be entered here. Any Payer Particulars entered at this level will override Payer Particulars set at the System Parameter level.

Payer Code
A Payer Code may be entered here. Any Payer Code entered at this level will override a Payer Code set at the System Parameter level.

Schedule Based On
Choose which option the direct debit is to be based on. Outstanding Amount will calculate payments based on the frequency and the remaining balance, while Date Range will calculate the payment based on the dates entered and the remaining balance. These options are only available for a Direct Debit Type of Scheduled

Frequency
Select a frequency from the drop-down menu. There are 8 options:

- Weekly
- Fortnightly
- Monthly
- Bi-Monthly
- Quarterly
- Half Yearly
- Ad-hoc

- (none)

This option is only available for a Direct Debit Type of Scheduled.

Day of Month
Enter a day of the month from 1 to 31.

Week of Month
Choose a week from the drop-down menu

Day of Week
Choose a day of the week from the drop-down menu

Frequency	**Day of Week**	**Day of Month**	**Week of Month**
Weekly	Available	Non-edit	Non-edit
Fortnightly	Available	Non-edit	Non-edit
Monthly	Available	Available	Available
Bi-Monthly	Non-edit	Available	Non-edit
Quarterly	Non-edit	Available	Non-edit
Half-Yearly	Non-edit	Available	Non-edit
Ad-Hoc	Non-edit	Non-edit	Non-edit
(none)	Non-edit	Non-edit	Non-edit

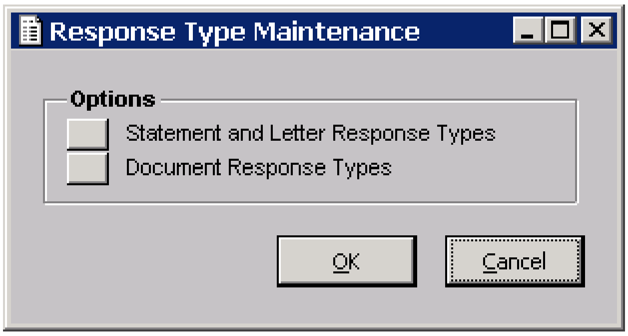
Table showing which fields are available depending on options chosen

Response Type Maintenance

This section enables the creation of response types. Responses are utilised within the Word Processing link to various applications. A response is a text base informational message, recorded against a Word Processing document. They may record phone calls or objections to documentation received.

Response Type Maintenance Form

From this form users are able to select whether they wish to maintain response types for Statements and Letters or for Documents (eg Invoices).



Response Type Maintenance Form

Statement and Letter Response Types Button
Click on this button to display the Response Types Maintenance Form for Statements and Letters.

Document Response Types Button
Click on this button to display the Response Types Maintenance Form for Documents eg Invoices.

External Source Maintenance

External Source Maintenance Form

External system details can be recorded against transactions that have originated from sources external to the Pathway Debtors module. This parameter maintenance form displays all system defined External Sources as well as allowing user defined External Sources to be defined. Following are examples of external sources:

- User Defined external sources (e.g. Oracle Financials)
- WorkSmart
- Pathway Applications and Licensing (^)

(^) The Pathway Applications and Licensing modules interface with the Pathway Debtors module, so that any fees raised can be sent to Debtors.

External Source
This field contains a ten-character code representing an External Source.

Description
This field contains a twenty-five character description representing an External Source.

System
If this checkbox is checked on, it indicates that the External Source is a pre-released system External Source. This checkbox will not be accessible when creating user defined External Sources.

Active
If this checkbox is checked on, the External Source is available for use within Debtors functions. The default setting is 'Active'.

Maintenance/Enquiry

The following topics are covered in this section:

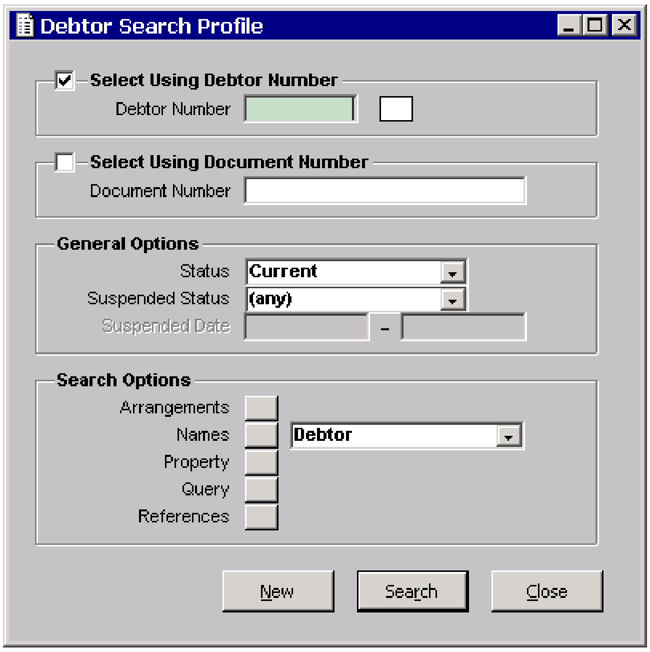
Debtor Maintenance

Debtor Search Profile Form

Debtor accounts are managed via the creation of a Debtor assessment. The Debtor Search Profile form has the following search criteria: -

- Debtor Number Search
- Document Number Search
- Status
- Arrangements
- Names
- Property
- Query Results
- References

This form allows searching for an existing Debtor or creating a new Debtor Assessment.



Debtor Search Profile Form

Select Using Debtor Number Checkbox

If this checkbox is checked on, then a search based on "Select Using Debtor Number" will be performed when "Search" is selected.

The checkbox is automatically checked on when data is entered into any of the associated fields for searching.

The checkbox can be manually turned on by clicking on the checkbox and will be turned off when a different checkbox is checked on.

Debtor Number

This field contains up to a nine-digit Debtor Number that has been automatically allocated when the Debtor Assessment was created.

Enter the Debtor number that you require the search to be executed over. The check digit associated with the entered Debtor number will display for informational purposes.

Select Using Document Number Checkbox
If this checkbox is checked on, then a search based on "Select Using Document Number" will be performed when "Search" is selected.

The checkbox is automatically checked on when data is entered into the Invoice Number field for searching.

The checkbox can be manually turned on by clicking on the checkbox and will be turned off when a different checkbox is checked on.

Document Number
Enter the document number that you require to search on. Wild card searches can be performed e.g. less than < or Greater than >.

If the field is left blank, the search will be conducted on all documents and returned in document number order. However, when considering the size of the database, this type of search may take some time.

General Options – Status
Select a status of debtor (if required), on which to base a search. Only Debtors with the same Status will be returned. This means that if a Debtor number is searched for, but the Status on the Search Profile form is different from the status of the Debtor, then the message "No occurrences match the search profile" will be issued. The Default is set on the Debtors Parameters Maintenance form.

General Options – Suspended Status
Select a Suspended status (if required) on which to base your search.

General Options – Suspended Date
Enter a date range (if required) if searching by Suspended Status.

Search Options – Arrangements
Click this button to go to the Arrangements to Pay Search Profile form. Debtors can be searched on by Arrangement.

Search Options – Names
Click this button to go to the Debtor – Name Search Profile form. Debtors can be search on by Name.

Search Options – Role Type
Select a Role Type from the dropdown on which to base your search.

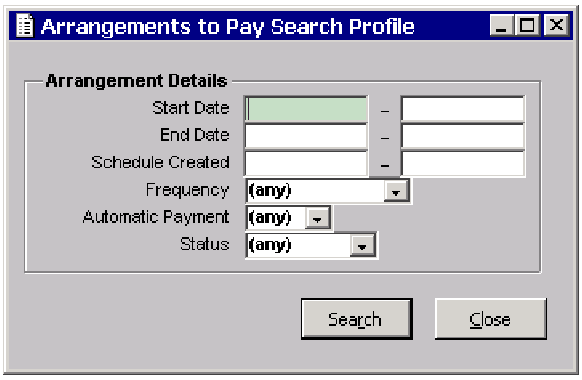
Search Options – Property
Click this button to go to the Address Search Profile form. When searching by Property from the Debtor Search Profile form, the Debtors that will be returned will be those that have Property Debt Documents (regardless of the balance) that are directly linked to the given Property.

Search Options – Query
This button is only displayed when the authorised function "LPA-Document & Query Search" is licensed and active.

Click this button to go to the Query Result Search Profile form. Debtors can be search on by using a query result.

Search Options – References
Click this button to go to the References Search Profile form. Debtors can be search on by Reference.

Arrangements to Pay Search Profile Form



Arrangement to Pay Search Profile Form

Start Date

Enter a Start Date Range for the Arrangement on which to base your search.

End Date

Enter an End Date Range for the Arrangement on which to base your search.

Schedule Created

Enter a Scheduled Date Range for the Arrangement on which to base your search.

Frequency

Select a Frequency for the Arrangement on which to base your search. There are 8 options:-

- (any)
- Weekly
- Fortnightly
- Monthly
- Bi-Monthly
- Quarterly
- Half Yearly
- Ad-Hoc

The Default is (any).

Automatic Payment

Select whether or not there is an Automatic Payment for the Arrangement on which to base your search. There are 3 options:-

- (any)
- Yes
- No

The Default is (any).

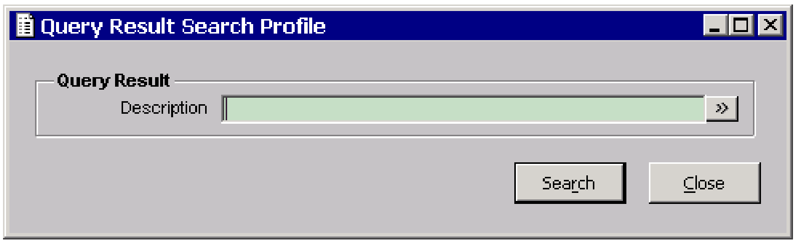
Status

Select a Status for the Arrangement on which to base your search. There are 3 options:-

- (any)
- Current
- Historic

The Default is (any).

Query Result Search Profile Form



Query Result Search Profile Form

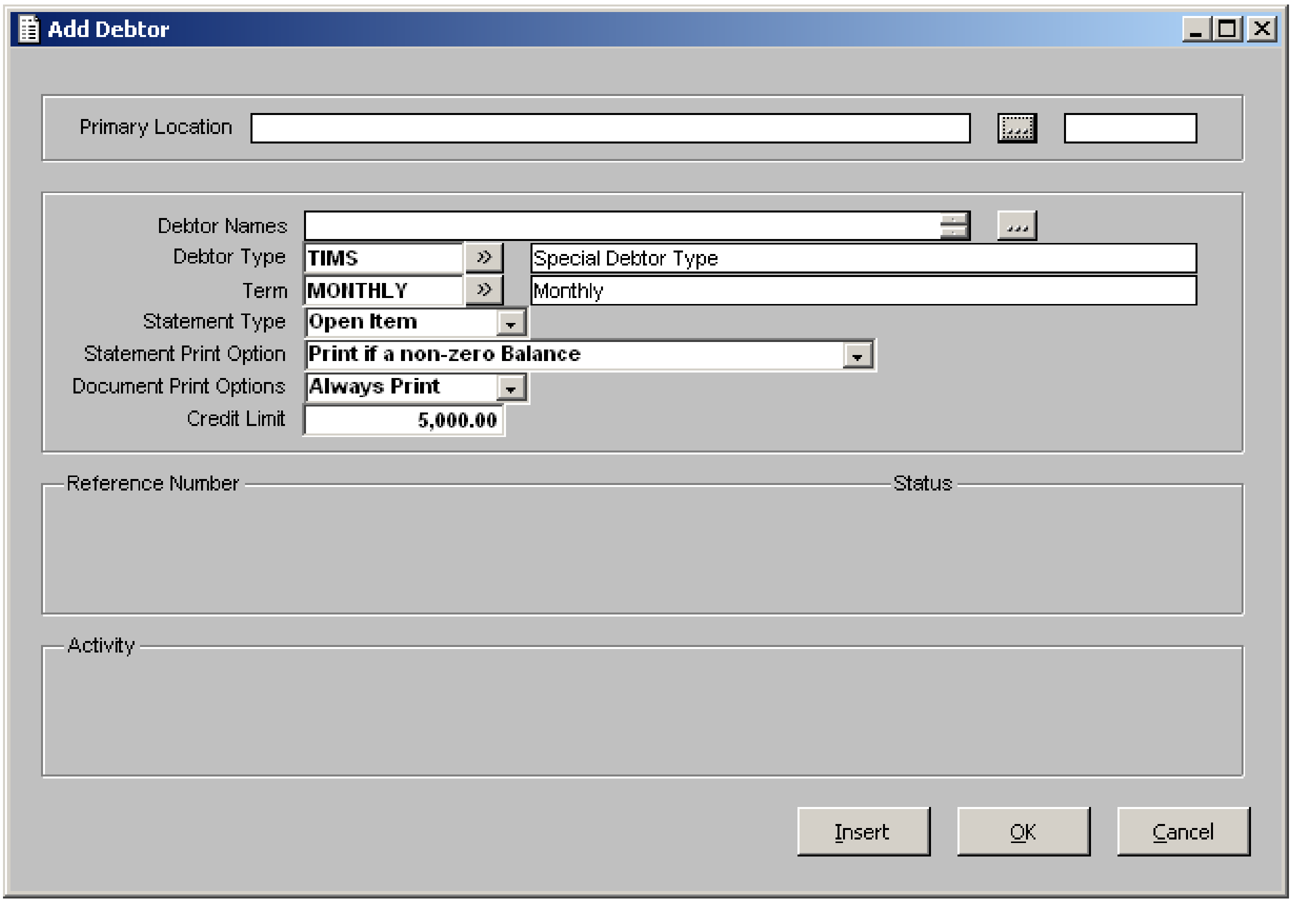
Query Result Description

Enter the Query Result Description (or part thereof) on which to base your search. Alternatively a selection may be made from the Query Result Selection form, which is displayed when the Pop Up button is clicked.

Add Debtors Form

When creating a new Debtor Assessment the following information will be required: -

- Debtor Names
- Debtor Type (will be the Default Debtor Type specified on the Debtors Parameter Maintenance form but may be changed)
- Term (will be defaulted from the Debtor Type selected)
- Statement Type (will be defaulted from the Debtor Type selected)
- Statement Print Option (will be defaulted from the Debtor Type selected)
- References or Activity Codes (optional)
- Primary Location (optional)



Add Debtor Form

Primary Location

The Primary Location is the Optional Property Address for the Debtor. Selecting the Detail button will provide access to Property and the required property can be selected.

Note: If charges are to be raised on the Debtor and they are likely to be Property Related, then the Property should be linked at the time of creating the Debtor assessment. A Property Related charge can only be raised on a Debtor, where the Debtor record is linked to the required Property.

Debtor Names

The nominated Debtor Names will display in this field. Selecting the Detail button will display the Names Maintenance form where Debtor Names can be modified or added.

Debtor Type

Select from the popup the Debtor Type for this Debtor. The field will be defaulted to the Default Debtor Type specified on the Debtor Parameter Maintenance form but can be maintained. The Debtor Type controls the Debt Types that can be added to the Debtor. It can also be used as a grouping mechanism. Selection of a Debtor Type also automatically populates the Term, Statement Type and Statement Print Options.

Term

The Default Notice Group as defined for the selected Debtor Type is displayed. The Term can be changed by either inserting a new Term, or by using the Pop Up button to display a list of Terms available, and subsequently selecting one.

Statement Type

The Statement Type for the Debtor Type is displayed but can be maintained. Available options are:

- Open Item – Open Item should be selected if Statements are to contain all documents until such time that they are fully paid.
- Brought Froward – Brought Forward should be selected if Statements are to contain detailed transactions for the current period only and any previous unpaid documents totalled within a Brought Forward figure.

Statement Print Options

The Statement Print Option for the Debtor Type is displayed but can be maintained. Available options are:

- Always Print
- Print if non-zero Balance
- Print if non-zero Balance or current transactions
- Never Print

Document Print Option

Use this field to control if Documents are printed for the Debtor. Available options are:

- Always Print
- Never Print
  If the Debtor is set to never print documents, then the Document Printing process will not print documents for that Debtor when the printing Batches process is run. If the Document Printing process is run using a Document Number, then the Document will always print, regardless of the setting of Document Print Options.

Credit Limit

The value in this field is defaulted from the selected Debtor Type and can be maintained for an individual Debtor.

Reference Number – Reference Number

If a Reference has been associated to this Debtor assessment then the Reference Type and Number are shown in these fields.

Reference Number – Status

The Status of the Reference is displayed in this field. The Status can be either Current, Historic or Proposed.

Reference Number – Status Date

The Status Date field shows the date that the Status for the Reference was last changed.

Activity – Activity

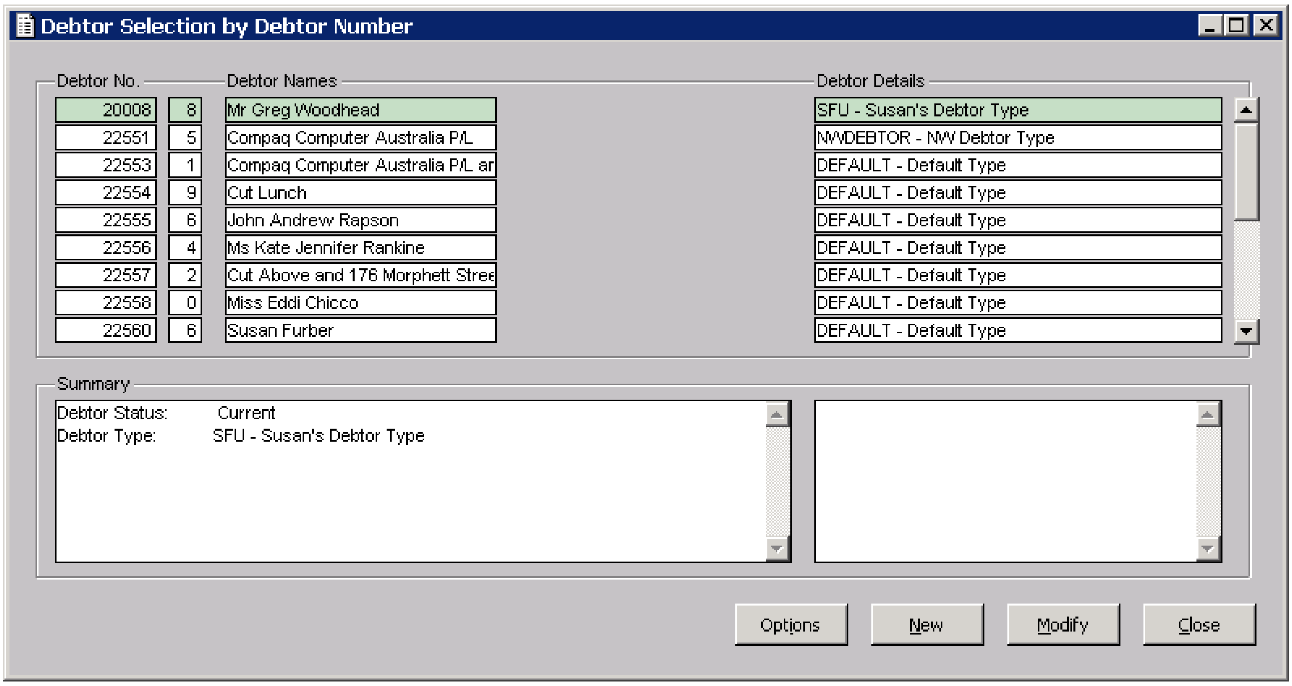
If an Activity has been added then its Code and Description are displayed in these fields. The Pop Up button will allow you change the Activity that has been entered.

Insert Button

The first time the Insert Button is selected a Question Box is displayed showing Reference or Activity. It is necessary to nominate what is to be inserted.
Once either a Reference or an Activity have been inserted, selecting the Insert Button again will insert the same type of record that focus has been placed on. For example, if the cursor is in the Reference area of the form when the Insert Button is selected, a new Reference entry will be shown.

Debtor Selection by Debtor Number Form

This form provides an option to enter a new Debtor record or Select (by Debtor Number) an existing Debtor record to maintain.
There exists the facility to multi select Debtors. By highlighting one or more Debtors you multi select those Debtors and then if you subsequently select the Modify Button, you will be provided only those Debtors selected. You can then step through each Debtor one at a time to enquire or modify that assessment.
Having multi selected Debtors, if you select the Options Button you will then be displayed the Debtors one at a time but for only those Options you have selected.



Debtor Selection by Debtor Number Form

Debtor Number

This field contains a nine-digit Debtor assessment Number that has been automatically allocated when the Debtor was created.
The one-digit check digit number that is used in conjunction with the Debtor Number to ensure that digits of the Debtor number are not keyed incorrectly when maintenance on a Debtor assessment is being performed or receipts are being entered is also displayed.

Debtor Name

This field contains the Debtor Name(s).

Debtor Details

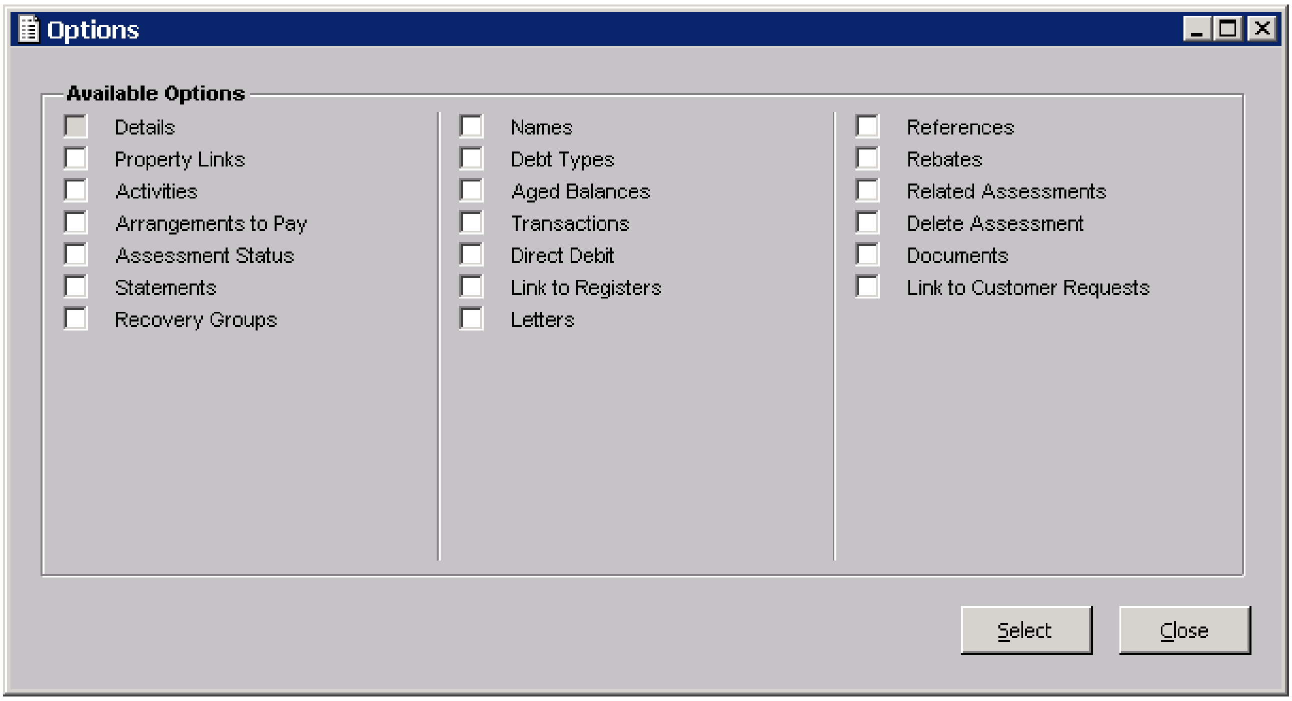
This field displays the Debtor Type associated with the Debtor.

Summary

This frame is split in two. The left hand side displays varying information relative to the Debtor assessment highlighted above and includes: Debtor Status, Debtor Type etc. The right hand side displays property information and includes: Property Address, Occupier, Zone Types etc.

Options Form

In conjunction with the Selection of one or more Debtor assessments, you can use this Options form to only display those Options you wish to maintain. It is possible to select more than one Available Option at a time. Once the Select Button has been used then the nominated Options will cycle through displaying the appropriate forms.



Options Form

Available Options

The Available Options are displayed. To select those Options needed simply tick the Option on. Once all Options required have been selected, initiate the Select process.

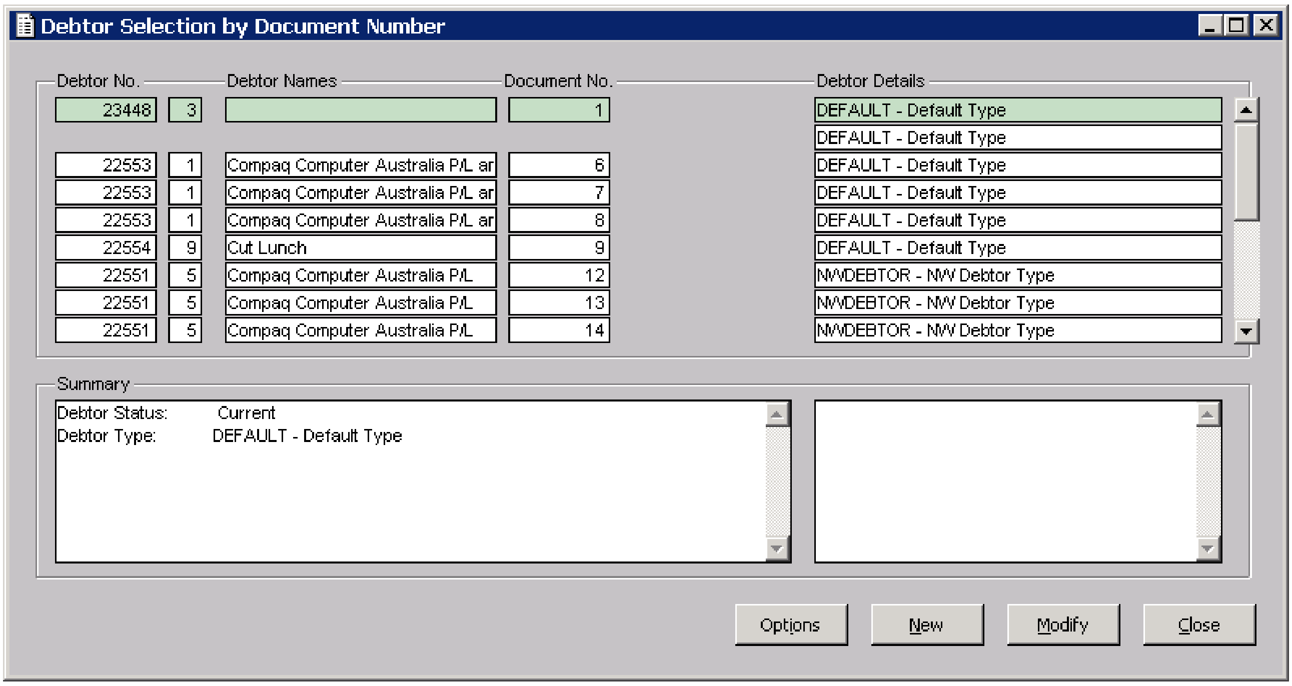
Available Options include Details, Property Links, Activities, Arrangements to Pay, Assessment Status, Names, Rate Types, etc.

Debtor Selection by Document Number Form

This form provides an option to enter a new Debtor record or Select by Document Number an existing Debtor record to maintain.

There exists the facility to multi select Debtor assessments. By highlighting one or more Debtors you multi select those Debtor assessments and then if you subsequently select the Modify Button, you will be provided only those Debtors selected. You can then step through each Debtor one at a time to enquire or modify that Debtor assessment.

Having multi selected Debtors, if you select the Options Button you will then be displayed the Debtors one at a time but for only those Options you have selected.



Debtor Selection by Document Number Form

Debtor Number
This field contains a nine-digit Debtor Number that has been automatically allocated when the Debtor was created.
The one-digit check digit number that is used in conjunction with the Debtor Number to ensure that digits of the Debtor number are not keyed incorrectly when maintenance on a Debtor is being performed or receipts are being entered is also displayed.

Debtor Names
This field contains the Debtor Name(s).

Document Number
The Document Number is displayed in this field.

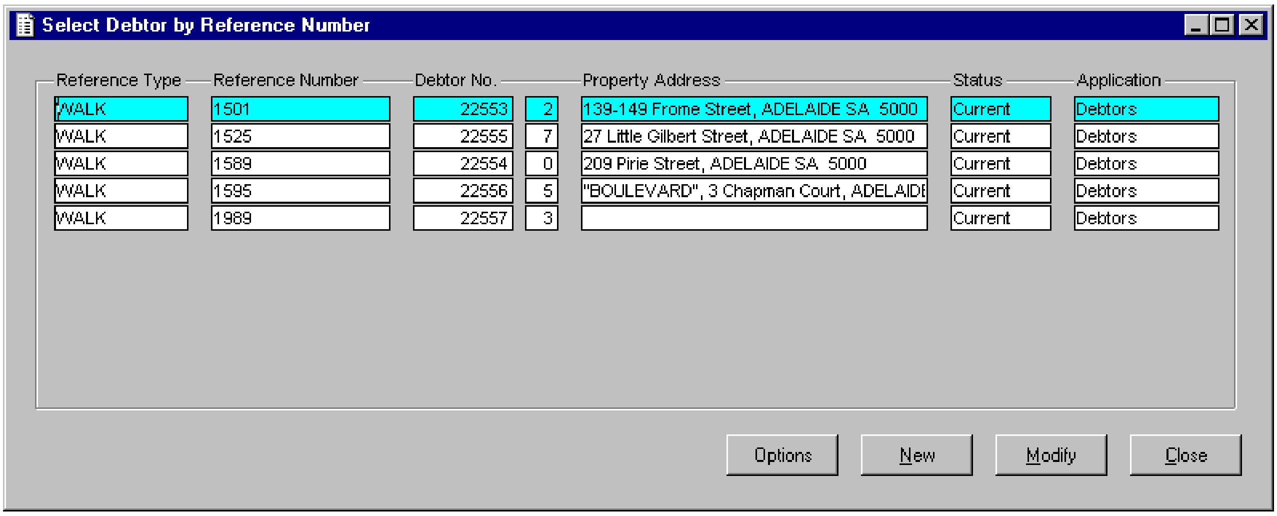
Debtor Details
This field contains the Debtor Type.

Select Debtor by Reference Number Form

This form provides an option to enter a new Debtor record or Select (by Reference Number) an existing Debtor record to maintain.

There exists the facility to multi select Debtor assessments. By highlighting one or more Debtors you multi select those Debtors and then if you subsequently select the Modify Button, you will be provided only those Debtors selected. You can then step through each Debtor one at a time to enquire or modify that Debtor record.

Having multi selected Debtors, if you select the Options Button you will then be displayed the Debtors one at a time but for only those Options you have selected.



Select Debtor by Reference Number Form

Reference Type
The Reference Type is displayed in this field.

Reference Number
The associated Reference Number for the Reference Type is displayed in this field.

Debtor Number

This field contains a nine-digit Debtor Number that has been automatically allocated when the Debtor was created.

The one-digit check digit number that is used in conjunction with the Debtor Number to ensure that digits of the Debtor number are not keyed incorrectly when maintenance on a Debtor is being performed or receipts are being entered is also displayed.

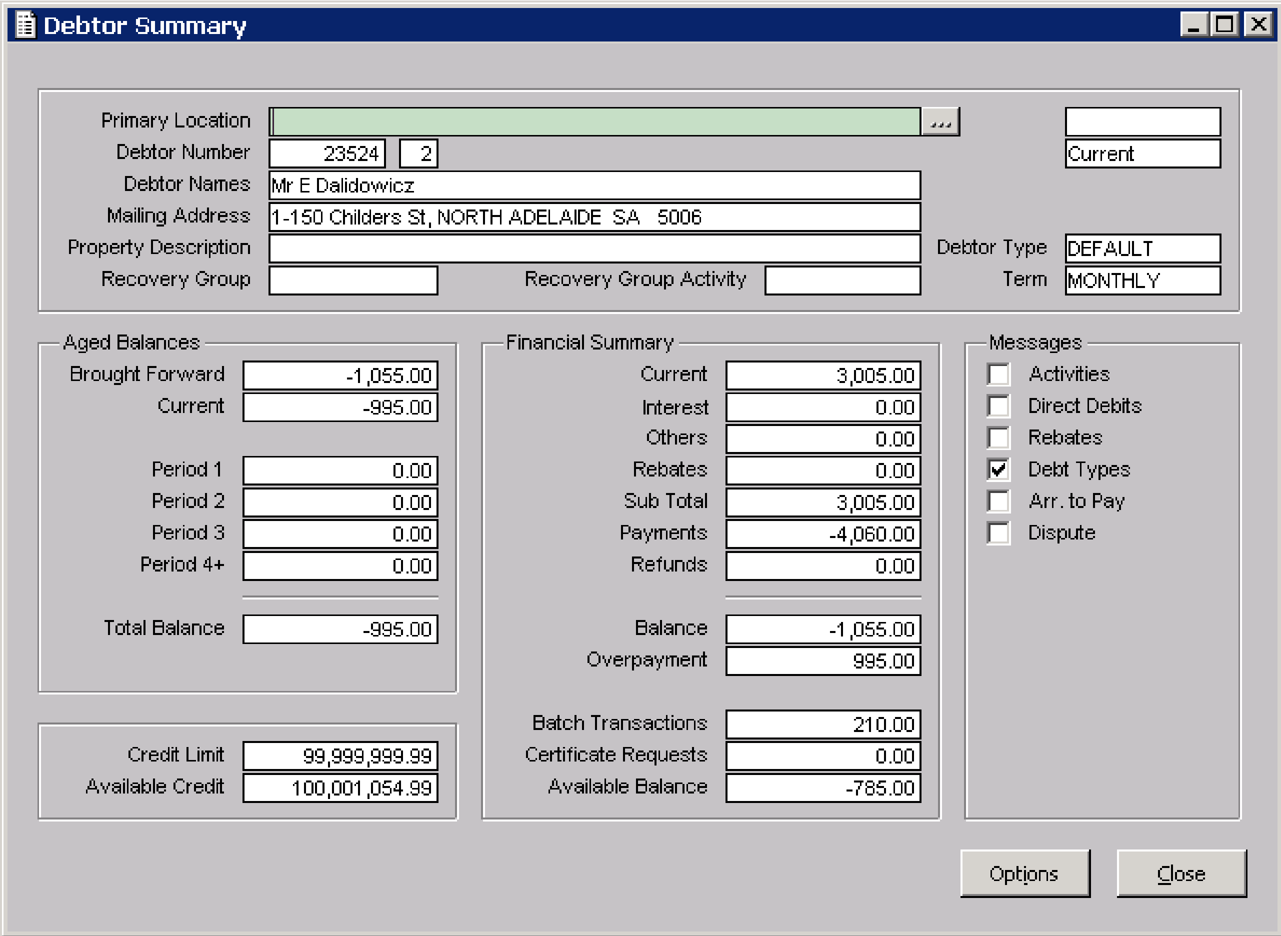
Property Address
If a Property has been selected as the Primary Location for the Debtor Assessment, then its formatted address is shown in this field.

Assessment Status
This field contains the Status of the Debtor assessment. This can be either Current, Historic or Proposed.

Application
This field shows the Application that the Debtor assessment / Reference Type combination belong to.

Debtors Summary Form

The Debtors Summary Form displays key details for a selected Debtor Assessment. These details include a Financial Summary, Aged Balances display, Debtors Names and Address details, Terms Code and Property Locations (for property related debts).



Debtors Summary Form

Primary Location

If a Property has been selected as the Primary Location for the Debtor Assessment, then its formatted address is shown in this field.
Click on the Detail button to maintain property details.
The Status of the property is populated to this field.

Debtor Number

This field contains a nine-digit Debtor assessment Number that has been automatically allocated when the Debtor assessment was created.
The one-digit check digit number that is used in conjunction with the Debtor assessment Number to ensure that digits of the Debtor assessment number are not keyed incorrectly when maintenance on a Debtor assessment is being performed or receipts are being entered is also displayed.

Debtor Status

This field shows the status of the Debtor eg, Proposed, Current or Historic.

Debtor Names

This field contains the Debtor Name(s) for the Debtor assessment.

Mailing Address

This field contains the mailing address for correspondence to the Debtor. If there is more than one Debtor Name on the Debtor assessment, then the Mailing Address is that of the first listed Debtor Name.

Property Description

This field contains the formatted Parcel details or the overriding Property Description of the Property that the Debtor assessment is linked to.

Debtor Type

This field displays the Debtor Type of this Debtor.

Term

This field shows the Term for the Debtor Assessment. The Term controls the terms for the Debtor assessment and hence how frequently statements are printed and how often outstanding debts are aged. Double clicking this field opens the Debtor Details Maintenance form where the selected Term may be amended.

Recovery Group
This field displays the current Recovery Group on this Debtor.

Recovery Group Activity
This field displays the current Recovery Activity for this Debtor.

Aged Balances – Brought Forward
This field shows the Balance outstanding on the date the Debtor assessment debt was last aged.

Aged Balances – Current
This field shows the debt that has been raised on this Debtor assessment since its debt was last aged.

Aged Balances – Period 1
This field shows the debt that was raised in the preceding period but is still unpaid.

Aged Balances – Period 2
This field shows the debt that was raised two ageing periods ago but is still unpaid.

Aged Balances – Period 3
This field shows the debt that was raised three ageing periods ago but is still unpaid.

Aged Balances – Period 4+
This field shows the debt that was raised four or more ageing periods ago but is still unpaid.

Aged Balances – Total Balance
This figure represents the total amount of debt outstanding on the Debtor assessment at the present time.

Financial Summary – Current
This field shows the total of all debts that have been raised on the Debtor assessment.

Financial Summary – Interest
This field contains the total of any Interest / Fines / Penalties levied for this Debtor assessment.

Financial Summary – Others
This field contains any other charges for this Debtor assessment e.g. Legal Fees.

Financial Summary – Rebates
This field contains the total of any Rebates granted for this Debtor assessment

Financial Summary – Sub Total
This field contains the sub total of all the preceding amounts.

Financial Summary – Payments
This field contains the total of all Payments made on this Debtor assessment.

Financial Summary – Refunds
This field contains the total of any refunds given on this Debtor assessment.

Financial Summary – Balance
The sum of all the preceding amounts, this field shows the total amount of debt outstanding on the Debtor assessment at the present time.

Financial Summary – Overpayment
If the Debtor assessment is in credit, this field shows the amount it has been overpaid by.

Financial Summary – Batch Transactions
This field is only displayed when the debtor is linked to ePathway. This field displays all batch transactions that have not yet been updated to the Debtor account.

Financial Summary – Certificate Requests

This field is only displayed when the debtor is linked to ePathway. This field displays the total cost of the certificates requested of the Debtor that have not yet been updated.

Financial Summary – Available Balance
This field is displayed only when the debtor is linked to ePathway. This field is the balance remaining after subtracting the Batch Transactions total and the Certificate Requests total from the Overpayment field. This field is display only

Credit Limit
This field displays the Credit Limit that has been set for this Debtor.

Available Credit
This field displays the Available Credit for this Debtor after current transactions and any un-processed transactions in Batches have been considered. If the Credit Limit has been exceeded, the Available Credit will display as a negative amount.

Messages – Activities
A tick in this box indicates that activities have been associated with this Debtor assessment. Clicking on this box will take you to the Activity Maintenance Form.

Messages – Direct Debits
A tick in this box indicates that Direct Debit details have been entered for this Debtor assessment. Clicking on this box takes you to Direct Debit Maintenance.

Messages – Rebates
A tick in this box indicates that Rebates have been associated with this Property. Clicking on this box takes you to the Rebate Maintenance Form.

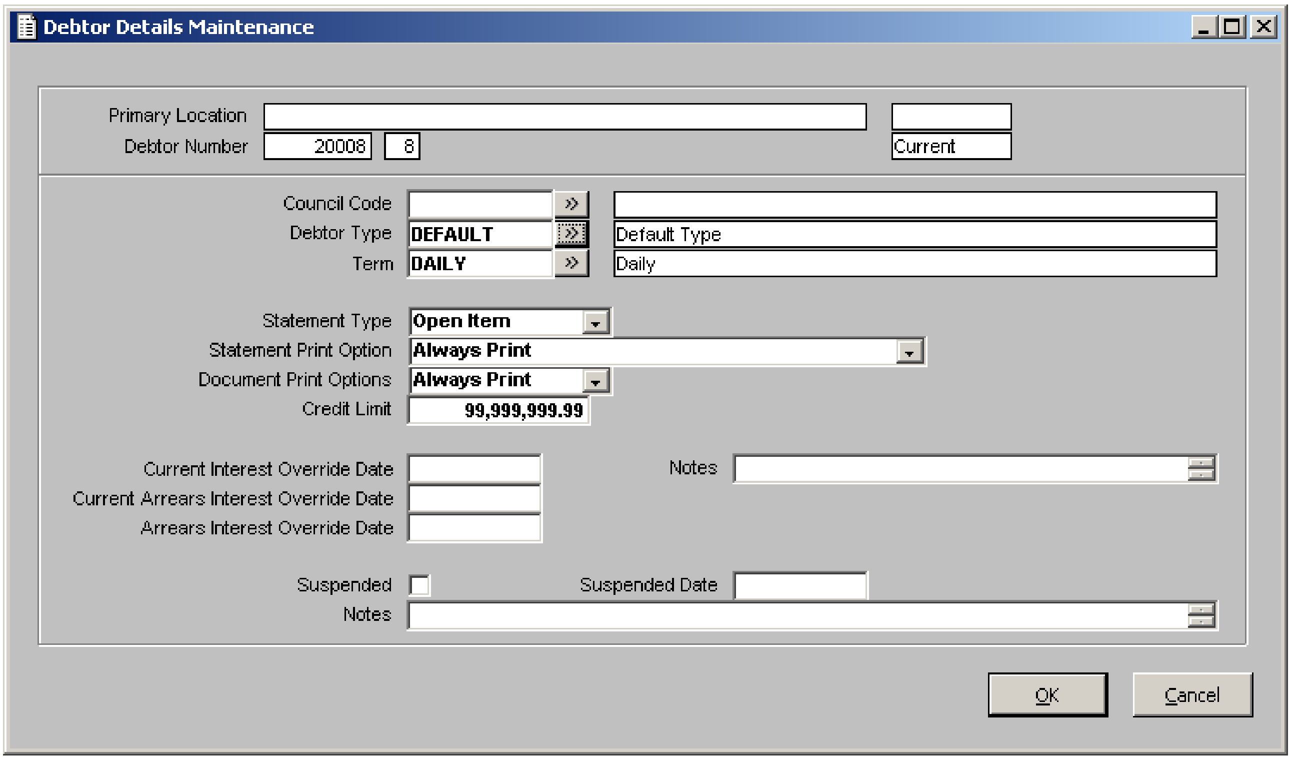
Messages – Debt Types
A tick in this box indicates that Rate Types have been set up for this Debtor assessment. Clicking on this box takes you to the Rate Type Maintenance Form.

Messages – Arr. to Pay
A tick in this box indicates that an Arrangement to Pay has been associated with this Debtor assessment. Clicking on this box will take you to the Arrangements to Pay Selection Form.

Messages – Dispute
A tick in this box indicates that a transaction is currently flagged as disputed. Clicking on this box will navigate to the Transaction Maintenance Form.

Debtor Details Maintenance Form

The Debtors Details Maintenance Form displays details for a selected Debtor Assessment. These details include the Application the Debtor assessment is for, the Term and various Interest Override Dates.



Debtor Details Maintenance Form

Council Code

This field contains the Council Code used to determine the overriding General Ledger Accounts for non-Debt Type specific transactions (BALC/BALD/RFND and Overpayments). If the Council Code is not specified the default non-Debt Type specific General Ledger accounts will be used.

Primary Location

If a Property has been selected as the Primary Location for the Debtor Assessment, then its formatted address is shown in this field. The Status of the property is populated to this field. These fields are not maintainable from this Form.

Debtor Number

The Debtor assessment Number, Check Digit and Status are displayed. These fields are not maintainable from this Form.

Debtor Type

Select from the popup the Debtor Type for this Debtor. This controls the Debt Types that can be processed for the Debtor. It can also be used as a grouping mechanism.

Term

The Term, together with the description, currently assigned to the Debtor Assessment is displayed. Use the Notice Group Pop Up to display a list of the available Notice Groups.

Statement Type

Select from the list the Statement Type to be used for this Debtor. Available options are:

- Open Item – Open Item should be selected if Statements are to contain all documents until such time that they are fully paid.
- Brought Froward – Brought Forward should be selected if Statements are to contain detailed transactions for the current period only and any previous unpaid documents totalled within a Brought Forward figure.

Statement Print Option

Specifies the criteria under which a Statement is to be produced for the Debtor. Available options are:

- Always Print – A Statement will always be produced, even if no balance or transactions exist for the Debtor.
- Print if non-zero Balance – A Statement will only be produced if the Debtor has an overall debit or credit Balance.

- Print if non-zero Balance or current transactions – A Statement will be produced if the Debtor has an overall debit or credit Balance, or if any transaction has been raised for the Debtor since the last Statement was produced.
- Never Print – A Statement will never be produced for the Debtor.

Document Print Option
Use this field to control if Documents are printed for the Debtor. Available options are:

- Always Print
- Never Print
  If the Debtor is set to never print documents, then the Document Printing process will not print documents for that Debtor when the printing Batches process is run. If the Document Printing process is run using a Document Number, then the Document will always print, regardless of the setting of Document Print Options.

Credit Limit
Holds the maximum amount of credit available for the Debtor. Users will be notified if a Debtor's Credit Limit will be (or has been) exceeded during the entry and updating of Document Batches.

Current Interest Override Date
A date may be inserted in this field that will override the date that Current Interest / Fines / Penalties will be raised from on this Debtor assessment. Pressing F2 or double clicking on this field will display a calendar that can be used to choose the required date.

Notes
This field contains a note on the reason for the date override on Interest / Fines/ Penalties for this Debtor assessment

Current Arrears Interest Override Date
A date may be inserted in this field that will override the date that Current Arrears Interest / Fines / Penalties will be raised from on this Debtor assessment. Pressing F2 or double clicking on this field will display a calendar that can be used to choose the required date.

Arrears Interest Override Date
A date may be inserted in this field that will override the date that Arrears Interest / Fines / Penalties will be raised from on this Debtor assessment. Pressing F2 or double clicking on this field will display a calendar that can be used to choose the required date.

Suspended
Click on this check box if the Debtor assessment is to be suspended. If a Debtor assessment is Suspended, Rates and Fines / Interest / Penalties will not be calculated for any Generations although Journals and receipts can still be accepted.

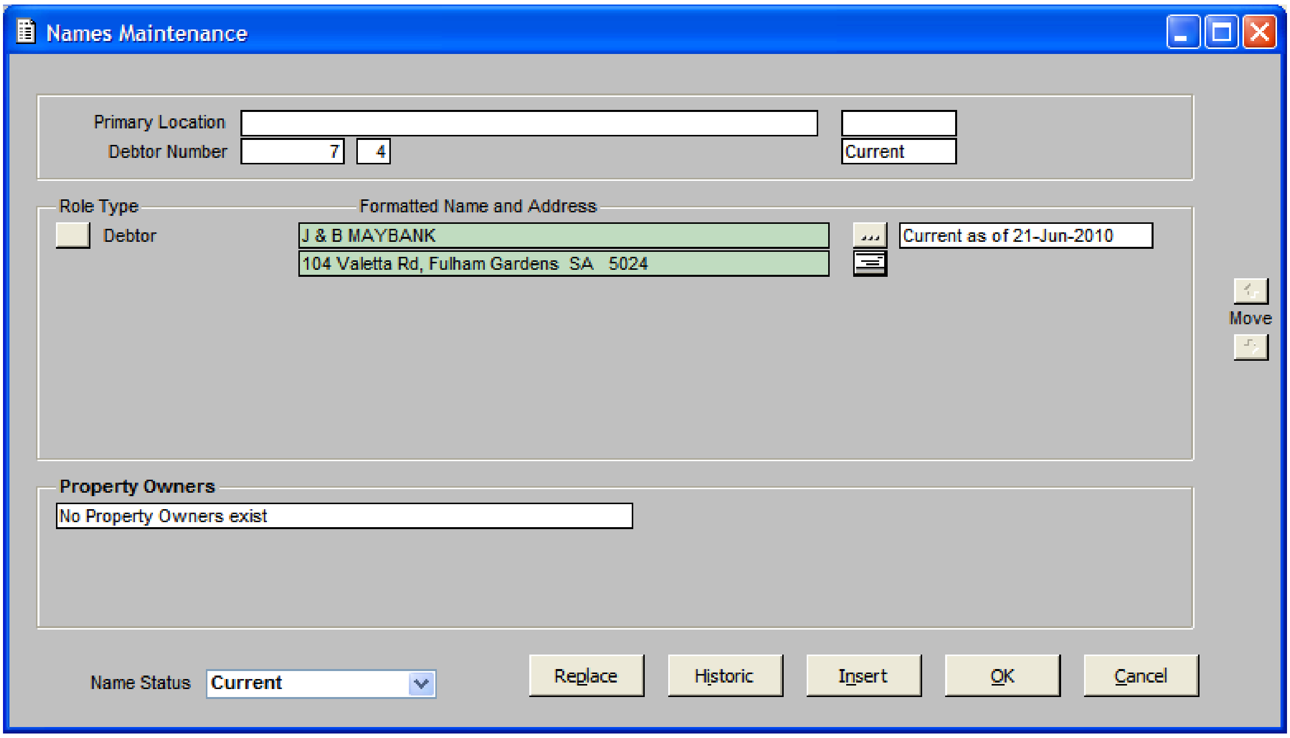
Suspended Date
This field contains the date that the Debtor assessment was Suspended on. Pressing F2 or double clicking on this field displays a calendar that can be used to choose the required date from

Notes
This field contains a note on the reason for the Debtor assessment being suspended.

Names Maintenance

Names Maintenance Form

This form provides the functionality to add or amend Debtor's names on the Debtors assessment. A message is displayed to the User if a Debtor Name has not been nominated and the OK button is clicked.



Names Maintenance Form

Primary Location

If a Property has been selected as the Primary Location for the Debtor Assessment, then its formatted address is shown in this field.
The Status of the property is populated to this field.
These fields are not maintainable from this Form.

Assessment Number

The Debtor Number, Check Digit and Status are displayed.
These fields are not maintainable from this Form.

Role Type/Debtor

Click on he Role Type Button to access the Names Selection Maintenance Form to add a Debtor's name to the Debtor Assessment.

Formatted Name and Address

The formatted name and address of the Debtors attached to the Debtor assessment will be populated to these fields. Drill out on the Button to access the Names Selection and Maintenance Form if you wish to amend any details of the name and address.

Highlight the name and address field and take the Edit function if you wish to delete the name and Address from the Debtor assessment.

The Currency field will default the system date being the date the name(s) was added to the Debtor assessment.

Clicking the ‘envelope’ button displays the Mailing Address Enquiry form.

Property Owners

If the Debtor Assessment has been linked to a property, the Owner’s name will be populated in this field. These fields display current and historic property owners.

Click on the detail button to access the Names Selection and Maintenance Form.

Name Status

Click on the drop down to access the options available. The Options are-

- Current
- Historic
- Current and Historic

The field will default to Current. By selecting one of the options, the form will search for any records on the specific Debtor assessment with that status. That is, if historic is selected, name records that are historic will be presented.

Replace Button

Click on this button to replace the current Debtor Name.

The Debtor Name must already be highlighted, and then the Replace button can be clicked and a new name can be searched for. Once the new name has been selected, a message will be displayed, asking whether you are sure.

If Yes is clicked, the newly searched name will replace the existing name as the Debtor Name

If No is clicked, you are returned to the Names Maintenance Form, and no changes have been made.

Historic Button

Click on this button to historicise the Debtor Name.

The Debtor Name must already be highlighted and then the button can be clicked to make the current name historic.

Please Note

There is no warning message shown for this process, so if a name is made historic in error, simply close the form and DO NOT save any changes.

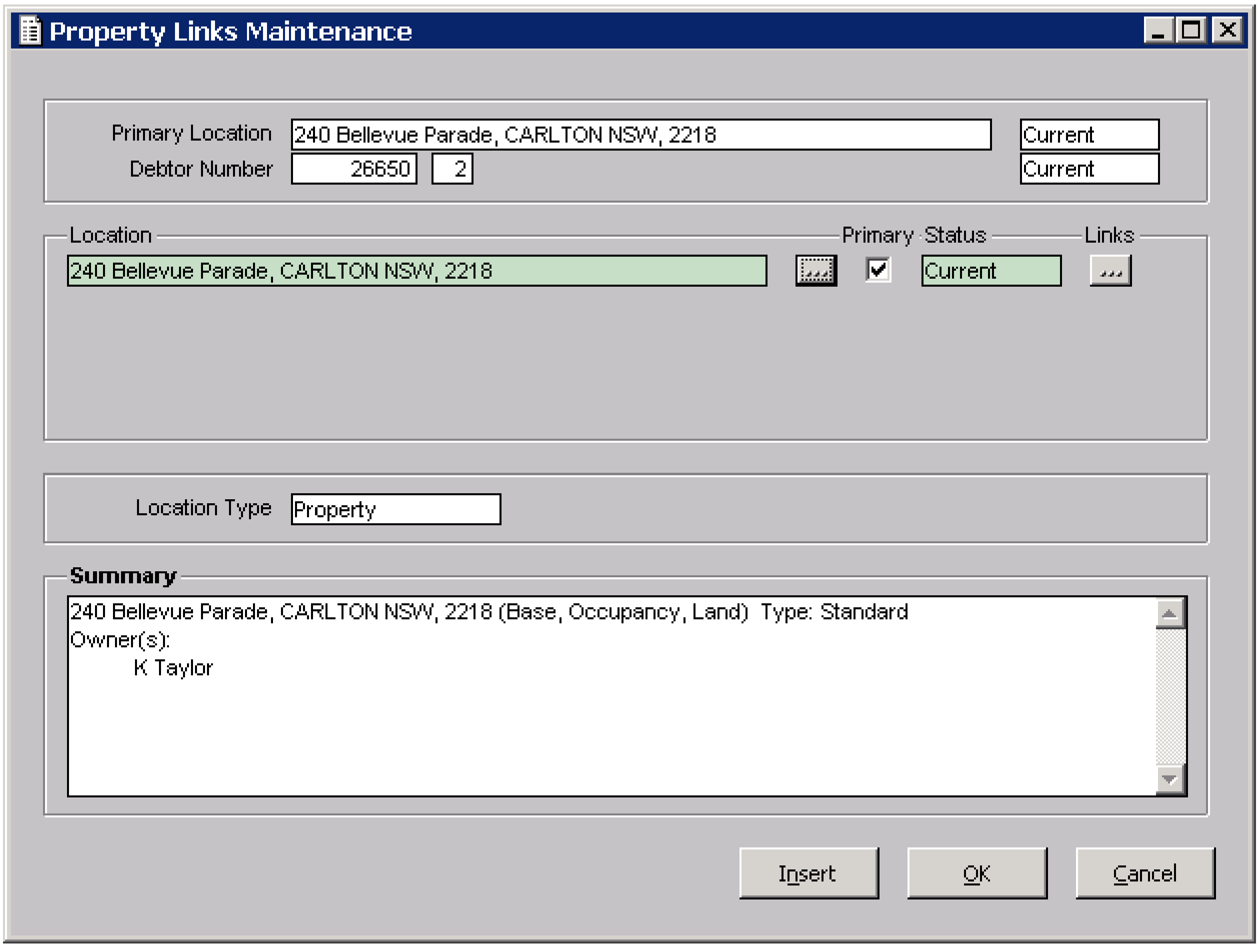
Insert Button

Click on the Insert Button to add a further Role type.

Property Links

Property Links Maintenance Form

This form enables the maintenance of the Property linked to this Debtor Assessment. Alternatively, other Property links may be created to be associated with this Debtor assessment.



Property Links Maintenance Form

Primary Location
If a Property has been selected as the Primary Location for the Debtor Assessment, its formatted address is shown in this field.
If a property has not been previously linked with the Debtor Assessment, taking the Property Links Maintenance option will provide the user with the Property Maintenance Form. Upon searching a property and selecting that property, the property will be linked to the Debtor Assessment.

Status
This field contains the status of the Primary Location that the Debtor assessment record is linked to. This field is not maintainable from this form
Possible status values are:

- Historic
- Current
- Proposed

Debtor Number

This field contains a nine-digit Debtor Number that has been automatically allocated when the Debtor was created.
The one-digit check digit number that is used in conjunction with the Debtor Number to ensure that digits of the Debtor number are not keyed incorrectly when maintenance on a Debtor is being performed or receipts are being entered is also displayed.
This field is not maintainable from this form.

Status
This field contains the status of the Debtor assessment you are maintaining the Debtor assessment Status for.
Possible values are:
- Historic
- Current
- Proposed

Location
This field contains the location of a property that is linked to this Debtor assessment. Click on the detail button to go to the Property Summary form where maintenance can be performed on that property.

Detail Button
Click on this button to go to the Property Summary Form for the property displayed.

Primary
If this checkbox is checked on, then this property is designated as the primary property that the Debtor assessment is linked to.

Status
This field contains the status of the property. This field is not maintainable from this form
Possible status values are:
- Historic
- Current
- Proposed

Links Detail Button
Click on this detail button to view any additional linked Debtor assessments to this property

Location Type
This field contains the location type of the linked property

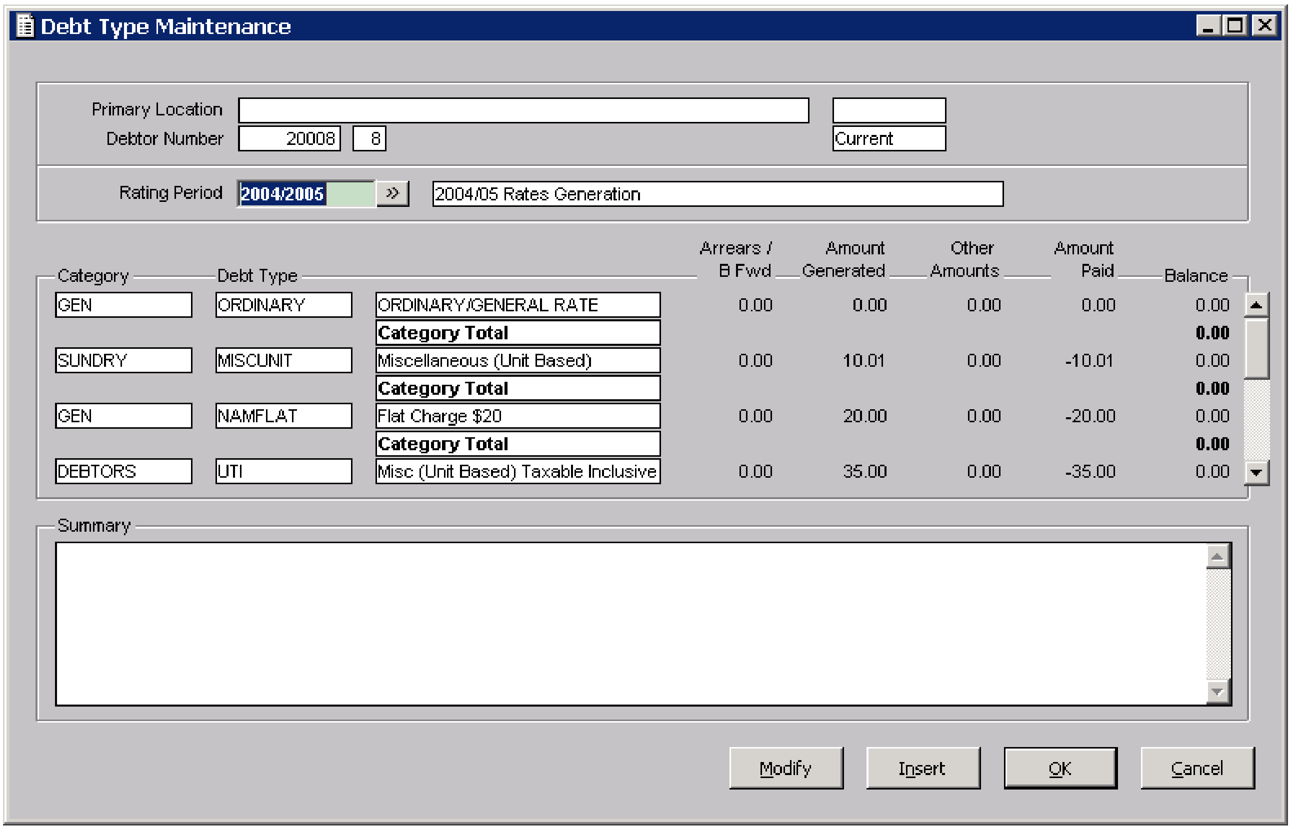
Summary
This frame displays varying information relative to the Property highlighted above and includes:
Debtors Names, Owners, Property Details of address, Parcel & Title details, Zoning & Land Use etc

Debt Types Maintenance

Debt Types are used to define all charges that can be levied on a Debtors Assessment Every document entered MUST have a Debt Type assigned.
For further information and examples, please access the Debt Types Help Text under the Parameters.

Debt Type Maintenance Form

This form enables the entry, or maintenance, of Debt Types on a Debtors Assessment.
Debt Types are used to define all charges that can be levied on a Debtor assessment
For further information and examples, please access the Debt Types Help Text under the Parameters.



Debt Type Maintenance Form

Primary Location

If a Property has been selected as the Primary Location for the Debtor Assessment, its formatted address is shown in this field.
This field is not maintainable from this form

Status

This field contains the status of the Primary Location of the Debtors Assessment that you are maintaining Rate Types for. This field is not maintainable from this form. Possible status values are:

- Historic
- Current
- Proposed

Debtor Number

This field contains a nine-digit Debtor Number that has been automatically allocated when the Debtor was created.

The one-digit check digit number that is used in conjunction with the Debtor assessment Number to ensure that digits of the Debtor assessment number are not keyed incorrectly when maintenance on a Debtor assessment is being performed or receipts are being entered is also displayed.
These fields are not maintainable from this form.

Status
This field contains the status of the Debtor assessment you are creating Debt Types for.
Possible values are:

- Historic
- Current
- Proposed

Rating Period

This field contains the Rating Period relative to the Debt Type you are adding. Click on the Rating Period pop up to select a new Rating Period. (Rating Periods must have previously been set up in Rating Period Parameter Maintenance in the Rating Module)

Category
This field contains the Category of the Debt Type that has been added to the Debtor assessment.

Debt Type
This field contains the Debt Type that has been added to the Debtor assessment.

Internal Description
This field contains the Internal Description of the Debt Type that has been added to the Debtor assessment.

Arrears Brought Forward
This field displays the Amount Brought Forward / Arrears from a previous rating period.

Amount Generated
This field displays the Amount raised for this Debt Type when the Generation was run.

Other Amounts
This field displays the Amounts Debited / Credited using journal adjustments and associated with this Debt type.

Amount Paid
This field displays the Amount that has been credited to the Debt Type.

Balance
This field displays the Outstanding Balance for the Debt Type.

Summary
This field contains additional information regarding the Debt Type highlighted.

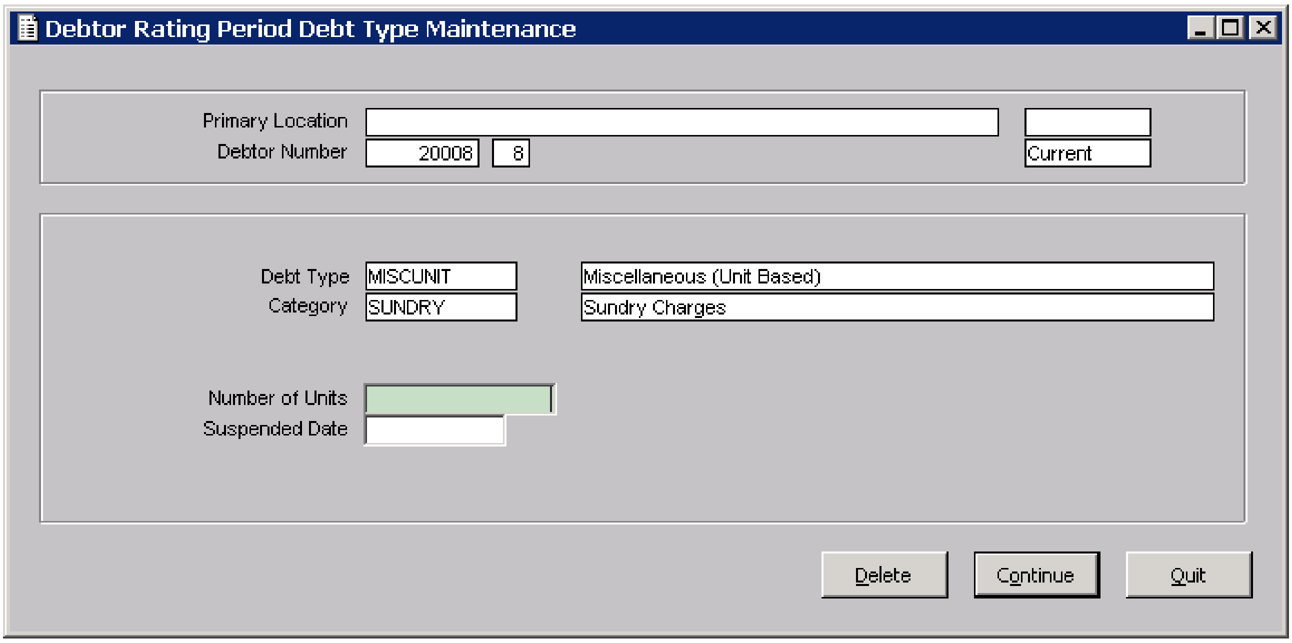
Modify Button
Click on the Modify Button to access the Debtor Rating Period Debt Type Maintenance Form if you wish to maintain the Debt type or delete the Debt type.

Insert Button
Click on the Insert Button to access the Debtor Rating Period Debt Type Maintenance Form in order to add a Debt Type to the Debtor assessment.

Debtor Rating Period Debt Type Maintenance Form

This form enables the maintenance of Rating Period Debt Types on a Debtors Assessment. In particular, the specifying of the number of Units applicable to the Debtors Assessment.

Debt Types are used to define all the charges that can be raised on a Debtor assessment in a particular Rating Period.



Debtor Rating Period Debt Type Maintenance Form

Primary Location

If a Property has been selected as the Primary Location for the Debtor Assessment, its formatted address is shown in this field.
This field is not maintainable from this form

Status

This field contains the status of the Primary Location of the Debtor assessment that you are maintaining the Rating Period Rate Types for. Possible status values are:

- Historic
- Current
- Proposed

Debtor Number

This field contains a nine-digit Debtor Number that has been automatically allocated when the Debtor assessment was created.
The one-digit check digit number that is used in conjunction with the Debtor assessment Number to ensure that digits of the Debtor assessment number are not keyed incorrectly when maintenance on a Debtor assessment is being performed or receipts are being entered is also displayed.

Status

This field contains the status of the Debtor assessment you are maintaining the Rating Period Debt Types for. Possible values are:

- Historic
- Current
- Proposed

Debt Type

This field contains the Debt Type that you are maintaining / adding to the Debtor assessment.
If you are adding a Debt type, click on the pop-up to access the available Debt Types.

Category

This field contains the Category of the Debt Type that you are maintaining. This category is selected when the Debt Type is created via Debt Type Maintenance.
This field cannot be maintained from this form.

Units

Enter the number of Units on the Debtor assessment for a Unit based Debt Type. That is, the debt calculation is Number of Units x Rate per Unit. Example, if you are charging for re-instatement of footpaths at a square metre rate and 10 square metres have been reinstated on this particular property, and you are maintaining the Reinstatement Debt Type, enter 10 in this field.

Suspended Date
This field contains the date that the Debt Type was Suspended on. If a Debt Type is suspended on a Debtor assessment, then debts will not be generated for that debt Type on that Debtor assessment. Pressing F2 or double clicking on this field will display a calendar that can be used to choose the required date from.

Number Of Generations
Enter the number of generations in this Rating Period that the Debt Type will be used. The number cannot be more than the number of generations allowed on the Rating Period Debt Type Maintenance for this rate Type

Rebate Maintenance

Note: The Rebate functionality is not fully incorporated within the Debtors module.
Please contact the Infor Help Desk if you wish to utilise these facilities.

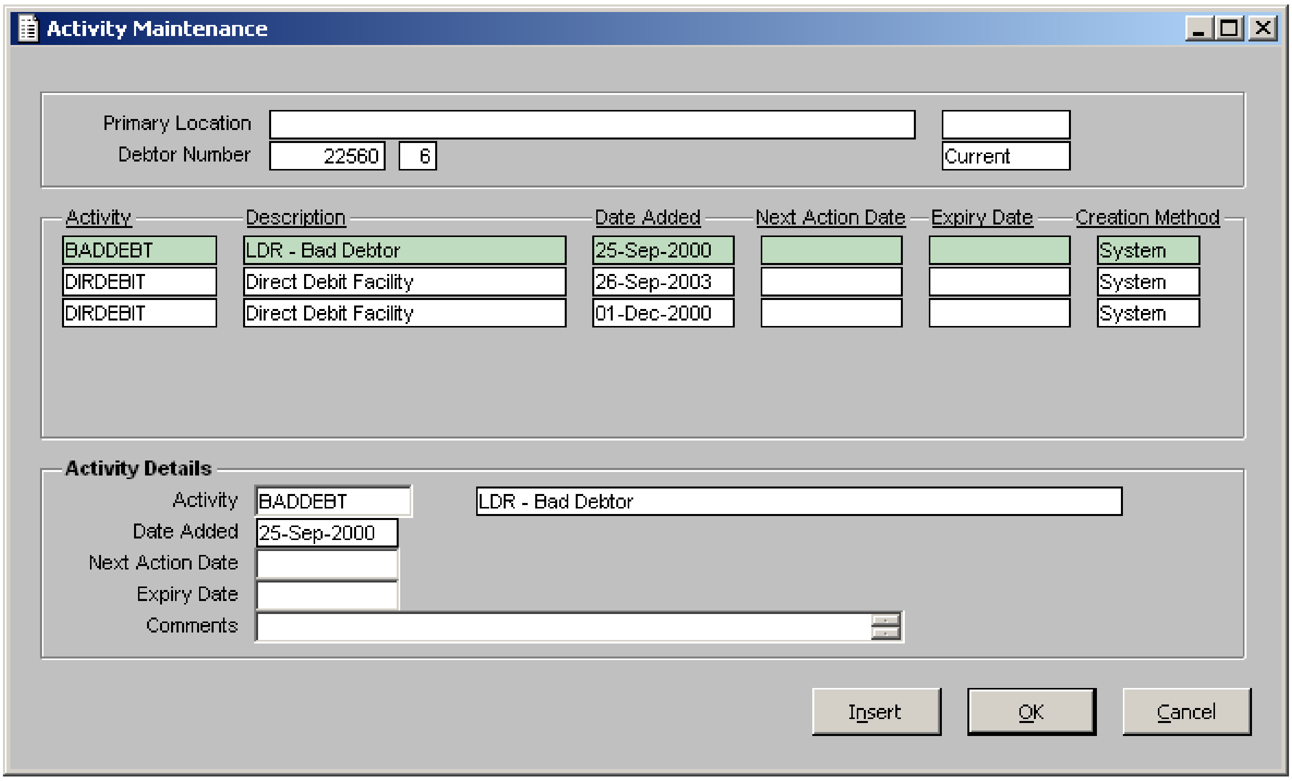
Activities Maintenance

The Activities Functionality provides the option to track certain Debtor assessments.
Activities can be used to:
1. Track the progress of a Debtor assessment over time (e.g. Invoices have been generated, Original Invoice sent, Invoice Returned Unclaimed, Duplicate Invoice sent, Legal Action commenced etc)
2. Identifies a Debtor Assessment as a certain type of Debtor. (E.g. Debtor is Councillor or other Politician, Debtor cannot be located, Direct Debit Assessment, Debtor on Arrangements To Pay)
3. Qualify a Debtor assessment for a further course of action (e.g. Do not send a Final Notice if the Invoice has been returned unclaimed and another notice has not been sent in its place etc)
4. Specifically identify a Debtor assessment to be included or excluded from a processing run.

Activities Maintenance Form

This form enables the entry or maintenance of Activities on a Debtor Assessment. Duplicate activity codes are not permitted, e.g. RATESGEN and RATESGEN.

Activities are used to:
1. Track the progress of a Debtor assessment over time (e.g. Invoices have been generated, Original Invoice sent, Invoice Returned Unclaimed, Duplicate Invoice sent, Legal Action commenced etc)
2. Identifies a Debtor Assessment as a certain type of Debtor. (E.g. Debtor is Councillor or other Politician, Debtor non-locatable, Direct Debit Assessment, Debtor on Arrangements To Pay)
3. Qualify a Debtor assessment for a further course of action (e.g. Do not send a Final Notice if the Invoice has been returned unclaimed and another notice has not been sent in its place etc)
4. Specifically identify a Debtor assessment to be included or excluded from a processing run.



Activity Maintenance Form

Primary Location
If a Property has been selected as the Primary Location for the Debtor Assessment, its formatted address is shown in this field.

This field is not maintainable from this form

Status
This field contains the status of the Primary Location that the Debtor assessment record is linked to. This field is not maintainable from this form. Possible status values are:
- Historic
- Current
- Proposed

Debtor Number
This field contains a nine-digit Debtor Number that has been automatically allocated when the Debtor assessment was created.
The one-digit check digit number that is used in conjunction with the Debtor assessment Number to ensure that digits of the Debtor assessment number are not keyed incorrectly when maintenance on a Debtor assessment is being performed or receipts are being entered is also displayed.

Status
This field contains the status of the Debtor assessment you are maintaining the Activities for. Possible values are:
- Historic
- Current
- Proposed

Activity
This field contains the Activity you are maintaining. Clicking on the field label will change the sort order of the Activities.

Description
This field contains the Description of the Activity you are maintaining. Clicking on the field label will change the sort order of the Activities.

Date Added
This field contains the Date that the Activity was added. Clicking on the field label will change the sort order of the Activities.

Next Action Date
This field contains the Date that the next action on this Activity will take place. Clicking on the field label will change the sort order of the Activities.

Expiry Date
This field contains the Date that the Activity expires on. Clicking on the field label will change the sort order of the Activities.

Creation Method
This field contains the method that the Activity was created. Possible options are:
- Manual - created manually
- Automatic - created by a bulk update process

Clicking on the field label will change the sort order of the Activities.

Activity
These fields contain the Activity Code you are maintaining.

Description
This field contains the Description of the Activity you are maintaining

Date Added
This field contains the Date that the Activity was added. Pressing F2 or double clicking on this field displays a calendar that can be used to choose the required date from.

Next Action Date
This field contains the Date that the next action on this Activity will take place. The date is used to trigger reports or other activities. For example, a Debtor has promised to pay and you want to check in a month's time that they are keeping to the Arrangements. A report could be run in a month to check that the

Arrangements have been kept and if not, a warning letter produced. Pressing F2 or double clicking on this field will display a calendar that can be used to choose the required date from.

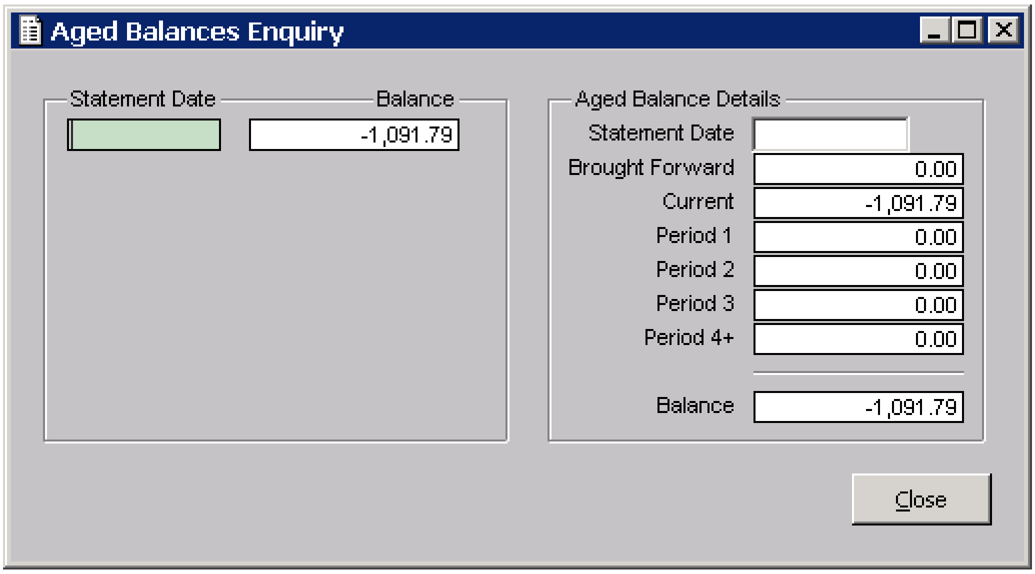
Expiry Date
This field contains the Date that the Activity expires on. For example, Arrangements To Pay may only be allowed for three months from the date of the Arrangement. During these three months, there will be no Legal Action taken if money is still outstanding. If there is money still outstanding after the three months, Legal Action might commence. Pressing F2 or double clicking on this field will display a calendar that can be used to choose the required date from.

Comments
This field contains a Narrative that can be used for recording additional details regarding the Activity.

Aged Balances Enquiry

Aged Debtors Enquiry Form

This form provides the facility to enquire on the Aged Balances of the Debtor Assessment.



Aged Debtors Enquiry Form

Statement Date
This field contains the date of the issue of the Statement

Balance
This field contains the balance of Debtors assessment as at the date of the statement issue.

Aged Balance Details – Statement date
This field contains the date of the current statement (ageing date).

Aged Balance Details – Brought Forward
This field shows the Balance outstanding on the date the Debtor assessment debt was last aged.

Aged Balance Details – Current
This field contains the current period balance of the Debtor Assessment.

Aged Balance Details – Period 1 to Period 4

These fields display any aged amount from previous periods, up to 4 periods ago.

Please Note:
Any amount from 4 periods ago and beyond is grouped together in the Period 4+ field.

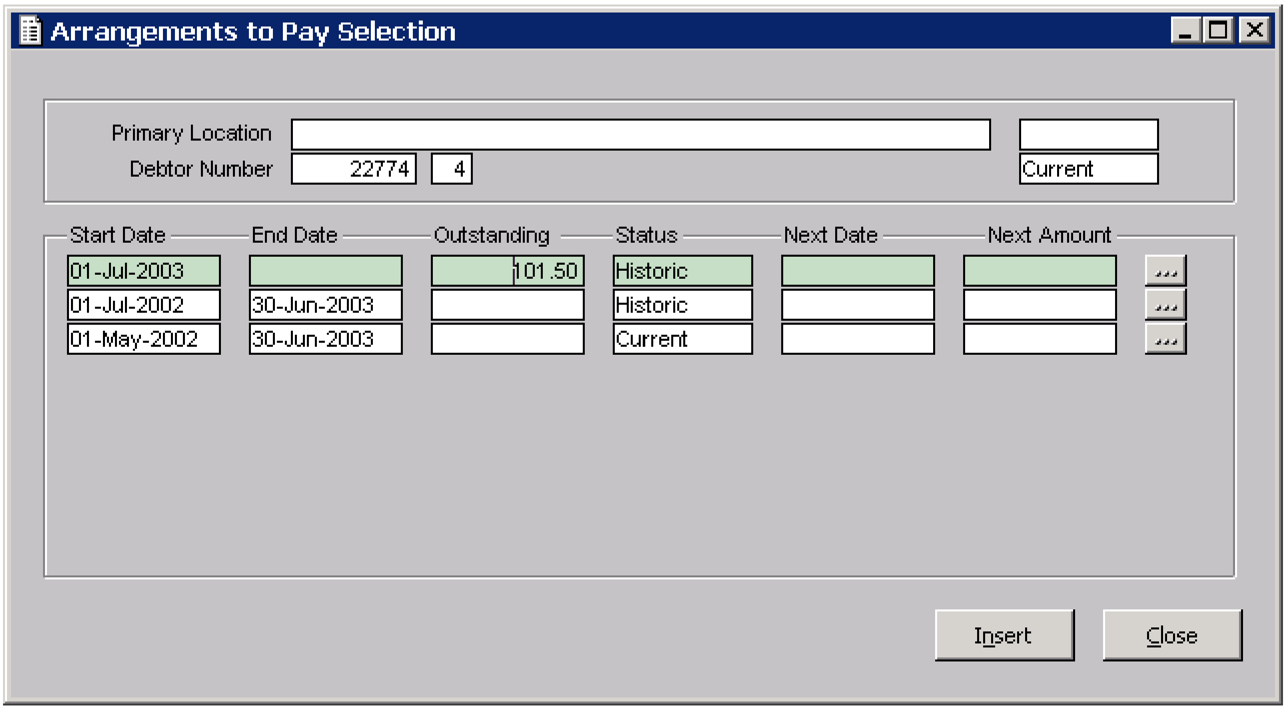
Aged Balance Details – Balance
The field contains the current balance of the Debtor Assessment.

Arrangement to Pay

This functionality provides the ability to create Arrangements to Pay Schedules to record arrangements made with debtors in respect to the payment of accounts.
Subsequent payment made on the Debtors Assessment will update the Arrangements to Pay Schedules.

Arrangements to Pay Selection Form

This form enables the creation of an Arrangement to Pay Schedule. Click on the drill out button to access any existing Arrangements to Pay Schedules.
Click on the Insert button to access the Arrangements to Pay Maintenance Form to create a new Arrangement.



Arrangements to Pay Selection Form

Primary Location
If a Property has been selected as the Primary Location for the Debtor Assessment, its formatted address is shown in this field.
This field is not maintainable from this form

Status
This field defaults the status of the Primary Location that the Debtor assessment record is linked to. This field is not maintainable from this form
Possible status values are:
- Historic
- Current
- Proposed

Debtor Number
This field contains a nine-digit Debtor Number that has been automatically allocated when the Debtor assessment was created.
The one-digit check digit number that is used in conjunction with the Debtor assessment Number to ensure that digits of the Debtor assessment number are not keyed incorrectly when maintenance on a Debtor assessment is being performed or receipts are being entered is also displayed.

Status
This field defaults the status of the Debtor assessment you are maintaining. Possible values are:
- Historic
- Current
- Proposed

Start Date
This field defaults the Start Date of the Arrangement.

End Date
This field defaults the Ending Date of the Arrangement.

Outstanding
The field defaults the balance outstanding under the Arrangement.

Status
This field contains the status of the Arrangement you are maintaining. Possible values are:
- Historic
- Current
- Proposed

Next Date
This field contains the next date that a payment is to be made.

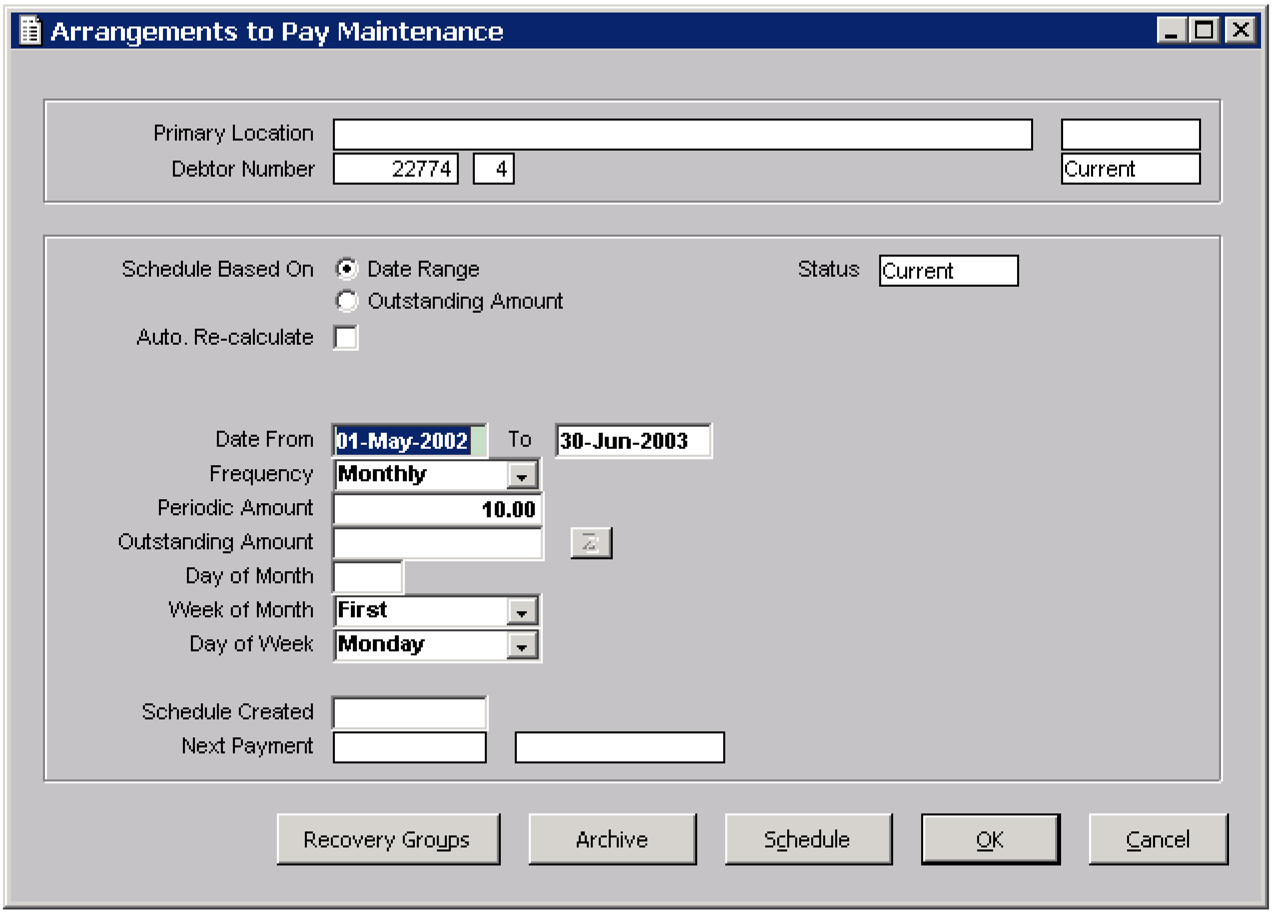
Next Amount
This field contains the amount that is due on the Next Payment Date.

Detail Button
Click on the Arrangement Detail Button to go to the Arrangements to pay Maintenance Form if you wish to maintain the existing Arrangement.

Insert Button
Click on the Insert Button to access the Arrangements to Pay Maintenance Form to create a new Arrangement.

Arrangements to Pay Maintenance Form

This form enables the creation of an Arrangement to Pay facility for the Debtor. The process records specific arrangements particular to individual Debtors whom Council may have agreed can make payments outside the usual payment terms.



Arrangements to Pay Maintenance Form

Primary Location

If a Property has been selected as the Primary Location for the Debtor Assessment, its formatted address is shown in this field.
This field is not maintainable from this form

Status

This field defaults the status of the Primary Location that the Debtor assessment record is linked to. This field is not maintainable from this form. Possible status values are:

- Historic
- Current
- Proposed

Assessment Number

This field contains a nine-digit Debtor Number that has been automatically allocated when the Debtor was created.
The one-digit check digit number that is used in conjunction with the Debtor assessment Number to ensure that digits of the Debtor assessment number are not keyed incorrectly when maintenance on a Debtor assessment is being performed or receipts are being entered is also displayed.

Status

This field defaults the status of the Debtor you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Schedule Based On

This field contains the type of Direct Payment Arrangement entered into.
Possible choices are:

- Date Range - select this option if you wish to extract amounts outstanding between two dates
- Outstanding Amount - select this option if you wish to extract amounts up to a balance outstanding

Status
This field contains the status of this Arrangement. Possible choices are:
- Current
- Historic

Date From
Enter in this field the commencement date of the Arrangement. Pressing F2 or double clicking on this field will display a calendar that can be used to choose the required date from

To
Enter in this field the completion date of the Arrangement. Pressing F2 or double clicking on this field will display a calendar that can be used to choose the required date from

Frequency
This field allows selection of the frequency of payment by the Ratepayer. Possible Choices are:
- Weekly
- Fortnightly
- Monthly
- Bi-Monthly
- Quarterly
- Half Yearly
- Ad Hoc

Periodic Amount
Enter in this field the amount that will be paid, dependant on the frequency above.

Outstanding Amount
This field contains the outstanding amount of the Debtor assessment.

Day Of Month
This field contains the day of the month that the payment is to be made on if the Monthly payment Frequency was chosen.

Week Of Month
This field contains the week of the month that the payment is to be made if the Monthly payment frequency was chosen.

Day Of Week
This field contains the day of the week that the payment is to be made if the Weekly payment frequency was chosen.

Next Payment
This field contains the next date that a payment is to be made.

Next Amount
This field contains the amount that is due on the Next Payment Date.

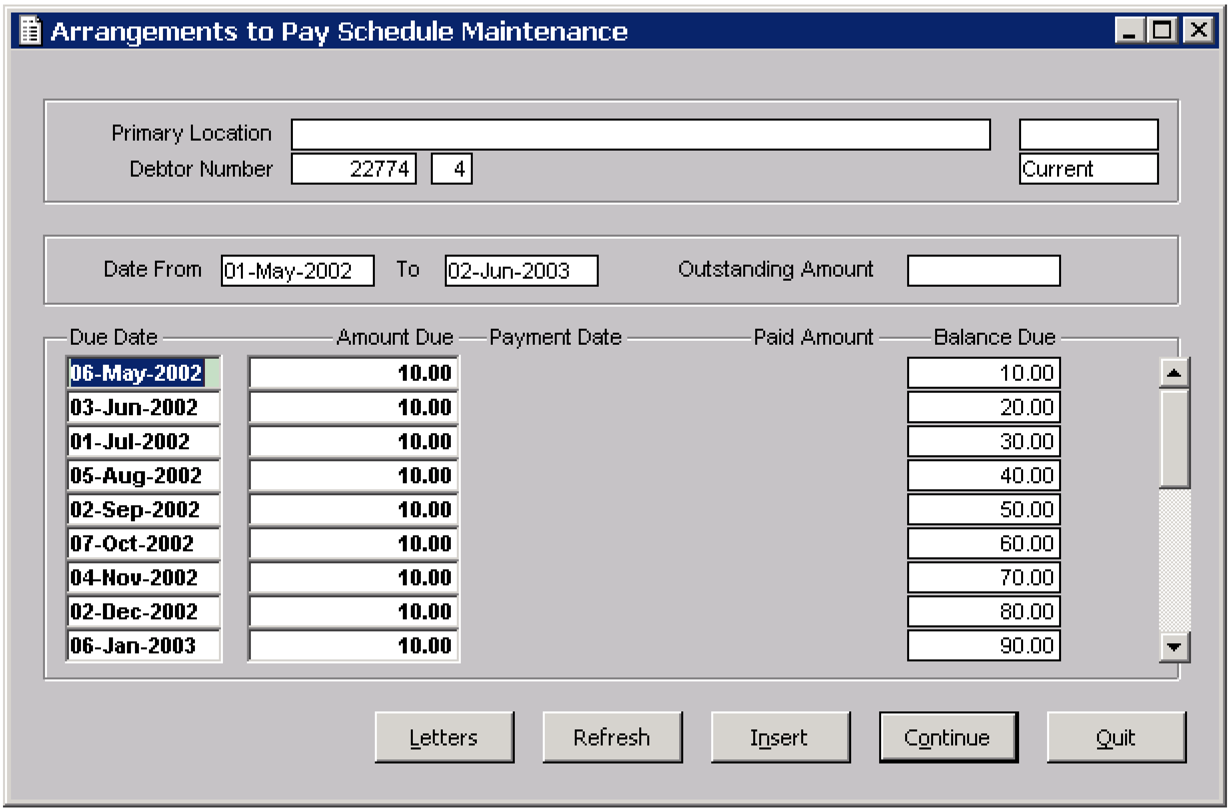
Archive/Re-Instate Button
Click on the Archive Button to make the Arrangement To Pay Historic
Click on the Re-Instate button to make the Arrangements To Pay Current

Schedule Button
Click on this button to go to Direct Payment Schedule Maintenance Form.

Arrangements To Pay Schedule Maintenance Form

This form enables the maintenance of an Arrangement to Pay Schedule of dates and amounts that the Debtor agrees to pay. The dates and amounts are automatically constructed based on details entered on the Direct Payment Maintenance Form.
Subsequent payments are recorded on the form together with the date. The amount outstanding is amended following the payment.

The Due date fields and Amount Fields can be maintained if required. If an Ad-Hoc Arrangement has been selected, Due dates and Amounts may be entered to construct the Schedule.



Arrangements to Pay Schedule Maintenance Form

Primary Location
If a Property has been selected as the Primary Location for the Debtor Account, its formatted address is shown in this field.
This field is not maintainable from this form

Status
This field defaults the status of the Primary Location that the Debtor record is linked to. This field is not maintainable from this form. Possible status values are:

- Historic
- Current
- Proposed

Debtor Number
This field contains a nine-digit Debtor Number that has been automatically allocated when the Debtor assessment was created.
The one-digit check digit number that is used in conjunction with the Debtor Number to ensure that digits of the Debtor assessment number are not keyed incorrectly when maintenance on a Debtor assessment is being performed or receipts are being entered is also displayed.

Status
This field defaults the status of the Debtor assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Date From/To
These fields default the Start Date and End Date of the Arrangement from the data entered on the Arrangements to Pay maintenance Form.

Due Date

This field contains the Due Date of the payment. Pressing F2 or double clicking on this field will display a calendar that can be used to choose the required date from. The dates may be amended where appropriate.

Amount Due
This field contains the Amount Due on the Due Date. This field may be amended where appropriate.

Payment Date
This field contains the date that the payment for the amount due was received.

Paid Amount
This field contains amount paid on the payment date

Balance Due
This field contains the amount of the Arrangement left to pay.

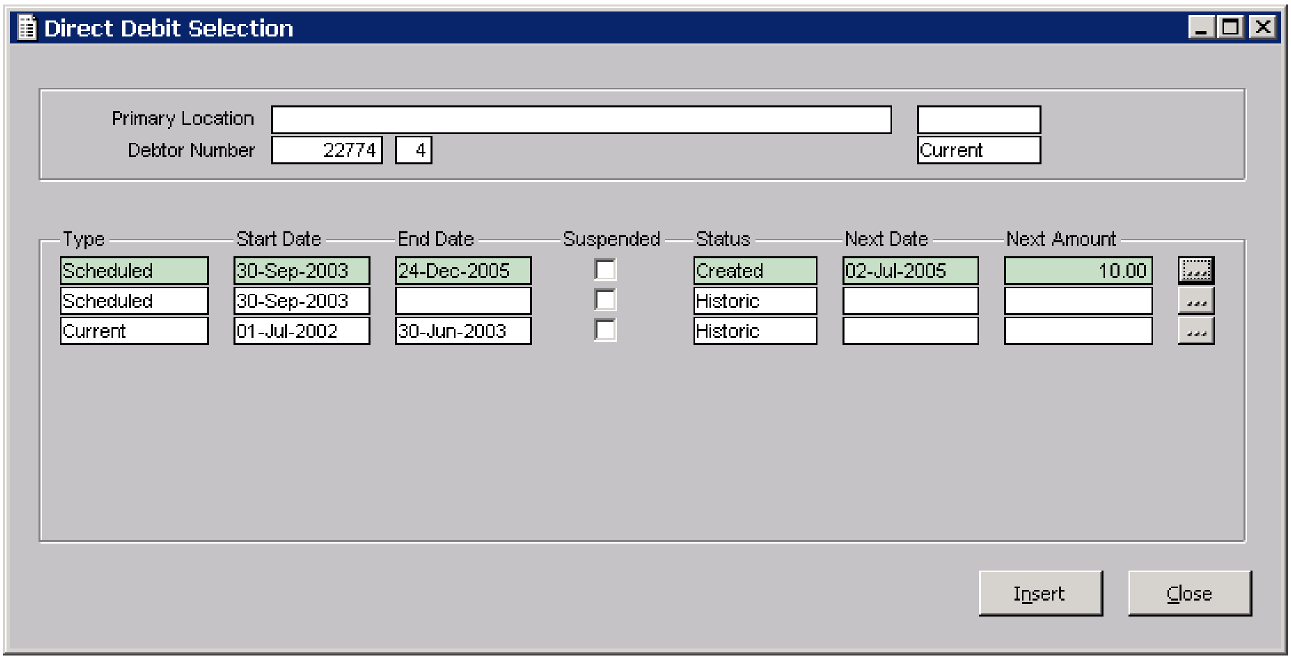
Refresh Button
Clicking on the Refresh Button will refresh the screen after making changes to the amounts. I.e. if an amount is amended somewhere within the table, the Refresh Button will re-calculate the balance due to incorporate the recent change.

Direct Debits

The functionality is provided for the creation of various Direct Debit Arrangements. Subsequently, a bulk processing function creates a file containing the Debtor's details and the amount of debts due, (or the amount to be debited on that date) and is passed to the Council's Bank for on processing to the Debtor's bank accounts for debiting. This process may be invoked from time to time when debts are due for payment. A pre requisite of the Direct Debit process is that all Parameters have been set, and the necessary Query Extract Formats have been created.

Direct Debit Selection Form

This form enables the creation of Direct Debit Arrangements.
Click on the drill out button to access any existing Direct Debit Arrangements.
Click on the Insert button to access the Direct Debit Maintenance Form to create a new Direct Debit Arrangement.



Direct Debit Selection Form

Primary Location
If a Property has been selected as the Primary Location for the Debtor Account, its formatted address is shown in this field.
This field is not maintainable from this form

Primary Location - Status
This field defaults to the Status of the Primary Location that the Debtor account Record is linked to. This field is not maintainable.

Debtor Number
This field defaults the Debtor account Number and Check Digit of the Debtor assessment.

Debtor Number – Status
This field defaults the status of the Debtor assessment. Possible values are:
- Historic
- Current
- Proposed

Type
The field defaults the type of Direct Debit Arrangement. This field is not maintainable.

Start Date
The field defaults the sate date of the Direct debit Arrangement. This field is not maintainable.

End Date
This field defaults the end date of the Direct Debit Arrangement. This field is not maintainable.

Suspended
The Box will default with a tick if the Direct Debit Arrangement has been Suspended.

Status
The field defaults the Status of the Direct debit Arrangement. This field cannot be maintained.

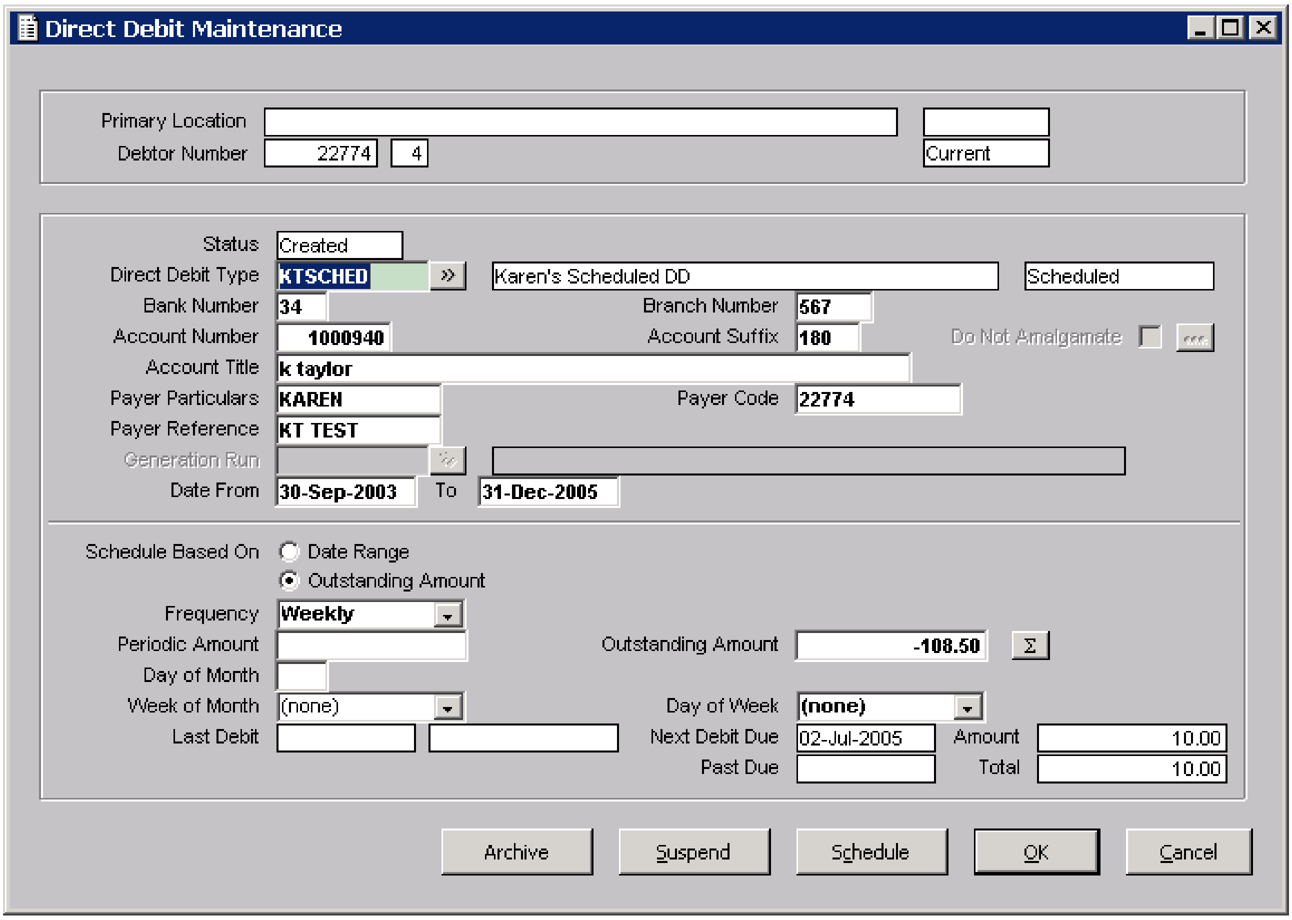
Next Date
This field contains the Due Date of the next payment.

Next Amount
This field contains the Amount Due on the next date.

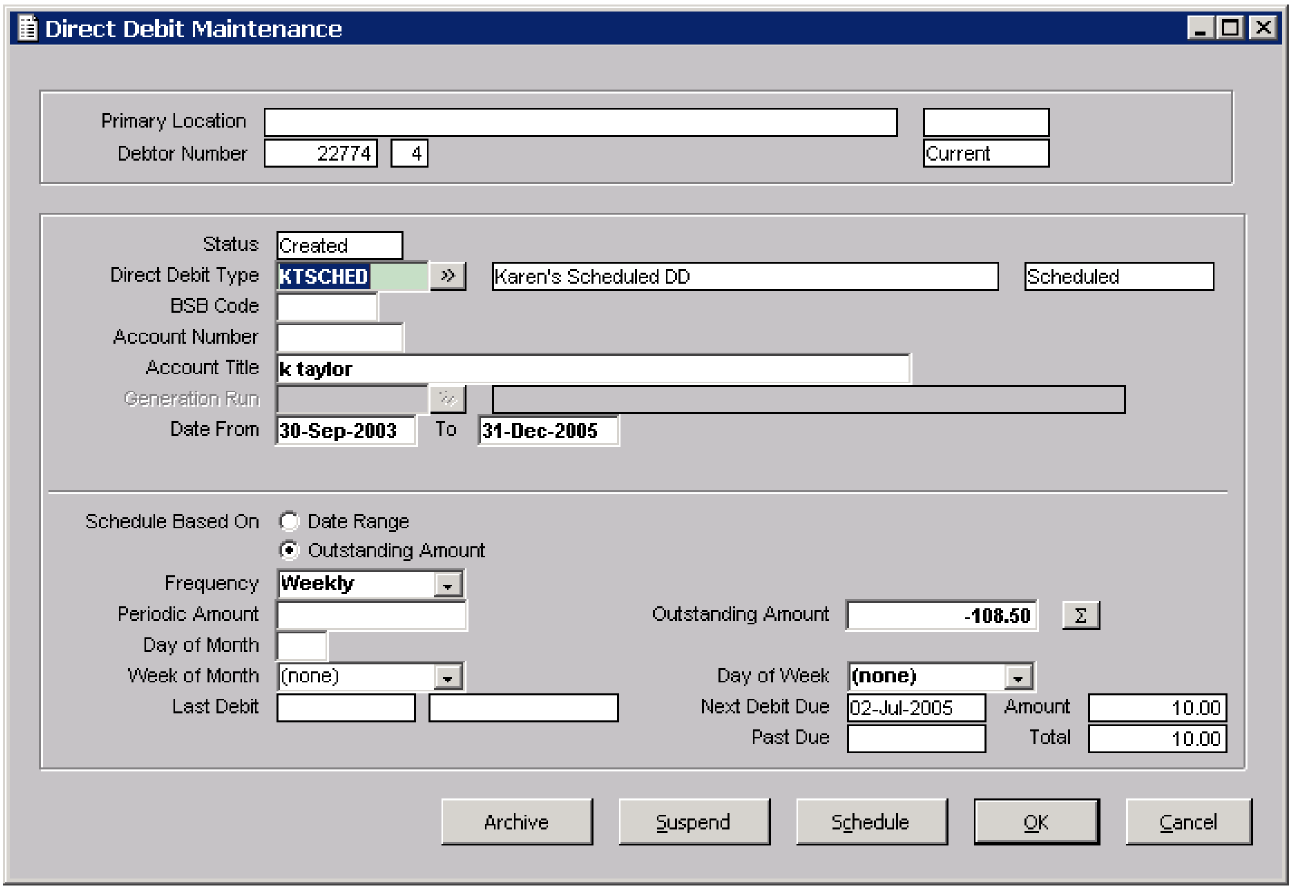
Detail
Take the Detail Button to access the Direct Debit Maintenance Form to maintain the Direct Debit arrangement.

Direct Debit Maintenance Form

This form enables the creation of various Direct Debit Arrangements. Subsequently, a bulk processing function creates a file containing the Debtor's details and the amount of Debts due, (or the amount to be debited on that date) and is passed to the Council's Bank for on processing to the Debtor's bank accounts for debiting. This process may be invoked from time to time when Debts are due for payment.
A pre requisite of the Direct Debit process is that all Parameters have been set, and the necessary Query Extract Formats have been created.



Direct Debit Maintenance Form (NZ Mode)



Direct Debit Maintenance Form (Aust Mode)

Primary Location
If a Property has been selected as the Primary Location for the Debtor Account, its formatted address is shown in this field.
This field is not maintainable from this form

Status
This field defaults the status of the Primary Location that the Debtor account record is linked to. This field is not maintainable from this form. Possible status values are:
- Historic
- Current
- Proposed

Debtor Number
This field contains a nine-digit Debtor Account Number that has been automatically allocated when the Debtor assessment was created.
The one-digit check digit number that is used in conjunction with the Debtor account to ensure that digits of the Debtor assessment number are not keyed incorrectly when maintenance on a Debtor assessment is being performed or receipts are being entered is also displayed.

Status
This field defaults the status of the Debtor assessment you are maintaining. Possible values are:
- Historic
- Current
- Proposed

This field cannot be maintained.

Type
This field contains the type of Direct Debit Arrangement entered into.
Possible choices are:
- Current – select this option if you wish to extract amounts outstanding on a Debtor assessment that relates to a nominated Generation Run.
- Nett – select this option if you wish to extract all debts outstanding on a Debtor assessment regardless of the Generation Run they were raised on.
- Instalment – Not applicable to Debtors Module.
- Scheduled – select this option if you wish to extract the rates outstanding according to a particular schedule on payments.
- Non extractable – do not extract this Direct Debit Record.

Status
This field is populated with the current status of the Direct Debit Arrangement. The possible statuses are: -
- Created – When the Direct debit Arrangement is first created.
- Extracted – When the last (final) extraction has been completed.
- Updated – When the last (final) payment has been processed. This stage completes the Direct Debit Arrangement and cannot be re-activated.
- Historic – When the Direct Debit Arrangement has been Historicised (stopped)
- Suspended – When the Direct Debit Arrangement has been Suspended. The Direct Debit Arrangement may be re-activated.

BSB Code
This field contains the Debtor's BSB number (Bank, State & Branch) that the amounts will be paid from.

Account Number
This field contains the Debtor's Bank Account Number where the funds will be debited.

Account Title
This field contains the Debtor's Bank Account Title of the Account where the funds will be debited.

Do Not Amalgamate
This field will only be available if there is another Direct Debit in the System with the same Bank Number, Branch Number, Account Number and Account Suffix, and if the Bank Number, Branch Number, Account Number and Account Suffix are populated.

This field is only applicable to New Zealand Sites.

Generation Run

This field contains the Generation Run that the Arrangements apply to. Click on the pop up to select a generation Run.

> **Note**: the Generation Run information will not be required in every case and will be (greyed out) in those cases e.g. Scheduled Arrangements.

Date From

Insert in this field the Start Date of the Arrangement. Pressing F2 or double clicking on this field will display a calendar that can be used to choose the required date from.
In the case of Nett, Current and Instalment Arrangements, the date will default from the selected Generation Run and need not be completed.

Date To

Insert in this field the Ending Date of the Arrangement. Pressing F2 or double clicking on this field will display a calendar that can be used to choose the required date from
In the case of Nett, Current and Instalment Arrangements, the date will default from the selected Generation Run and need not be completed.

Auto. Recalculate

Check on this Box if this Direct Debit Arrangement is to be subject to Automatic re-Calculation.

> **Note**: This function, and the related function of Arrangement Creation, has been created specifically for a site. Please refer to INFOR should you have any questions on this facility.

Schedule Based On

Check on the Date Range Radio Button if you require the Scheduled Arrangement to be based on a date range.
Check on the Outstanding Amount radio Button if you require the Scheduled Arrangement to be based on the outstanding amount of the Debtor assessment.

Frequency

Select the dropdown to access the options available. The options are: -

- Weekly
- Fortnightly
- Monthly
- Bi-Monthly
- Quarterly
- Half yearly
- Ad-Hoc

Periodic Amount

Insert the amount to be debited to the ratepayer's Bank account.

Outstanding Amount

This field is populated with the balance of the Debtor account at the time of creation of the Direct debit Arrangement. This field is not populated when Current, Nett, or Instalment Direct Debit Arrangements are being established.
Click on the Sigma Sign (Σ) next to the outstanding amount field and the balance will be refreshed to the current outstanding amount.

Day of Month

Insert the day of the month that the amount is to be extracted on. This date will be incorporated within the range of dates that the bulk extract process is run over.

Week of Month

Select the dropdown to access the week of the month that the Direct Debit Arrangement is to be extracted on. The options are: -

- None
- First
- Second

- Third
- Fourth
- Last

Day of Week
Select the drop down to select the day of the week that the Direct debit Arrangement is to be extracted on. The Options are: -

- None
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

Last Debit
These fields populate with the date of the last debit extracted and the amount.

Next Debit Due
These fields populate with the date of the next Debit extract for this Arrangement.

Amount
These fields populate with the amount of the next Debit extract for this Arrangement.

Past Due
This field populates with any amount that has not been extracted and is past due.

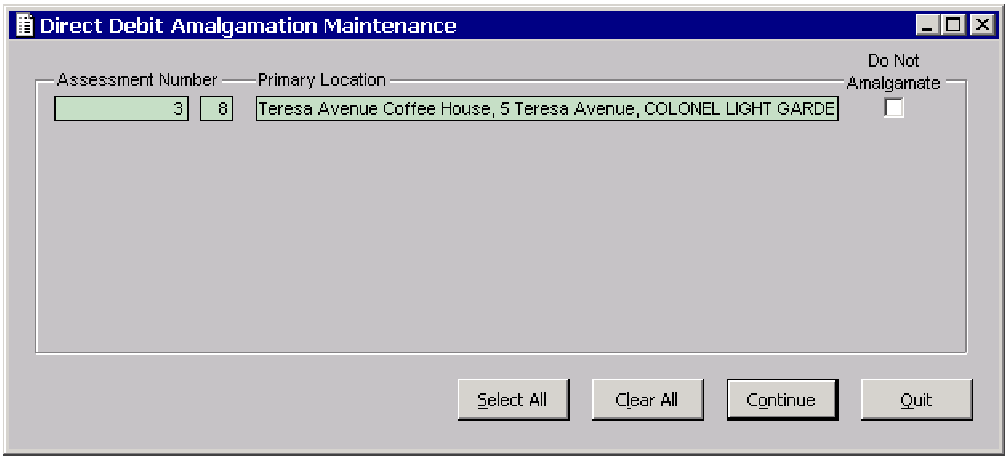
Total
This field populates with the total of the next amount to be extracted together with any past due amounts not extracted.

Archive Button
Click on the Archive Button if it is required to Archive the Arrangement. Once archived, the arrangement cannot be re-instated.

Suspend/Re-instate Button
Click on the Suspend Button if it is required that the Arrangement be suspended from being included in the general processing and subsequent debiting to the bank account. Click on the Re-instate Button if is intended that the Arrangement be re-instated.

Schedule Button
Click on the Schedule Button if you wish to access the Direct Debit Schedule Maintenance Form.

Direct Debit Amalgamation Maintenance Form



Direct Debit Amalgamation Maintenance Form

Assessment Number
This field shows the assessment or debtor number and the check digit. This field is not maintainable.

Primary Location
This field shows the address for the property. This field is not maintainable.

Do Not Amalgamate
Tick ON this option if you wish for a specific property to Not Amalgamate.

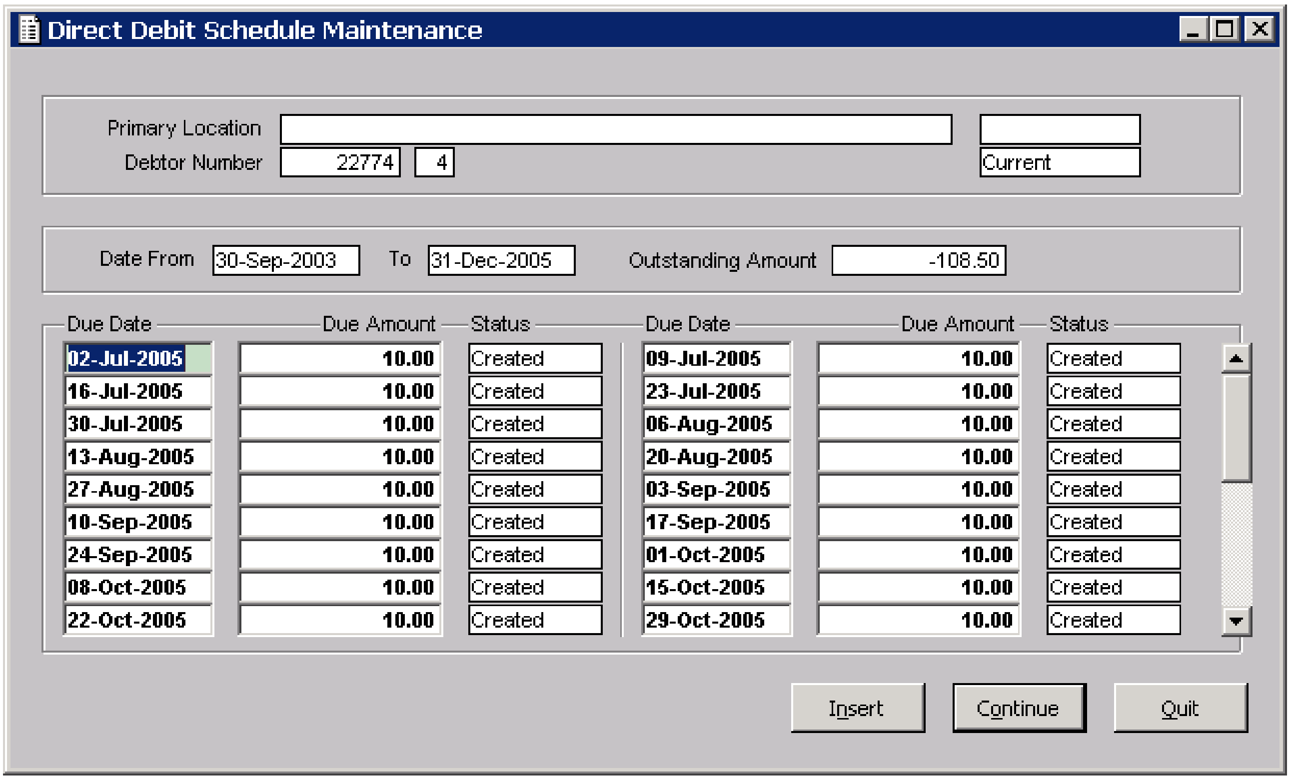
Select All
Click on this button if you wish for all properties to be ticked ‘Do Not Amalgamate’.

Clear All
Click on this button if you wish for all properties to not be ticked ‘Do Not Amalgamate’.

Direct Debit Schedule Maintenance Form

This Form displays the dates and amounts resulting from the information entered in the Direct Debit Maintenance Form. Having generated the Schedule, the amounts and date fields may be amended, if required, prior to the running of the batch extraction process.
In Ad-Hoc mode, the form will be presented without any amounts or dates. You may enter the appropriate dates and amounts to create a specific schedule.
The Status field will be updated from created, to extracted, to updated, as each debit transaction is processed.

Note: This form will not be available for Current or Nett Direct Debit Arrangements.


Direct Debit Schedule Maintenance

Primary Location
Debtor Number 22774 4 Current

Date From 30-Sep-2003 To 31-Dec-2005 Outstanding Amount -108.50

Due Date	Due Amount	Status	Due Date	Due Amount	Status
02-Jul-2005	10.00	Created	09-Jul-2005	10.00	Created
16-Jul-2005	10.00	Created	23-Jul-2005	10.00	Created
30-Jul-2005	10.00	Created	06-Aug-2005	10.00	Created
13-Aug-2005	10.00	Created	20-Aug-2005	10.00	Created
27-Aug-2005	10.00	Created	03-Sep-2005	10.00	Created
10-Sep-2005	10.00	Created	17-Sep-2005	10.00	Created
24-Sep-2005	10.00	Created	01-Oct-2005	10.00	Created
08-Oct-2005	10.00	Created	15-Oct-2005	10.00	Created
22-Oct-2005	10.00	Created	29-Oct-2005	10.00	Created

Insert Continue Quit

Direct Debit Schedule Maintenance Form

Primary Location
If a Property has been selected as the Primary Location for the Debtor Account, its formatted address is shown in this field. This field is not maintainable from this form

Status

This field contains the status of the Primary Location that the Debtor assessment record is linked to. This field is not maintainable from this form. Possible status values are:

- Historic
- Current
- Proposed

Assessment Number

This field contains a nine-digit Debtor Account Number that has been automatically allocated when the Debtor assessment was created.

The one-digit check digit number that is used in conjunction with the Account Number to ensure that digits of the Debtor assessment number are not keyed incorrectly when maintenance on an Account is being performed or receipts are being entered is also displayed.

This field cannot be maintained from this form.

Status

This field contains the status of the Debtor assessment that you have created the Direct debit Arrangement on. Possible values are:

- Historic
- Current
- Proposed

This field cannot be maintained.

Date From

This date is populated from the date entered in the Direct Debit Maintenance Form.
The dates cannot be maintained from this form.

Date To

This date is populated from the date entered in the Direct Debit Maintenance Form.
The dates cannot be maintained from this form.

Due date

- This date is derived from the data entered on the Direct Debit Maintenance Form. The dates may be amended or maintained as required.
- In Ad-Hoc Schedule Direct debit Arrangements, the date field will be blank. Enter in the dates that are required.

Amount

- This amount is populated from the data entered on the Direct debit Maintenance Form. The amount may be amended or maintained as required.
- In Ad-Hoc Schedule Direct debit Arrangements, the amount field will be blank. Enter in the amounts that are required.

Status

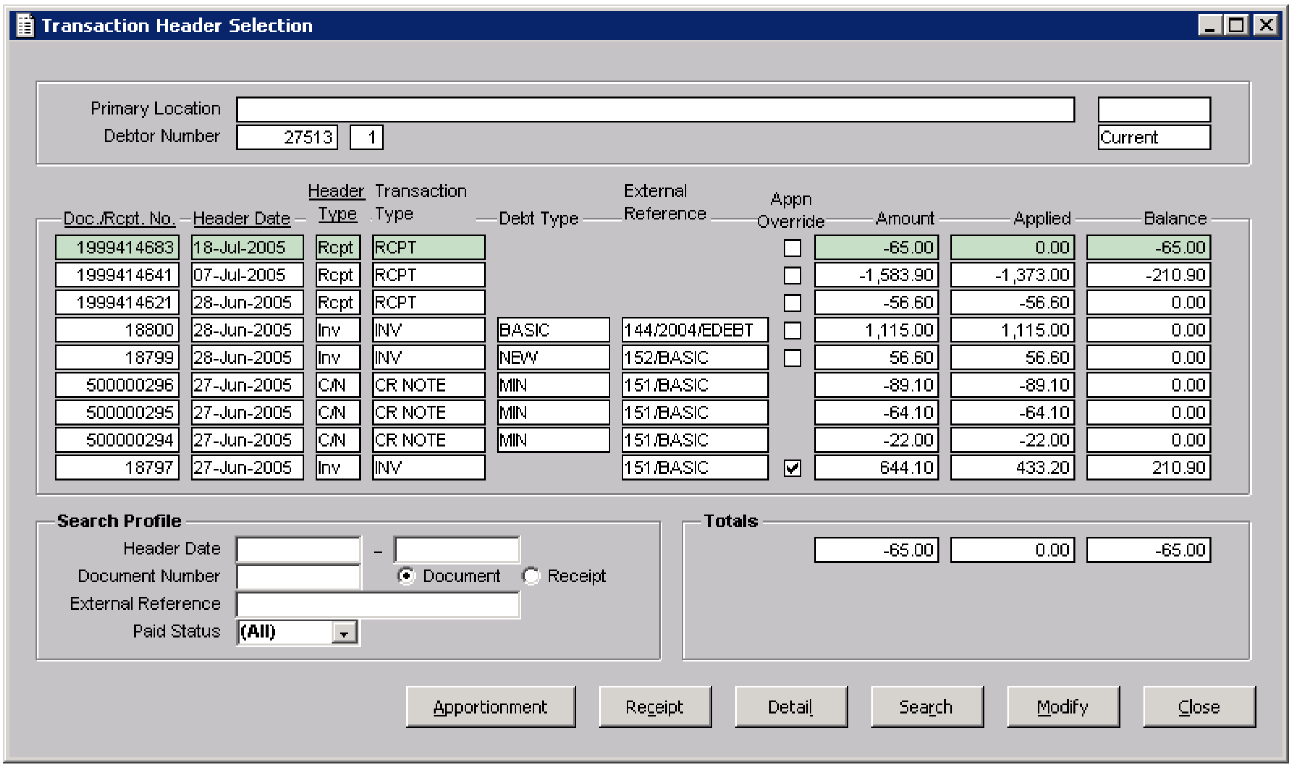
This field is populated with the status of the Direct Debit entry. The possible statuses are: -

- Created – When the schedule Direct Debit Line is created.
- Extracted – When the particular Direct Debit line has been extracted to file pending forwarding to the Council’s bank for on forwarding to the ratepayer’s bank.
- Update – When the payment process has been passed through receipting and the Debtor assessment updated.

Transaction Maintenance

Transaction Header Selection

This form displays all the Transaction Headers for the Debtor along with 'Totals' and 'Search Profile' sections. Summary information is displayed for each Transaction Header.



Transaction Header Selection Form

Primary Location

If a Property has been selected as the Primary Location for the Debtor Account, its formatted address is shown in this field, and the current Status of this Property. This field is not maintainable from this form.

Debtor Number

This field contains a nine-digit Debtor Account Number that has been automatically allocated when the Debtor assessment was created. The current Status of the Debtor assessment is also shown.

Doc./Rcpt. No.

This field displays either the Document Number or the Receipt Number. Column sorting is available by placing the cursor on the column heading and clicking once. Clicking on the column heading a second time reverses the order.

Header Date

This field displays the Header Date. Column sorting is available by placing the cursor on the column heading and clicking once. Clicking on the column heading a second time reverses the order.

Header Type

This field displays the Header Type. Column sorting is available by placing the cursor on the column heading and clicking once. Clicking on the column heading a second time reverses the order.

Transaction Type
This field displays the Transaction Type. If all the underlying Transaction Lines for the Transaction Header have the same Transaction Type then this value is displayed. If the Transaction Types for all the underlying Transaction Lines for the Transaction Header are not the same this field will be blank.

Debt Type
This field displays the Debt Type. If all the underlying Transaction Lines for the Transaction Header have the same Debt Type then this value is displayed. If the Debt Types for all the underlying Transaction Lines for the Transaction Header are not the same this field will be blank.

External Reference
This field displays the External Reference. The External Reference is an optional free format text field that is entered via Transaction Entry, and may be set to a reference value that relates to the external system.

Appn Override
This field will be displayed for transaction headers that contain transactions that can be either disputed or flagged for manual apportioning. The check box will be set on if a transaction within the header has been either disputed or flagged for manual apportionment.

Amount
This field displays the amount of the Transaction Header.

Applied
This field contains the amount applied to the Transaction Header from receipts or journals

Balance
This field contains the balance outstanding for this Transaction Header.

Search Profile – Header Date
If a value has been entered in the 'Default Transaction Search' field in the 'Debtors Parameter Maintenance' form, this number of days is subtracted from the current date and the resulting date defaulted into the first 'Search Profile - Header Date' field. This has the effect of limiting the number of Transaction Headers that are retrieved when the form is first displayed. The defaulted date can be overridden if required.

Search Profile – Document Number
Toggle the button between Document and Receipt and enter a number to search for.

Search Profile – External Reference
Use this field to search for Transaction Headers with a particular External Reference value.

Search Profile – Paid Status
The 'Paid Status' search profile field doesn't simply filter Transaction Headers based on the Transaction Header 'Balance' field as it could be that the underlying Transaction Lines are outstanding but the sum of those Line (and hence the 'Balance' field on the Transaction Header) is zero. Instead, a Transaction Header is deemed to be 'unpaid' if at least one of the underlying Transaction Lines has a non-zero balance. Otherwise, the Transaction Header is deemed to be 'paid'. Valid options are:

- (All)
- Paid
- Unpaid

Totals
These three fields are the totals of the three columns directly above them (Amount, Applied, and Balance).

Apportionment Button
Click on the Apportionment Button to access the Transaction Apportionment Enquiry Form for further information of the apportionment of the transaction. The 'Apportionment' button is only available for single-line Transaction Headers.

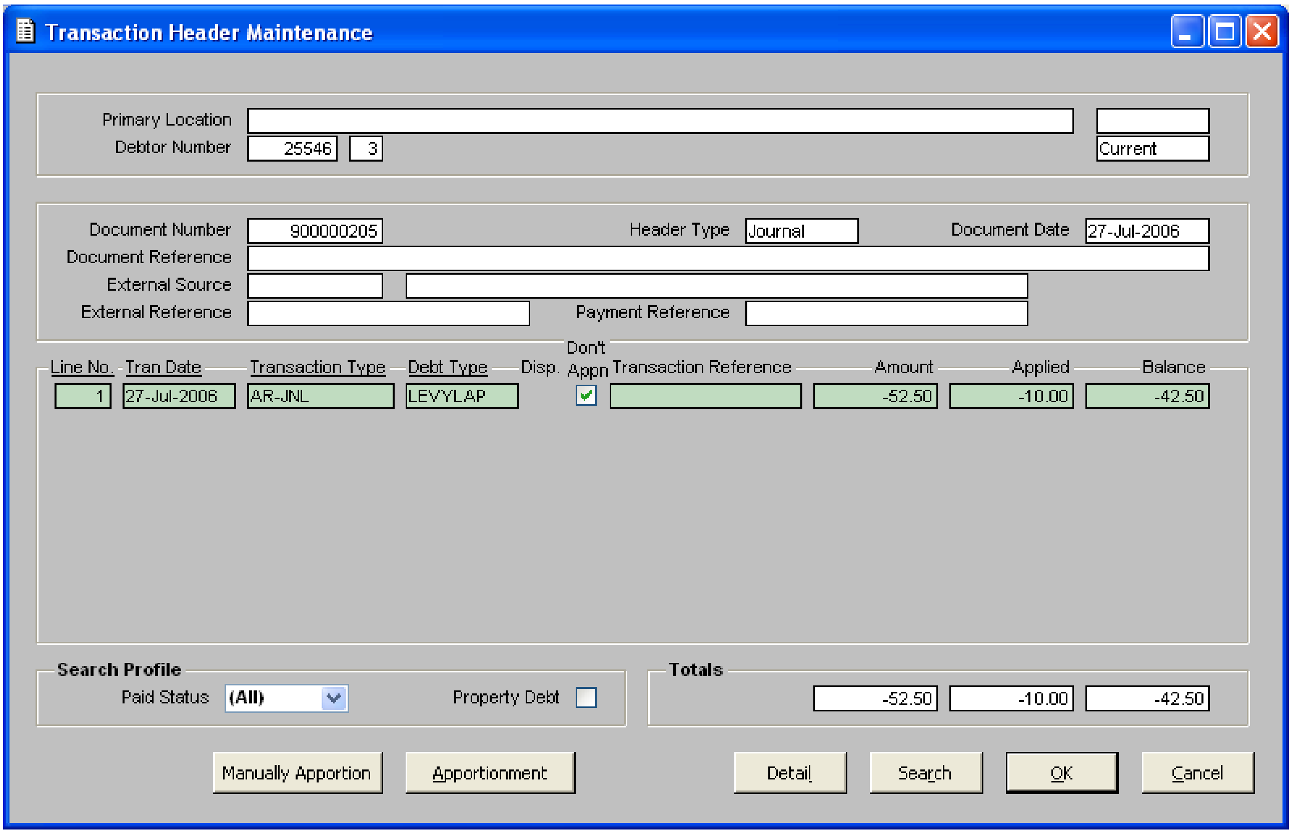
Receipt Button
Click on the Receipt Button to access the Receipt Enquiry Form for further information on the receipt. The 'Receipt' button is only available for receipt Transaction Headers (single-line or multi-line).

Detail Button

Click on the detail Button to access the Transaction Detail Form for further information on the transaction. The 'Detail' button is only available for single-line Transaction Headers.

Transaction Header Maintenance Form

The Transaction Header Maintenance/Enquiry form is invoked via the Transaction Header Selection form. This form displays all details for the selected Transaction Header, along with a list of its underlying Transaction Lines. 'Totals' and 'Search Profile' sections are also included.



Transaction Header Maintenance Form

Primary Location

If a Property has been selected as the Primary Location for the Debtor Account, its formatted address is shown in this field, and the current Status of this Property. This field is not maintainable from this form.

Debtor Number

This field contains a nine-digit Debtor Account Number that has been automatically allocated when the Debtor assessment was created. The current Status of the Debtor assessment is also shown.

Document Number

This field displays either the Document Number.

Header Type

This field displays the Header Type.

Document Date

This field displays the Document Date.

Document Reference

This field displays the Document Reference. The 'Document Reference' Transaction Line column heading is not applicable and therefore not displayed for Receipts.

External Source

This field displays the External Source. The ‘External Source’ is not applicable and therefore not displayed for Receipt Transaction Headers. For receipts they only apply at the Allocation Line (i.e. Transaction Line) level.

External Reference

This field displays the External Reference. The ‘External Reference’ field is not applicable and therefore not displayed for Receipt Transaction Headers. For receipts they only apply at the Allocation Line (i.e. Transaction Line) level.

Payment Reference

This field displays the Payment Reference. The ‘Payment Reference’ field is not applicable and therefore not displayed for Receipt Transaction Headers. For receipts they only apply at the Allocation Line (i.e. Transaction Line) level.

Line Number

This field displays the Line Number. Column sorting is available by placing the cursor on the column heading and clicking once. Clicking on the column heading a second time reverses the order. The ‘Line Number’ Transaction Line column heading is not applicable and therefore not displayed for Receipts.

Tran Date

This field displays the Transaction Date. Column sorting is available by placing the cursor on the column heading and clicking once. Clicking on the column heading a second time reverses the order.

Transaction Type

This field displays the Transaction Type. Column sorting is available by placing the cursor on the column heading and clicking once. Clicking on the column heading a second time reverses the order.

Debt Type

This field displays the Debt Type. Column sorting is available by placing the cursor on the column heading and clicking once. Clicking on the column heading a second time reverses the order. The Debt Type’ Transaction Line column heading is not applicable and therefore not displayed for Receipts.

Disp.

The ‘Dispute’ flag is only maintainable for disputable Transaction Lines when this form is called in maintenance mode. The ‘Disputed’ Transaction Line column headings are not applicable (and therefore not displayed) for Receipts. In addition, the ‘Property Debt’ search profile field is also not displayed for Receipts.

Don’t Appn

This field will only be displayed if a transaction can be flagged for Manual Apportionment. It will be checked on if the transaction has been flagged for manual apportionment and the transaction has not been fully apportioned. This checkbox is maintainable. Changing the check box from off to on will cause the transaction to be unapportioned. Changing the check box from on to off will cause the transaction to be apportioned. Changes to Apportionment occur on Acceptance of the form or when the Manually Apportion button is pressed.

Transaction Reference

If a Transaction Reference was entered when this transaction was created, it will be shown here.

Amount

This field contains the total amount of this transaction.

Applied

For a transaction that raises a charge, this field contains the amount apportioned to this debt from receipts or journals. For a receipt or journal, this shows the amount that has been apportioned to a charge transaction.

Balance

If the transaction is a receipt or journal and this field is not 0.00, this reflects an overpayment amount. If the transaction is a charge, then this field shows the amount of the debt that is unpaid.

Search Profile – Paid Status

Enter a Paid Status to restrict the Transaction Lines displayed. The ‘Paid Status’ search profile field will always default to the value set on the ‘Transaction Header Selection’ form. Valid options are:

- (All)
- Paid

- Unpaid

Search Profile – Property Debt
Check this on to restrict the Transaction Lies displayed to those that are Property Related Debts. This field is not displayed for Receipts.

Totals
These three fields are the totals of the three columns directly above them (Amount, Applied, and Balance).

Apportionment Button
Click on the Apportionment Button to access the Transaction Apportionment Enquiry Form for further information of the apportionment of the transaction.

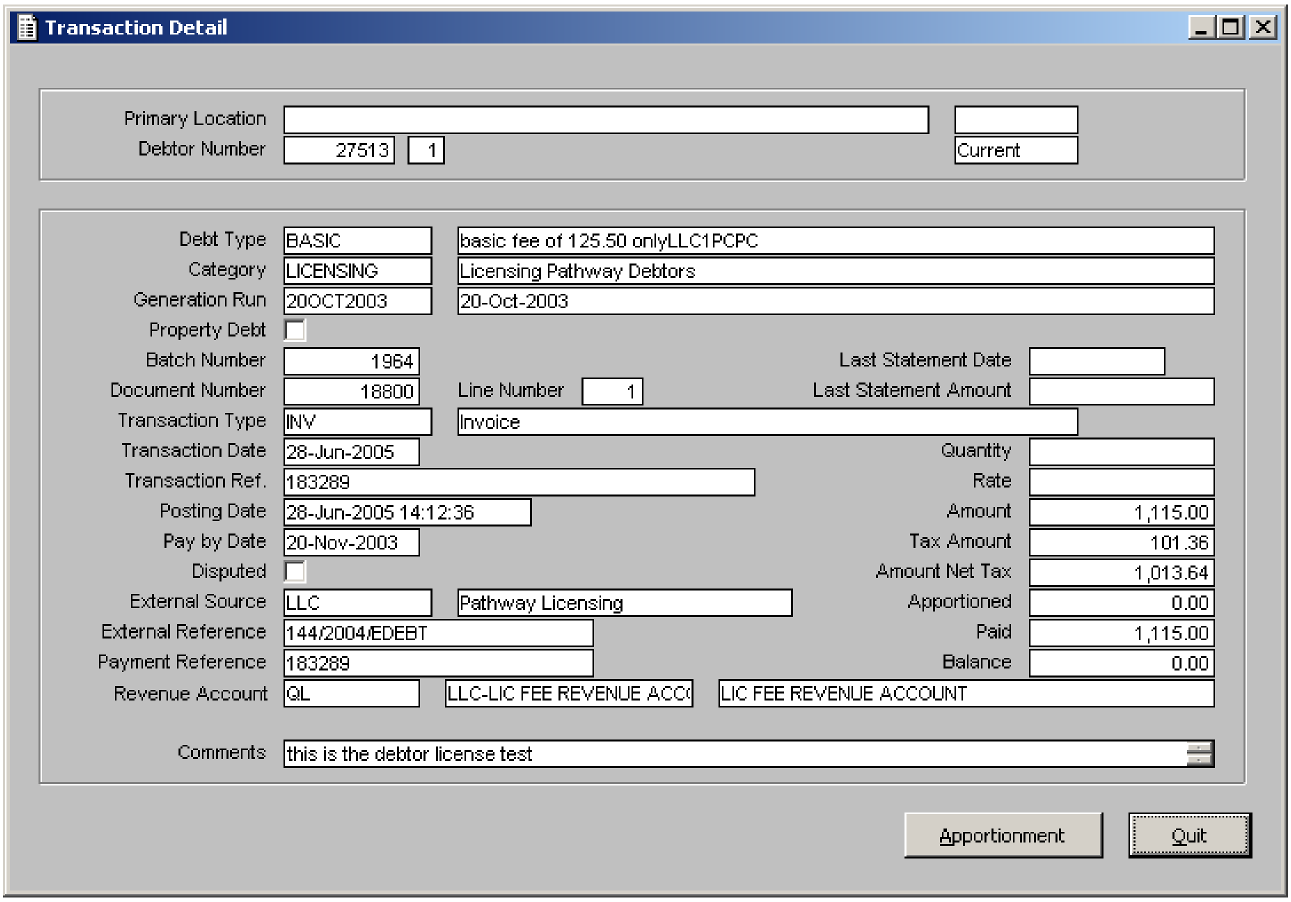
Manually Apportion Button
This button gives access to the Manual Apportionment Enquiry and Manual Apportionment Maintenance forms. It is only available when the:

- Transaction can be Manually Apportioned, (i.e. Receipt, Credit Small Balance Transaction or Credit Journal)
- User has Authorisation to alter the Manual Apportionment.

Detail Button
Click on the detail Button to access the Transaction Detail Form for further information on the transaction.

Transaction Detail Form

This Form contains the details of the particular transaction.


Transaction Detail

Primary Location
Debtor Number 27513 1 Current

Debt Type BASIC basic fee of 125.50 onlyLLC1PCPC
Category LICENSING Licensing Pathway Debtors
Generation Run 20OCT2003 20-Oct-2003
Property Debt
Batch Number 1964 Last Statement Date
Document Number 18800 Line Number 1 Last Statement Amount
Transaction Type INV Invoice
Transaction Date 28-Jun-2005 Quantity
Transaction Ref. 183289 Rate
Posting Date 28-Jun-2005 14:12:36 Amount 1,115.00
Pay by Date 20-Nov-2003 Tax Amount 101.36
Disputed Amount Net Tax 1,013.64
External Source LLC Pathway Licensing Apportioned 0.00
External Reference 144/2004/EDEBT Paid 1,115.00
Payment Reference 183289 Balance 0.00
Revenue Account QL LLC-LIC FEE REVENUE ACC(LIC FEE REVENUE ACCOUNT

Comments this is the debtor license test

Apportionment Quit

Transaction Detail Maintenance Form

Primary Location

This field contains the formatted address of the Primary location of the Debtor account record you are maintaining, and the current Status of this address. This field will be blank if the Account is not linked to a Property.

Debtor Number

This field contains a nine-digit Debtor Account Number that has been automatically allocated when the Account was created. The current Status of the Account is also shown.

Debt Type

This field contains the Debt Type code and Debt Type description for this transaction.

Category

The field contains the Rate Category of the Debt Type for this transaction.

Generation Run

These fields show the Code and Description for the Generation Run that was used when the transaction was generated.

Property Debt

This flag indicates whether this debt is Property Related or not.

Property Address

If the Property Debt flag has been checked on then the associated property address is displayed in this field.

Batch Number

This field contains the identifying number of the Batch that created this transaction.

Document Number

The unique identifying number of the Document related to this transaction.

Line Number

This field displays the Line Number of the Transaction.

Transaction Type

This field contains the Code and Description of the Transaction Type for this transaction.

Transaction Date

This field contains the date of this transaction.

Transaction Ref

If a Transaction Reference was entered when this transaction was created, it will be shown here.

Disputed

This field displays the disputed flag for the transaction. Checking on the box will display the reason for the dispute.

Do Not Apportion

This field will only be displayed for Transactions that can be flagged for Manual Apportioning (Credit Small Balance Transactions and Credit Journals). When checked on this field indicates that the Transaction is flagged for Manual Apportionment but apportionment has not yet been completed.

External Source

If applicable, the External Source Code and Description associated with the transaction are displayed.

External Reference

If applicable, the External Reference associated with the transaction is displayed.

Payment Reference

If the transaction has originated from a system defined external source (such as Pathway Applications/Licensing) the Payment Reference (used for receipting purposes) associated with the transaction is displayed. The Payment Reference is not shown for WorkSmart transactions since it simply holds the WorkSmart Request Number as displayed in the External Reference.

Posting Date

The time and date that this transaction was actually processed.

Pay By Date
This field contains the due date that this transaction is/was due to be paid. If this transaction remains unpaid (in whole or in part), the outstanding debt will be aged on this date, and on the anniversary of this date, according to the Term assigned to the Account.

Last Statement Date
The most recent date that a Statement was issued that included this transaction.

Last Statement Amount
The amount still outstanding on this transaction at the time the last Statement was issued.

Quantity
If the amount of this transaction is unit-based, the number of units used in this calculation will be shown here.

Rate
If the amount of this transaction is unit-based, the rate-per-unit used in this calculation will be shown here.

Amount
This field contains the total amount of this transaction.

Tax Amount
This field displays the amount of tax that forms part of the transaction amount.

Amount Net Tax
This field displays the amount value minus the tax amount for the transaction.

Apportioned
For a transaction that raises a charge, this field contains the amount apportioned to this debt from receipts or journals. For a receipt or journal, this shows the amount that has been apportioned to a charge transaction.

Paid
This field contains the amount paid against this transaction.

Balance
If the transaction is a receipt or journal and this field is not 0.00, this reflects an overpayment amount. If the transaction is a charge, then this field shows the amount of the debt that is unpaid.

Revenue Account

These fields display the General Ledger posting details for the transaction.

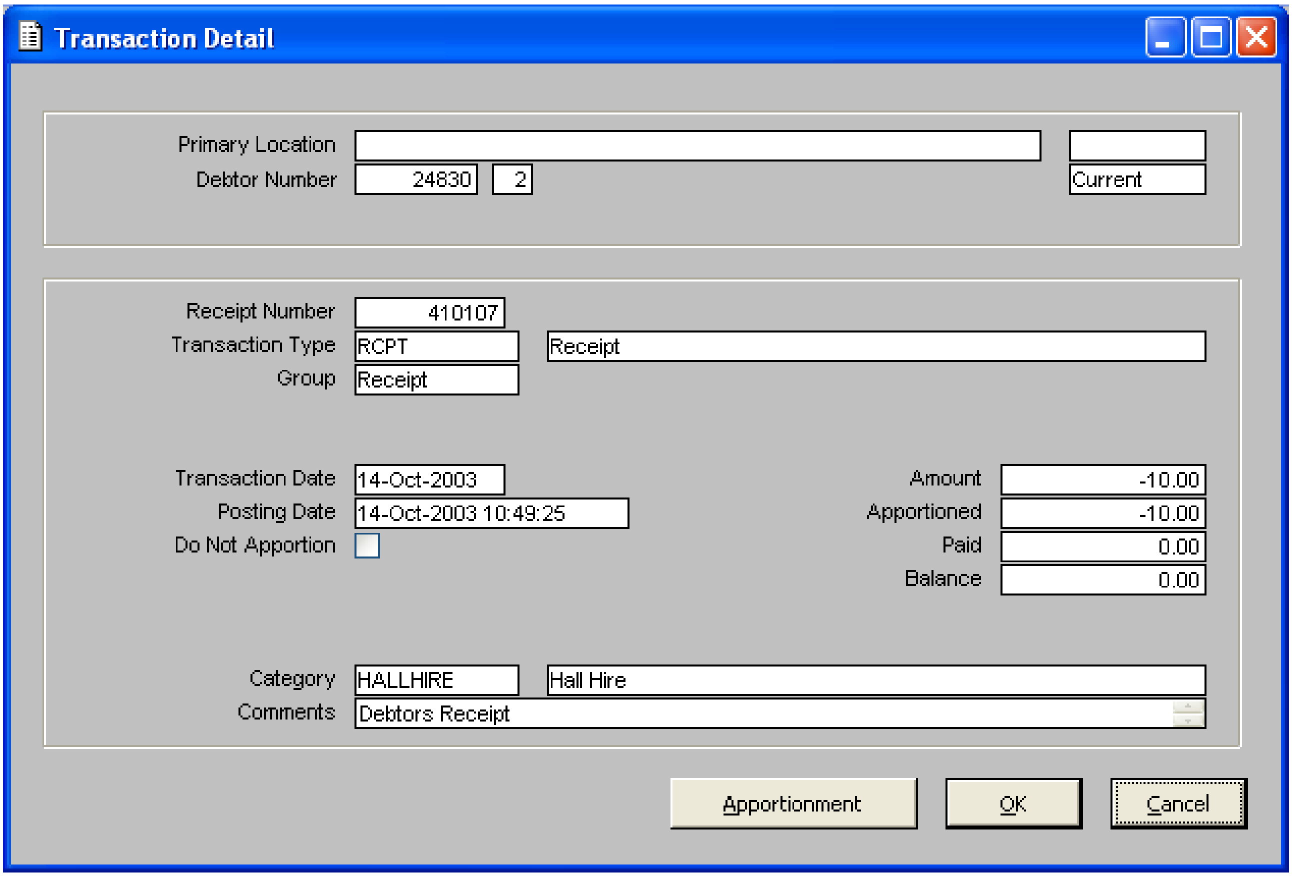
Comments
Comments are those attached to the transaction when generated.

Dispute Detail Button
Select the Dispute Detail Button to display the reason for the transaction being flagged as disputed. If the disputed flag has been removed then the original reason along with the User Id of the user that removed the flag will be displayed.

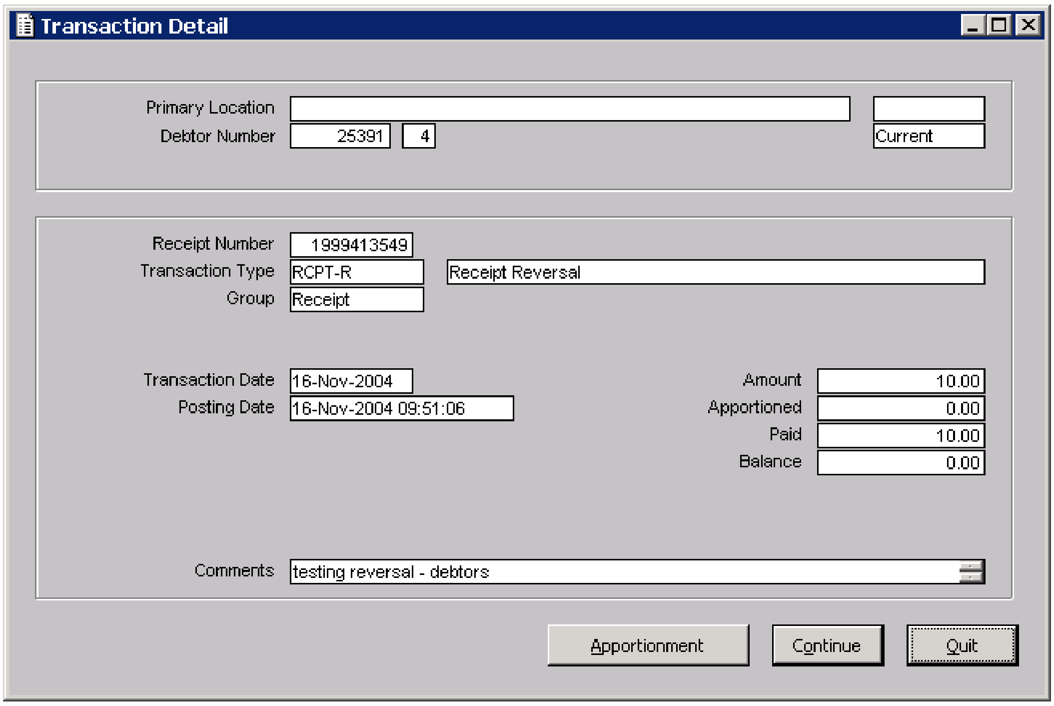
Apportionment Button
Select the Apportionment Button to access the Transaction Apportionment Enquiry Form for further information of the apportionment of the transaction.

Receipt Transaction Detail Form

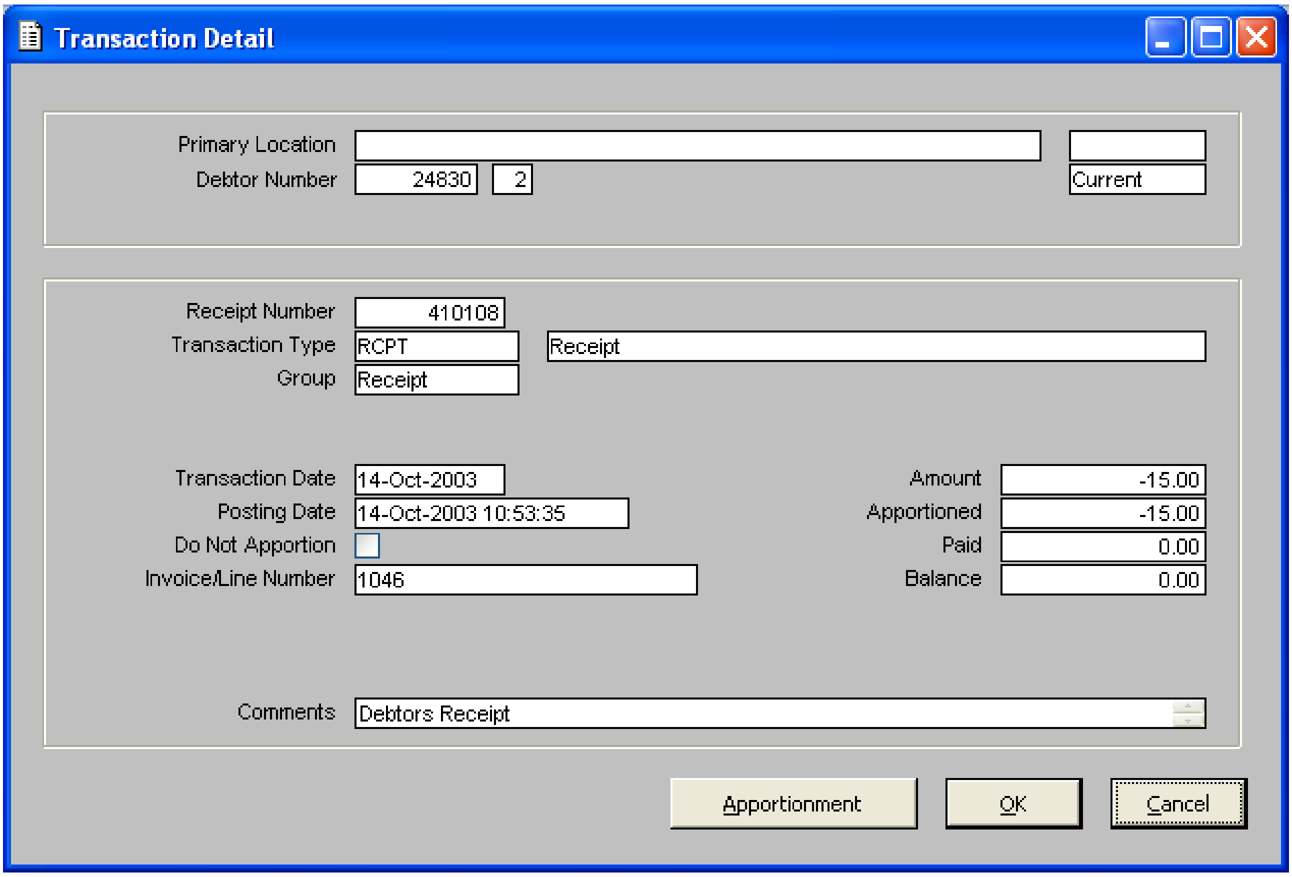
This form displays the details of a Receipt transaction.



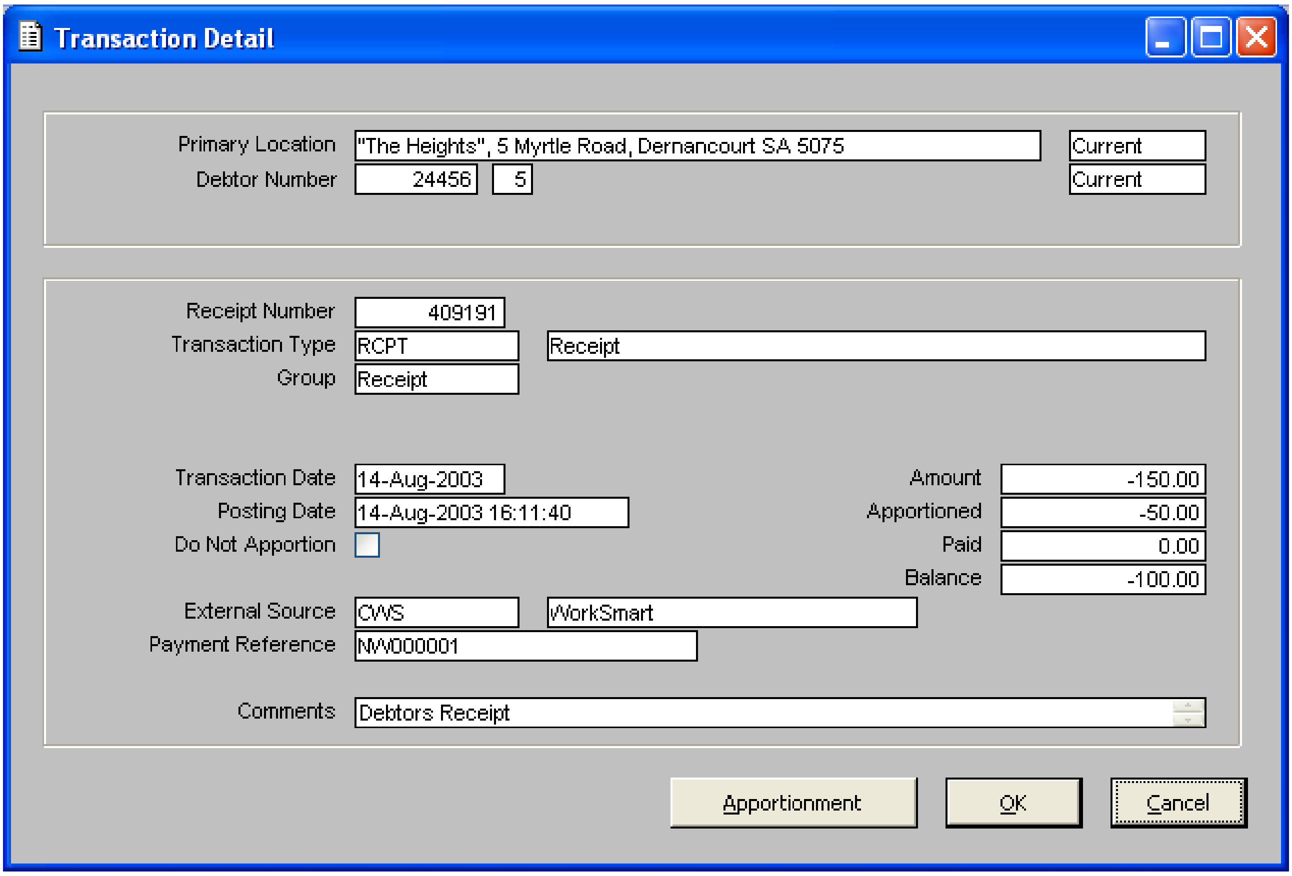
Category Receipt Transaction Detail Form



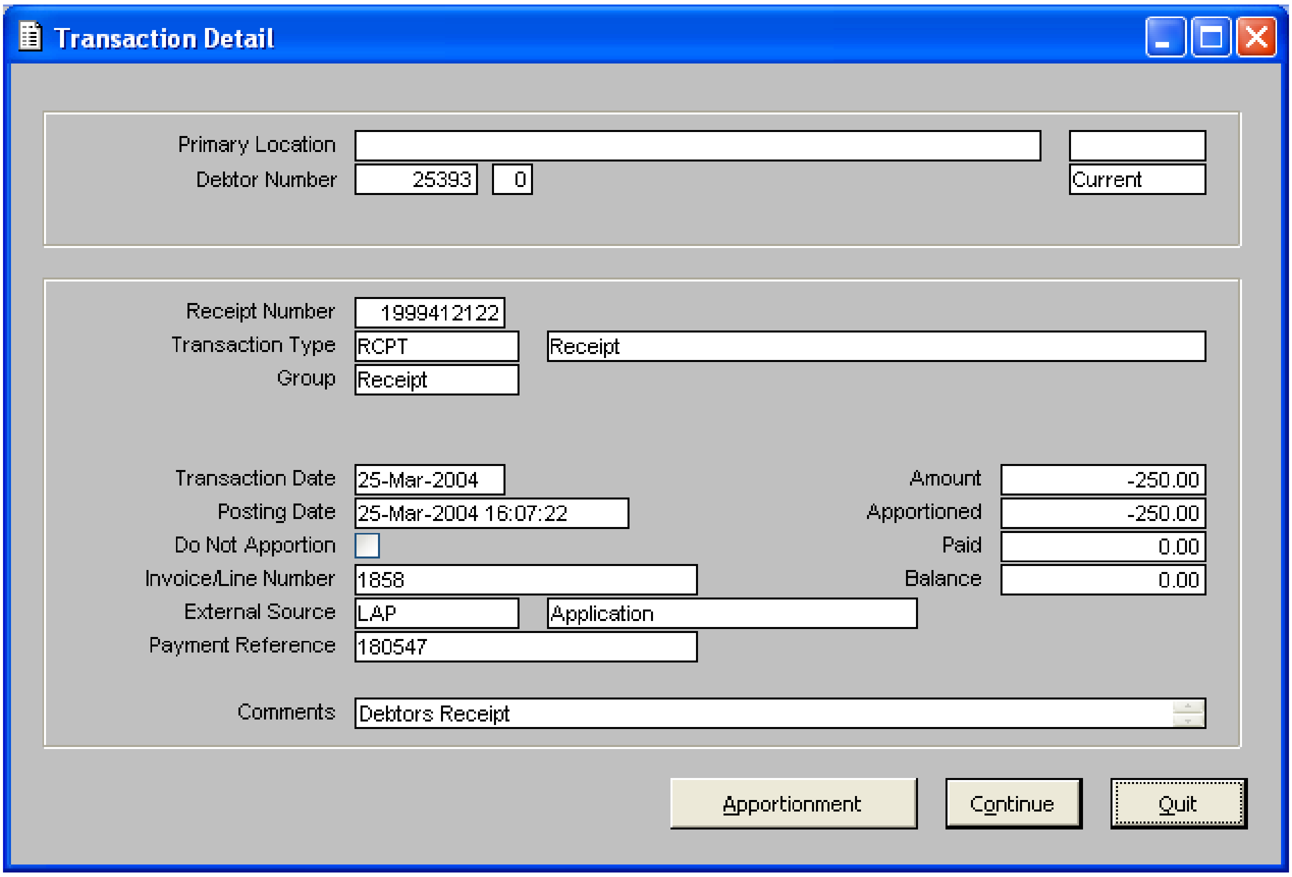
Receipt Transaction Detail Form



Invoice Receipt Transaction Detail Form



WorkSmart Receipt Transaction Detail Form



External Source Transaction Detail Form

Primary Location

This field contains the formatted address of the Primary location of the Debtor if one exists.

Debtor Number

This field contains a nine-digit Debtor Number that has been automatically allocated when the Debtor was created. The one-digit check digit number that is used in conjunction with the Debtor Number to ensure that digits of the Debtor number are not keyed incorrectly when maintenance on a Debtor is being performed or receipts are being entered is also displayed.

Receipt Number

This field displays the Receipt Number.

Transaction Type

This field displays the Transaction Type and its description.

Group

This field displays the Transaction Group.

Transaction Date

This field displays the transaction date of the receipt.

Posting Date

This field displays the date that the receipt transaction was entered into Pathway.

Do Not Apportion

This field is only displayed for Transactions that can be flagged for Manual Apportioning (Receipts, Credit Small Balance Transactions and Credit Journals). This field indicates if the Transaction is flagged for Manual Apportionment but apportionment has not yet been completed.

Amount

This field displays the amount of the receipt.

Apportioned

This field displays the amount of the receipt that has been apportioned.

Paid
This field displays any amounts that may have been paid.

Comments
This field displays a comment, which may have been entered during the receipt process.

Balance
This field displays the amount of the receipt that is yet to be apportioned.

Invoice
This field displays the Invoice Number that the receipt is apportioned to.

External Source
This field displays a receipt's External Source details.
For receipts specifically allocated to a Payment Reference or WorkSmart Request Number (applicable for Debtors WorkSmart and Debtors Pathway Applications/Licensing receipts only) the relevant External Source to which it applies is shown.
For receipts specifically allocated to an Invoice Number where the Invoice Number is associated with a system defined External Source, the relevant External Source is also shown (in addition to the Invoice Number itself).

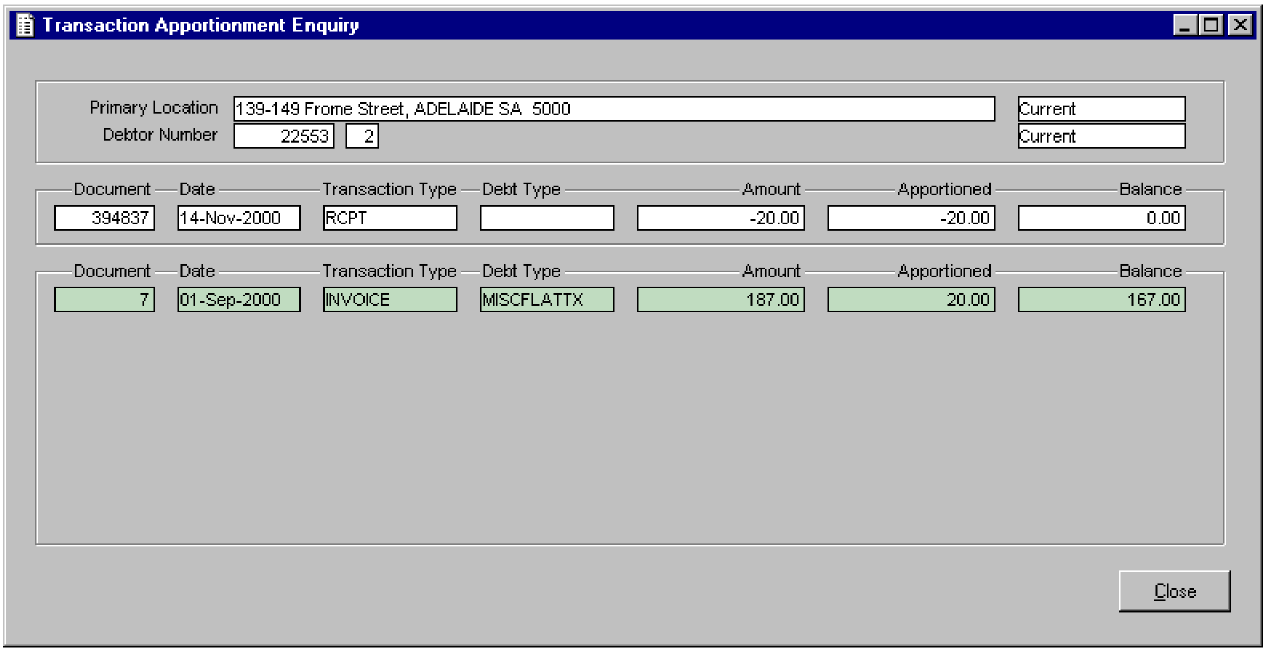
Payment Reference
For receipts specifically allocated to a Payment Reference or WorkSmart Request Number (applicable for Debtors WorkSmart and Debtors Pathway Applications/Licensing receipts only) the relevant Payment Reference/WorkSmart Request Number to which it applies is shown.
For receipts specifically allocated to an Invoice Number where the Invoice Number is associated with a system defined External Source, the relevant Payment Reference/WorkSmart Request Number are also shown (in addition to the Invoice Number itself).

Category
These fields display the Category Code and Category Description that the receipt is apportioned to.

Apportionment Button
Press the Apportionment Button to see the transactions that the receipt has been apportioned to.

Transaction Apportionment Enquiry Form (1)

This form displays the details of the apportionment relative to the transaction.



Transaction Apportionment Enquiry Form

Primary Location

This field contains the formatted address of the Primary location of the Debtor Account record you are maintaining, and the current Status of this address. This will be blank if the Account is not linked to a Property.

Debtor Number

This field contains a nine-digit Debtor assessment Number that has been automatically allocated when the Debtor assessment was created. The current Status of the Debtor assessment is also shown.

Document

The unique identifying number of the Document related to this transaction.

Date

This field contains the effective date of this transaction.

Transaction Type

This field contains the Code and Description of the Transaction Type for this transaction.

Debt Type

This field contains the Debt Type code and Debt Type description for this transaction.

Amount

This field contains the total amount of this transaction.

Apportioned

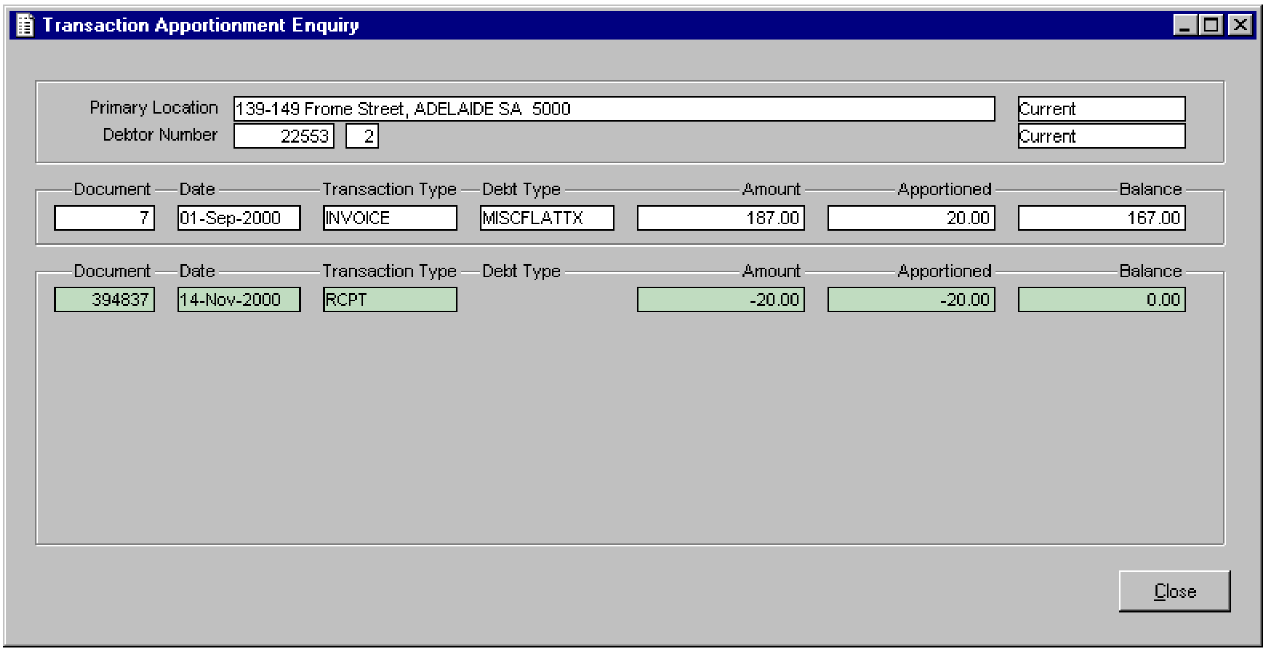
For a transaction that raises a charge, this field contains the amount apportioned to this debt from receipts or journals. For a receipt or journal, this shows the amount that has been apportioned to a charge transaction.

Balance

If the transaction is a receipt or journal and this field is not 0.00, this reflects an overpayment amount. If the transaction is a charge, then this field shows the amount of the debt that is unpaid.

Transaction Apportionment Enquiry Form (2)

This form displays the details of the apportionment relative to the transaction.



Transaction Apportionment Enquiry Form

Primary Location

This field contains the formatted address of the Primary location of the Debtor Account record you are maintaining, and the current Status of this address. This will be blank if the Account is not linked to a Property.

Debtor Number

This field contains a nine-digit Debtor Account Number that has been automatically allocated when the Account was created. The current Status of the Account is also shown.

Document

The unique identifying number of the Document related to this transaction.

Date

The effective date of this transaction.

Transaction Type

This field contains the Code and Description of the Transaction Type for this transaction.

Debt Type

This field contains the Debt Type code and Debt Type description for this transaction.

Amount

This field contains the total amount of this transaction.

Apportioned

For a transaction that raises a charge, this field contains the amount apportioned to this debt from receipts or journals. For a receipt or journal, this shows the amount that has been apportioned to a charge transaction.

Balance

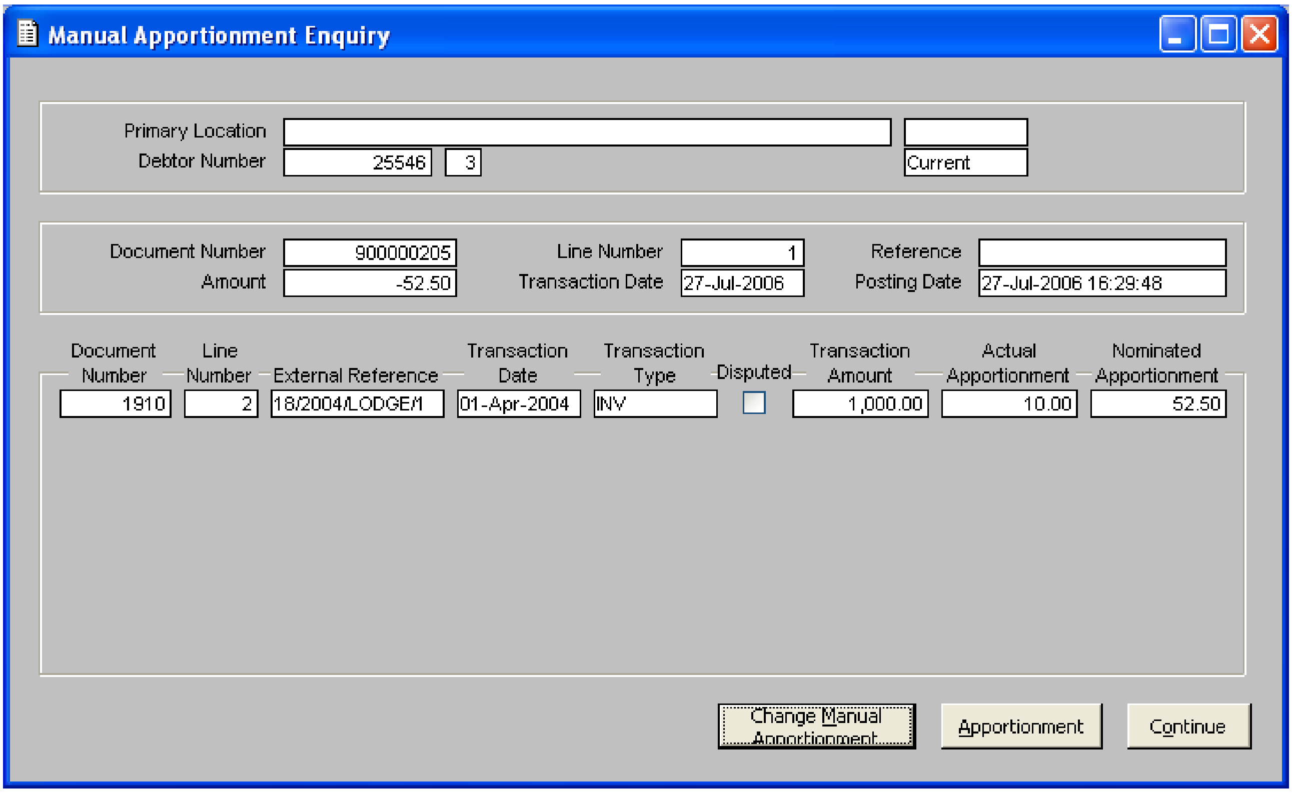
If the transaction is a receipt or journal and this field is not 0.00, this reflects an overpayment amount. If the transaction is a charge, then this field shows the amount of the debt that is unpaid.

Manual Apportionment Enquiry Form

This form lists the debit transactions that the selected credit transactions have been manually apportioned to. Two apportionment amounts are listed on this form, the Actual Apportionment, and the Nominated Apportionment.

The Nominated Apportionment is the amount the user entered in the Manual Apportionment entry form.

The Actual Apportionment is the amount the system has apportioned to the transaction. Normally this value would be equal to the nominated amount, however reversals and refunds are applied before Manual Apportionment and if they are assigned to a transaction, then it is possible that the Nominated Amount may exceed the amount that is available to be apportioned. In this case the Manual Apportionment record is left unaltered for future reference.



Manual Apportionment Enquiry Form

Primary Location
This field contains the formatted address of the Primary location of the Debtor Account record you are maintaining, and the current Status of this address. This will be blank if the Account is not linked to a Property.

Debtor Number
This field contains a nine-digit Debtor Account Number that has been automatically allocated when the Account was created. The current Status of the Account is also shown.

Document Number
The unique identifying number of the Document related to this transaction.

Line Number
The unique identifying number of the line within the document related to this transaction. (One document may have multiple lines.)

Reference
This field displays the External Reference for the Transaction selected to be Manually Apportioned.

Amount
The amount of the Transaction to be Manually Apportioned.

Transaction Date

The Transaction Date of the Transaction to be Manually Apportioned.

Posting Date
The Posting Date and time of the Transaction to be Manually Apportioned.

Document Number
The unique identifying number of the Document related to this transaction to have credit Manually Apportioned against.

Line Number
The unique identifying number of the line within the document related to this transaction to have credit Manually Apportioned against. (One document may have multiple lines.)

External Reference
This field displays the External Reference of the transaction to have credit Manually Apportioned against. The External Reference is an optional free format text field that is entered via Transaction Entry, and may be set to a reference value that relates to the external system.

Transaction Date
The Transaction Date of the Transaction to have credit Manually Apportioned against.

Transaction Type
This field displays the Transaction Type of the Transaction to have credit Manually Apportioned against.

Disputed
This field displays the disputed flag for the transaction.

Transaction Amount
This field displays the Transaction Amount for the Transaction to have credit Manually Apportioned against.

Actual Apportionment
This field displays the Actual Apportionment the system has apportioned to the transaction. Normally this value would be equal to the nominated amount, however reversals and refunds are applied before Manual Apportionment and if they are assigned to a transaction, then it is possible that the Nominated Amount may exceed the amount that is available to be apportioned. In this case the Manual Apportionment record is left unaltered for future reference.

Nominated Apportionment
This field displays the amount nominated to be Manually Apportioned. As reversals and refunds are applied before Manual Apportionment it is possible that the amount actually apportioned is different to the amount nominated.

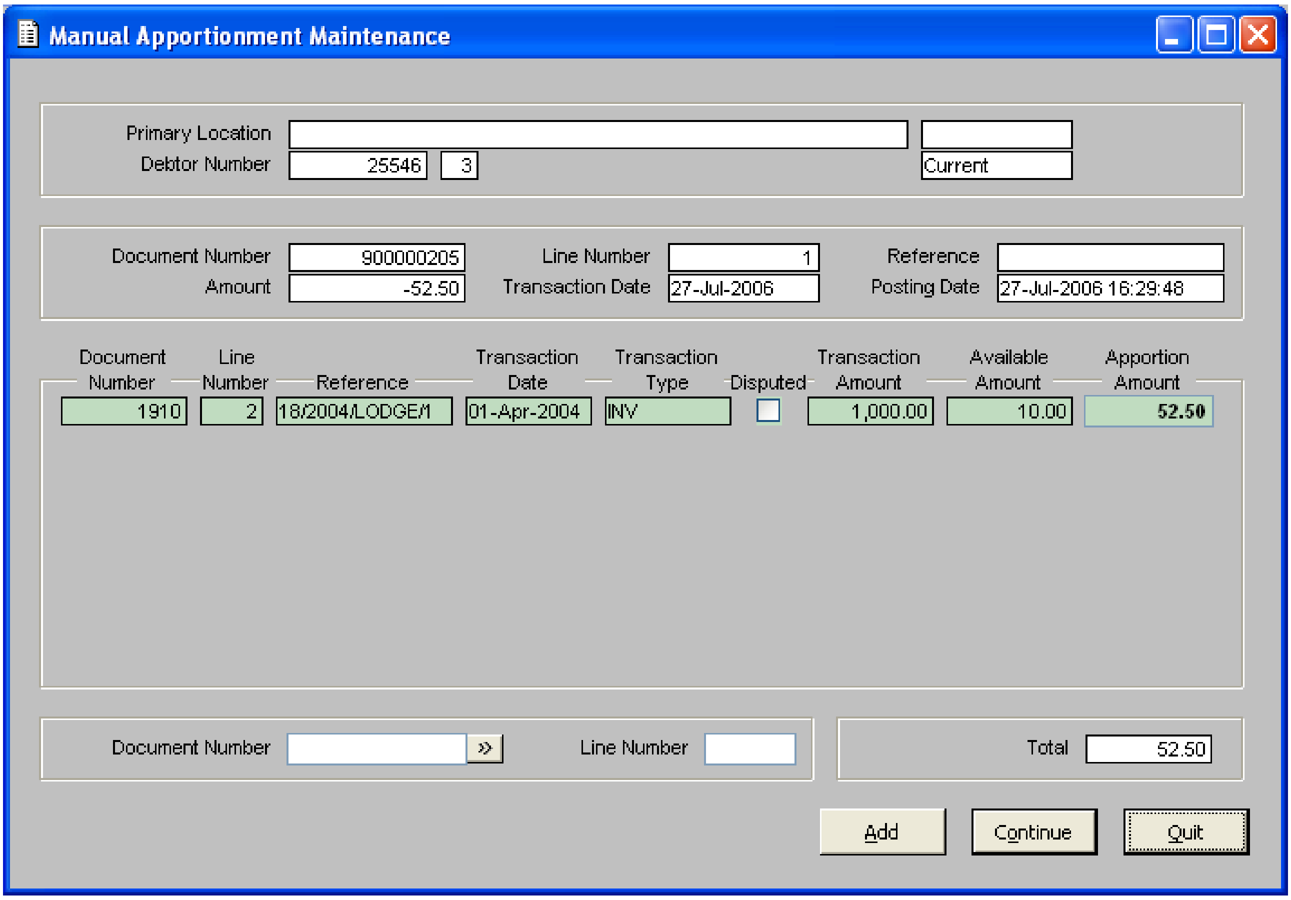
Change Manual Apportionment Button
Press this button to go to the Manual Apportionment Maintenance form.

Manual Apportionment Maintenance Form

The Manual Apportionment Maintenance form allows an authorised user to alter the Manual Apportionment of a selected transaction.

When a valid Document Number or a valid Document and Line Number combination has been entered pressing the Add button will generate Manual Apportionment records. If a multiple line document is selected without a Line Number being specified, pressing the Add button will generate Manual Apportionment records for all debit transactions in the document. Lines that are not required will need to be deleted as an Apportion Amount of zero cannot be entered.

If a Manual Apportionment record is deleted the apportionment of the Debtor will change. Refund (RFND) and Reversal (*-R) transactions are the first transactions to be reapportioned.



Manual Apportionment Maintenance Form

Primary Location

This field contains the formatted address of the Primary location of the Debtor Account record you are maintaining, and the current Status of this address. This will be blank if the Account is not linked to a Property.

Debtor Number

This field contains a nine-digit Debtor Account Number that has been automatically allocated when the Account was created. The current Status of the Account is also shown.

Document Number

The unique identifying number of the Document related to this transaction.

Line Number

The unique identifying number of the line within the document related to this transaction. (One document may have multiple lines.)

Reference

Amount

The amount of the Transaction to be Manually Apportioned.

Transaction Date

The Transaction Date of the Transaction to be Manually Apportioned.

Posting Date

The Posting Date and time of the Transaction to be Manually Apportioned.

Document Number

The unique identifying number of the Document related to this transaction to have credit Manually Apportioned against.

Line Number

The unique identifying number of the line within the document related to this transaction to have credit Manually Apportioned against. (One document may have multiple lines.)

External Reference
This field displays the External Reference of the transaction to have credit Manually Apportioned against. The External Reference is an optional free format text field that is entered via Transaction Entry, and may be set to a reference value that relates to the external system.

Transaction Date
The Transaction Date of the Transaction to have credit Manually Apportioned against.

Transaction Type
This field displays the Transaction Type of the Transaction to have credit Manually Apportioned against.

Disputed
This field displays the disputed flag for the transaction.

Transaction Amount
This field displays the Transaction Amount for the Transaction to have credit Manually Apportioned against.

Available Amount
This field displays the calculated amount remaining after existing manual apportionment, reversals, and invoice specific receipts have been taken into account. The Available Amount may include amounts that have already been automatically apportioned to other transaction, and if necessary, these amounts will be displaced in favour of the Manual Apportionment.

Apportion Amount
Enter an Apportion Amount less than the Available Amount and less than the transaction amount of the original transaction. This field is mandatory and must have an Amount greater than $0.00.

Document Number

This field allows a user to enter a Document Number or select one from the pop up.

Line Number
This field allows a user to select a specific Line Number of a Document.

Total
This field displays the Total Amount Manually Apportioned across the listed transactions.

Add Button
Use this button to add a Transaction to Manually Apportion credit to. If a Document is selected that has multiple Lines and a Line Number has not been specified then, all Lines for the Document that can have an amount apportioned to them will be added. Lines may then be deleted if Manual Apportionment is not going to be made to them.

Related Debtors

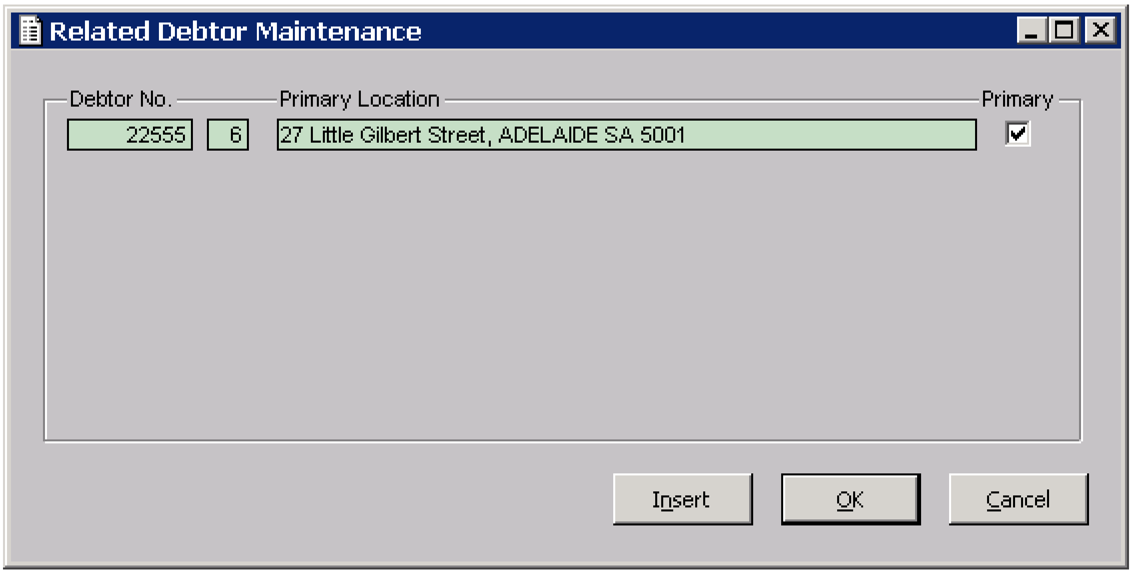
This form can be used to associate other debtor accounts with the debtor account currently being viewed. Only 1 debtor account can be the primary account.

To add an additional debtor account, simply click Insert and search for the required debtor account, using the normal methods.

Related Debtor Maintenance Form

This form can be used to associate other debtor accounts with the debtor account currently being viewed. Only 1 debtor account can be the primary account.

To add an additional debtor account, simply click Insert and search for the required debtor account, using the normal methods.



Related Debtor Maintenance Form

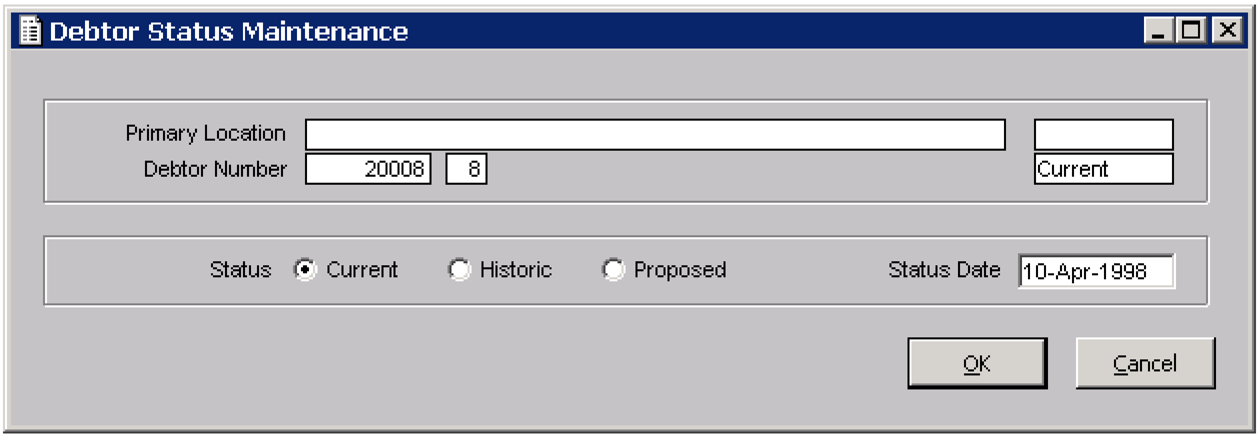
Debtor Number
These fields show the Debtor Number and associated Check Digit for the debtor account.

Primary Location
This field displays the property address attached to the debtor. Not all debtor accounts will have a property attached.

Primary Checkbox
This field identifies which debtor account is the primary account. The Primary record can be changed, however only 1 record can be the Primary record.

Debtor Status

Debtor Status Maintenance Form



Debtor Status Maintenance Form

Primary Location
This field contains the formatted address of the Primary location of the Debtor Account record you are maintaining. This will be blank if the Account is not linked to a Property.

Status
This field contains the status of the Primary Location that the Debtor Account record is linked to. This field is not maintainable from this form. Possible status values are:

- Historic
- Current
- Proposed

Debtor Number
This field contains a nine-digit Debtor Account Number that has been automatically allocated when the Account was created.
The one-digit check digit number that is used in conjunction with the Debtor Account Number to ensure that digits of the Account number are not keyed incorrectly when maintenance on a Debtor assessment is being performed or receipts are being entered is also displayed.

Status
This field contains the status of the Account you are maintaining the Status for. Possible values are:

- Historic
- Current
- Proposed

Status
This field contains the Status of the Account. Click on the appropriate button to select the Status. Possible selections are:

- Current
- Historic
- Proposed

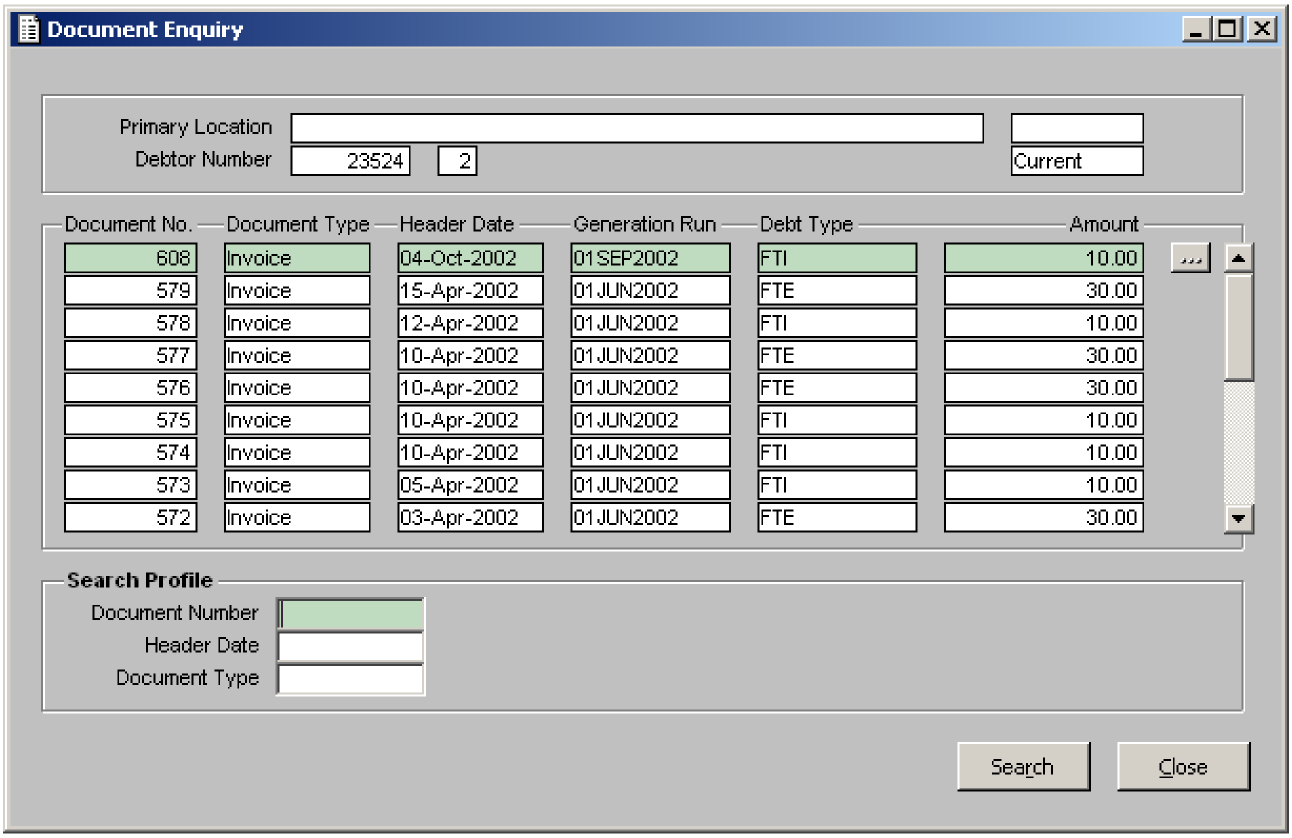
Status Date
This field contains the date that the Status was set.

Document Enquiry

This facility provides the detailed information on the Invoices and Credit Notes on the Debtor account.

Document Enquiry Form

The Form provides the detailed information on the Credit Notes and Invoices on the Debtor account. Only one record is displayed per Document Number. Document Numbers are displayed in Header Date order, with the most recent at the top of the list. The exception to this rule is when a Document Number search profile is entered, in which case the ordering is by Document Number, with the highest numbers at the top of the list. The 'Detail' button on the right hand side of a Document will now only be displayed if the Document has actually been printed (using a Merge Type). If a user is not authorised to view the associated printed document then pressing the 'Detail' button will result in an error message.



Document Enquiry Form

Primary Location

This field contains the formatted address of the Primary location of the Debtor account record you are maintaining together with the status of that property record. This will be blank if the Account is not linked to a Property.
Click on the detail button if you wish to access the property details.

Debtor Number

This field contains a nine-digit Debtor Account Number that has been automatically allocated when the Account was created. The current Status of the Account is also shown.

Document Number

The unique identifying Document number related to this transaction.

Document Type

This field contains the description of the Document type i.e. Invoice, Credit Note.

Header Date
This field contains the date of this transaction.

Generation Run
The Code for the Generation Run that was used when the transaction was generated. The Generation Run is only displayed where all lines of a Document have the same values.

Debt Type
This field contains the Debt Type code for this transaction. The Debt Type is only displayed where all lines of a Document have the same values.

Amount
This field contains the amount of the transaction. The Amount is the total amount for the Document Number (accumulated over all the document lines).

Detail Button
Detail out on this button to access the Document/Statement Selection Form.

Search Profile – Document Number
Enter the document number that the search is to be requested on. Execute the Search Button to display the transaction.

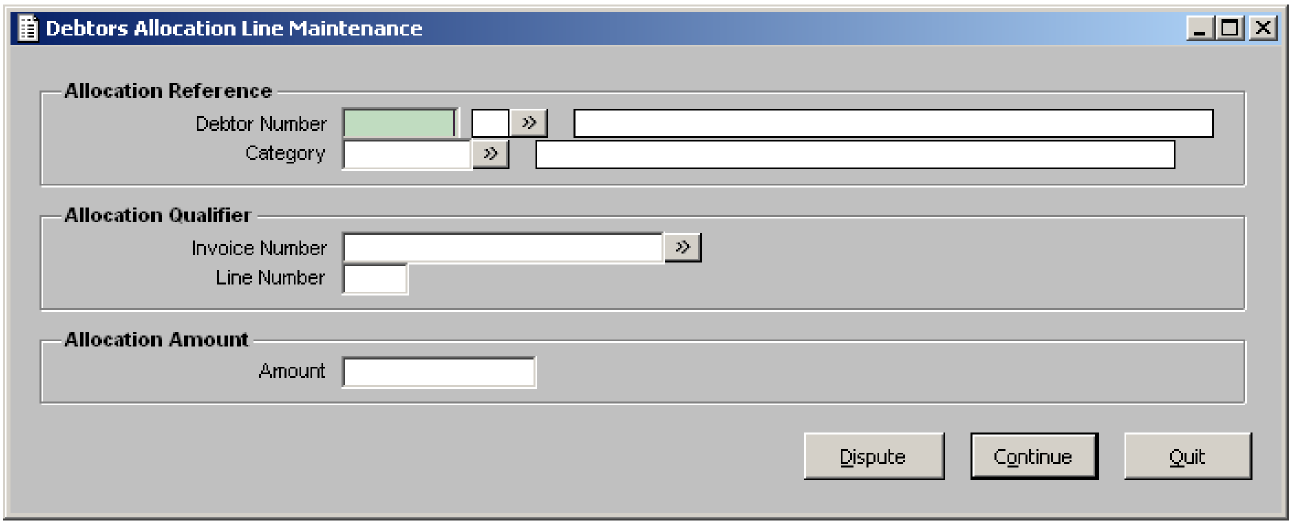
Search Profile – Header Date
Enter the transaction date that the search is to be requested over. Execute the Search Button to display the transactions with the date requested.

Search Profile – Document Type
Enter the Document Type that the search is to be requested on. Execute the Search Button to display the transactions with the document type requested.

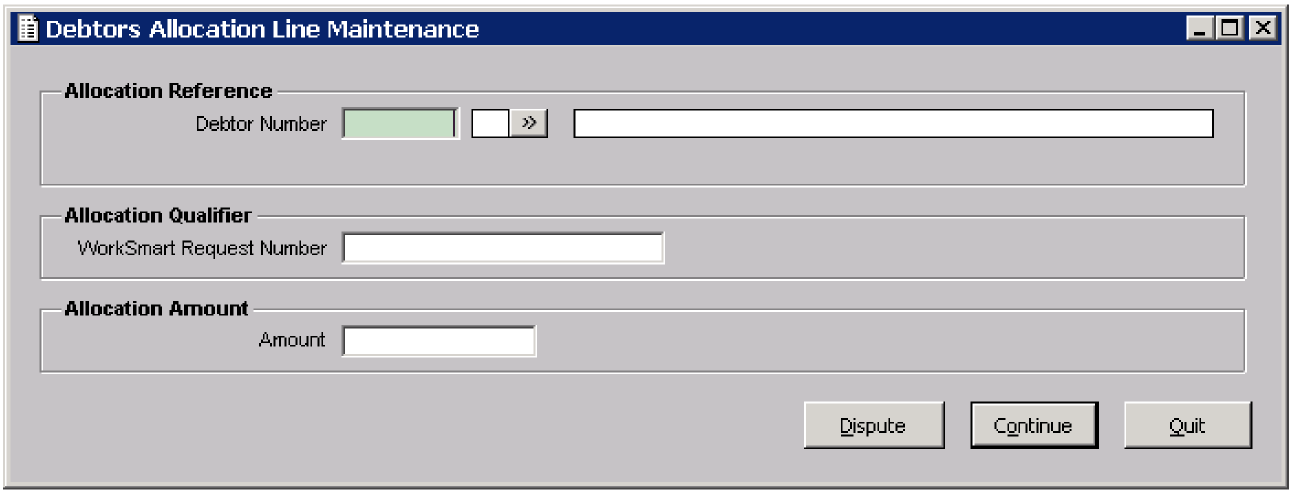
Receipt Entry

Debtors Allocation Line Maintenance form

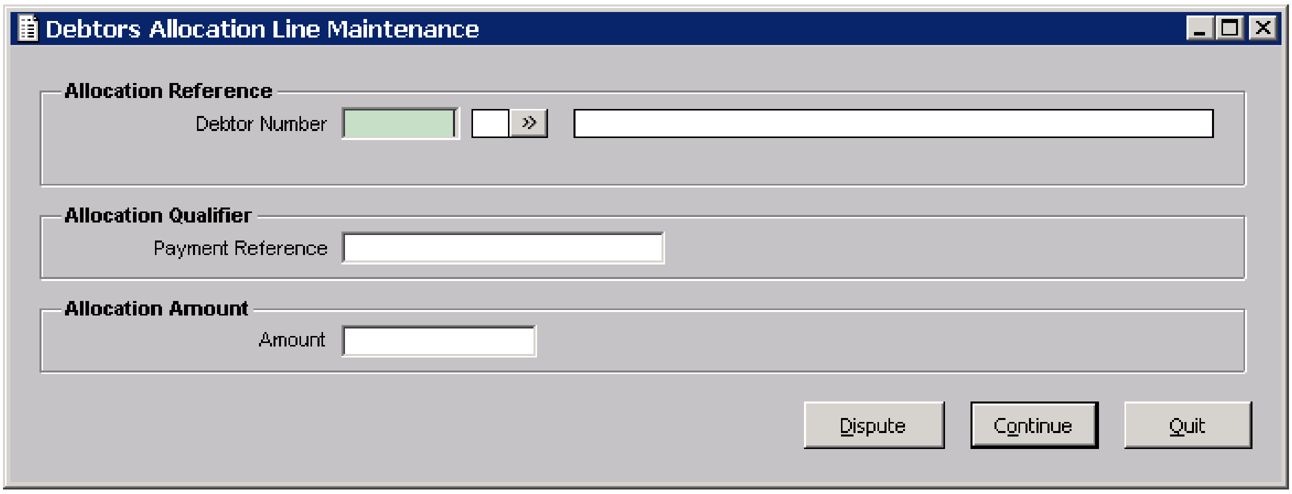
When adding a receipt for a Debtor the ability exists to pay a certain invoice.



Debtors Allocation Line Maintenance Form – Debtors Category Receipt



Debtors Allocation Line Maintenance Form – Debtors WorkSmart Receipt



Debtors Allocation Line Maintenance Form – Debtors Applications/Licensing Receipt

Allocation Reference – Debtor Number

This field contains a nine-digit Assessment Number that has been automatically allocated when the Assessment was created. The one-digit check digit number that is used in conjunction with the Assessment Number to ensure that digits of the Assessment number are not keyed incorrectly when maintenance on an Assessment is being performed or receipts are being entered is also displayed.

Allocation Reference – Category

Enter or select form the pop up a Category for the Receipt to be allocated to. This is equivalent to entering a Debtor and category Code in the Allocation Reference field on the Receipt Entry form.

A Receipt can only be allocated to an Invoice Number, WorkSmart Request number or Category but not any combination of these three.

Allocation Qualifier – WorkSmart Request Number/Invoice Number/Payment Reference

Invoice Number
Enter into this field the Invoice Number that the payment is to be allocated to. The pop up button may also be used to display a list of the invoices for the selected Debtor.

Line Number
Enter a Line Number for the Receipt to be allocated to.

WorkSmart Request Number
Enter a WorkSmart Request Number for the Receipt to be allocated to. The WorkSmart Request Number is mandatory when entering a Debtors WorkSmart receipt.

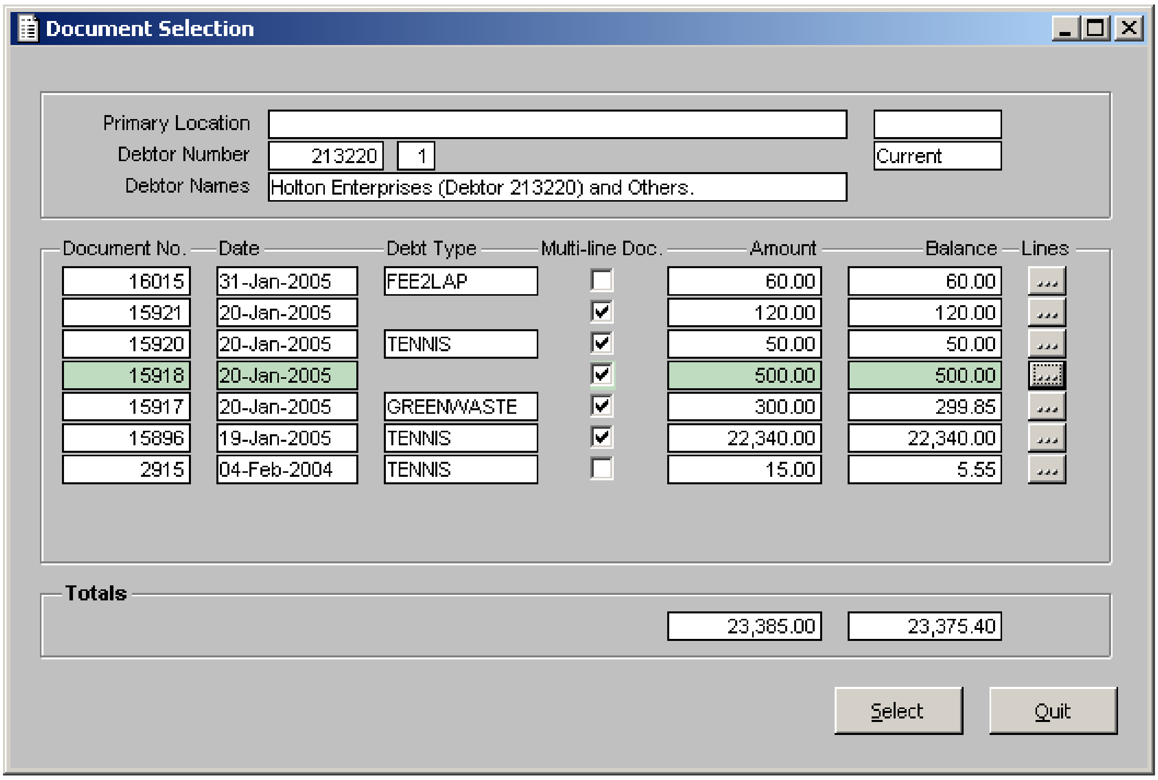
Payment Reference
Enter a Payment Reference for the Receipt to be allocated to. The Payment Reference is mandatory when entering a Debtors Applications or Debtors Licensing receipt.

Allocation Amount - Amount
Enter the amount to be allocated to the Debtor and if entered the Invoice number.

Dispute Button
Press this button to maintain the disputed flag on a transaction.

Document Selection Form

Use this form to select an invoice for a Debtor to be paid by the receipt entry.



Document Selection form

Primary Location

This field contains the formatted address of the Primary location of the Debtor Assessment.

Debtor Number

This field contains a nine-digit Debtor Number that has been automatically allocated to the Debtor when the Debtor Assessment was created.

Debtor Names

This field contains the Name(s) of the Debtor(s).

Document

This field displays the document number of the outstanding invoice.

Date

This field displays the transaction date for the document.

Debt Type

This field displays the Debt Type associated with the document.

Multi-line Doc.

If this check box is on then there are multiple transactions associated with the document. Selection of a document with this field checked on will cause multiple Receipt Allocation Lines to be automatically created.

Multiple line Invoices are displayed as a single line for selection, with the Amount fields showing the accumulated amounts for all lines of the Invoice. For such Invoices, the Date and Debt Type fields will only be displayed if they have the same value for each line, otherwise they will appear as blank space.

Amount

This field displays the amount of the document.

Balance

This field displays the outstanding amount of the document.

Lines

Press the Detail button to display all Lines associated with the Document.

Totals

These fields display the Amount Outstanding and the Balance Outstanding.

Search Profile – Date Range

Enter a Transaction Date Range to filter the transactions to be displayed. If no Transaction Date Range is entered, all transactions will be displayed. Pressing F2 or double clicking on this field displays a calendar that can be used to choose the required dates.

Search Profile – Document Number

Enter a Document Number to search for on this Debtor.

Search Profile – External Reference

Enter an External Reference to search for on this Debtor.

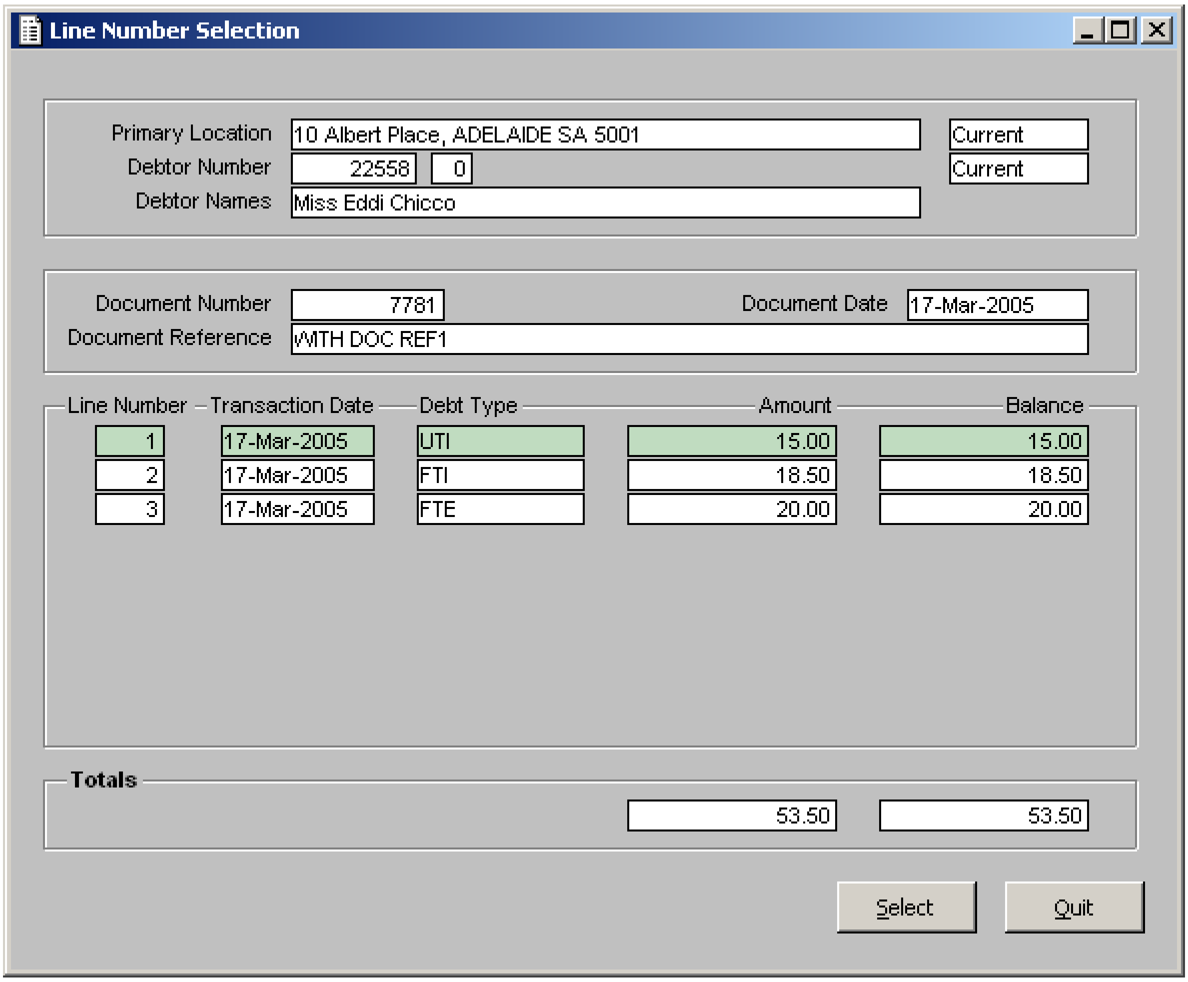
Search Profile –Paid Status

Select a Paid Status for the Transactions on this Debtor. Valid options are:

- (All)
- Unpaid
- Paid

Line Number Selection Form

This form displays all lines of the nominated Invoice Number that are not yet fully paid. Disputed lines are only displayed if the Debtors System Parameter 'Apportion to Disputed Debts' is turned on.



Line Number Selection Form

Primary Location

The Primary Location is the Optional Property Address for the Debtor.

Debtor Number

This field contains a nine-digit Debtor Number that has been automatically allocated when the Debtor was created.

Debtor Names

The nominated Debtor Names will display in this field.

Document Number

The Document Number is displayed in this field.

Document Date

This field displays the Document Date.

Document Reference

This field displays the Document Reference.

Line Number

This field displays the Line Number.

Transaction Date

This field displays the Transaction Date.

Debt Type

This field displays the Debt Type.

Amount

This field contains the total amount of this transaction.

Balance

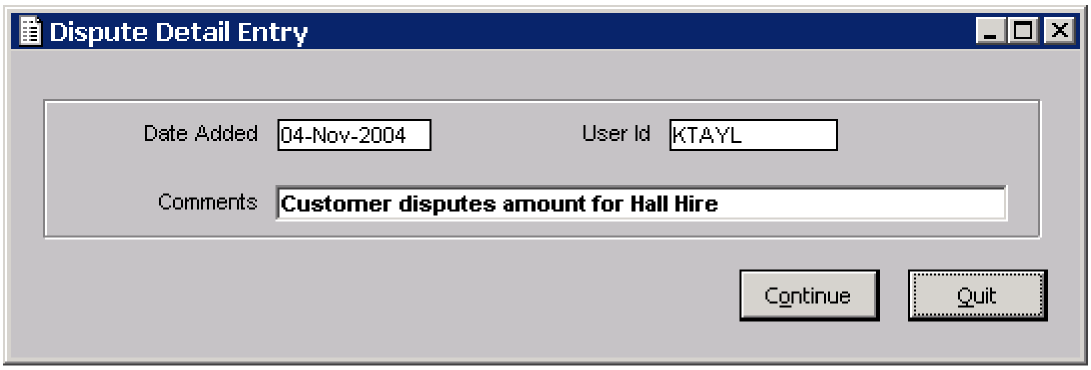
This filed displays the amount of the debt that is unpaid.

Totals

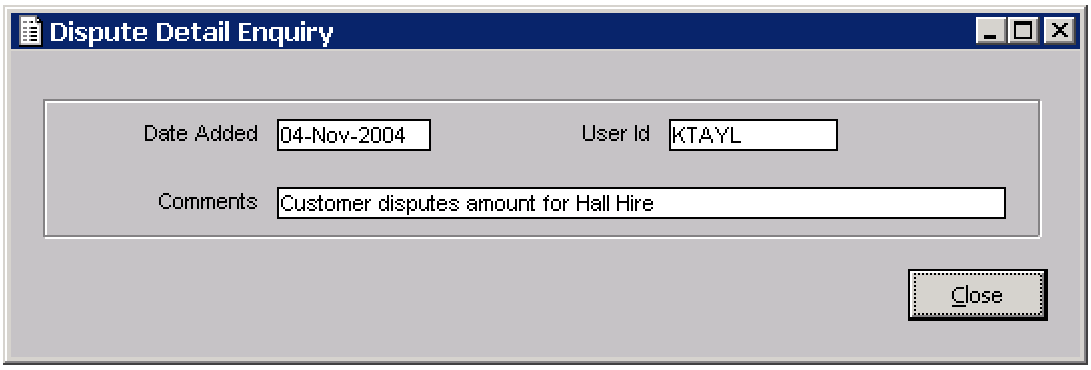
These fields display the Amount and Balance totals

Dispute Detail Form

This form is used to enter the reason for a transaction being disputed. It is also used after the dispute flag has been removed from a transaction to display the User Id that removed the disputed flag and the original reason for the disputed flag being added.



Dispute Detail Entry Form



Dispute Detail Enquiry Form

Date Added
This field displays the date that the Dispute Reason was added.

User Id
This field displays the User Id of the person that added the Dispute Reason for the transaction.

Date Removed
This field displays the date that the Dispute Reason was removed.

User Id
This field displays the User Id of the person that removed the Dispute Reason for the transaction.

Comments
Enter up to 50 characters of reason for the transaction being disputed. This field is mandatory when a transaction is flagged as disputed.

Batch Processing

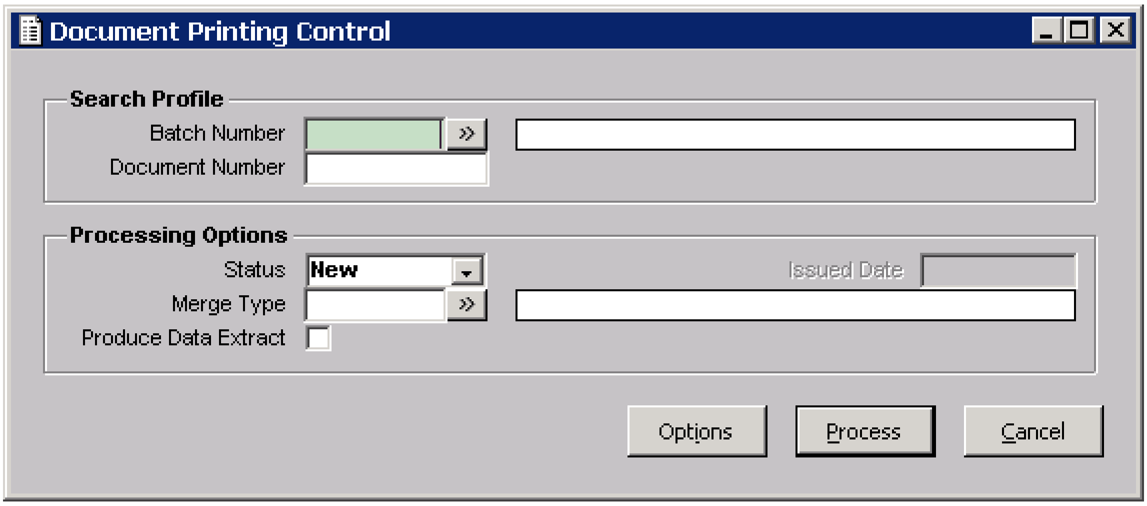
The following topics are covered in this section:

Document Printing

Invoice and Credit Note printing is an optional process within the Debtors module. Sites may choose to print individual invoice documents as well as statements.
The document printing function interfaces with the Pathway Word Processing modules. All the Core Word Processing parameters MUST be defined in order to utilise the Document Printing function.

Document Printing Control Form

The form provides the facility to extract details to a file for issue to external printers or print single Invoices or Credit Notes, or all documents associated with a particular batch. The necessary Word Processing Parameters will have been defined prior to proceeding with the Document printing.
Batches must be complete (i.e. the batch has been updated) in order to print the documents associated with the batch.
Documents can be re-printed by selecting the Status of Issued and entering the Issued Date. All documents that were issued on this date will be re-printed, or alternatively nominate the specific document number with the Status of Issued and Issued Date.



Document Printing Control Form

Search Profile - Batch Number

Enter the batch number (or code) of the processed batch or alternately, select the Pop-up to access the available batches for selection. The description of the batch will be provided

Search Profile - Document Number

If only printing a single document, enter the document number that is to be reprinted.

Processing Options - Status

Click on the drop down to select the appropriate status. The options are

- New
- Issued

Processing Options - Merge Type

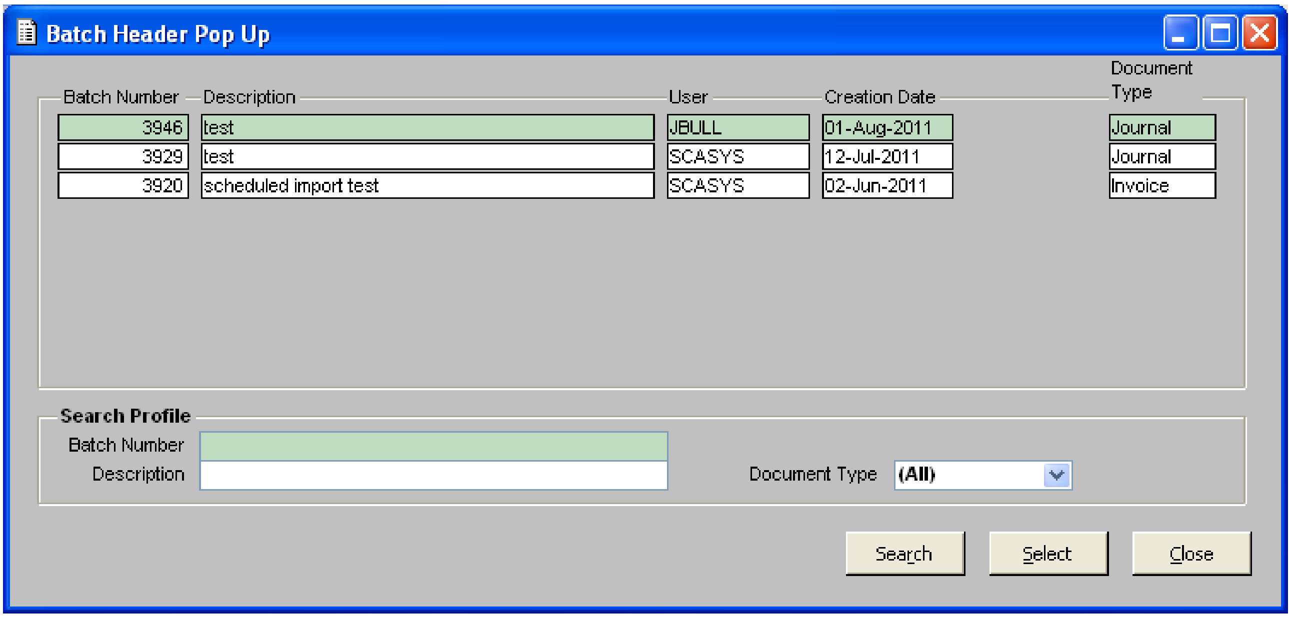
Enter the Merge Type code or alternately click on the pop to select the appropriate merge type. This field is not available if the Produce Data Extract check box is on. Either a Merge Document can be produced or an Extract created but not both.

Processing Options - Produce Data Extract

This field is not available if the Status selected is Issued. Check this box on to populate reporting entity LRPDR02 ready for export to a file that can be sent to an external printer. Selection of this box will make the Merge Type unavailable. Either an Extract can be produced or a Merge Document created but not both.

Batch Header Pop-Up

This form displays the current batches for selection. Batches with a Status of ‘Update Errors’ can be selected for processing. Details are displayed in descending Batch Number order.



Batch Header Pop Up Form

Batch Number
This field defaults the batch number of those Batches currently on the system. This field cannot be maintained from this form.

Description
The field defaults the description of the Batch. This field cannot be maintained from this form.

User
This field defaults with the ID of the user who created the batch. This field cannot be maintained from this form.

Creation Date
This field defaults the creation date of the batch. This field cannot be maintained from this form.

Last Print Date
When a batch is printed using Document Printing, then a new field “Last Print Date” will be updated with the batch’s run date. Printing a single document in a batch will not update the Last Print Date, even if there is only one document in the batch.

Document Type
This field defaults the Document Type of the Batch. This field cannot be maintained from this form.

Search Profile – Batch Number
Enter a Batch Number to restrict the number of Batch Headers displayed.

Search Profile – Print Status
Enter or select from the popup a Print Status to restrict the number of Batch Headers displayed.

Search Profile – Description
Enter a Description to restrict the number of Batch Headers displayed.

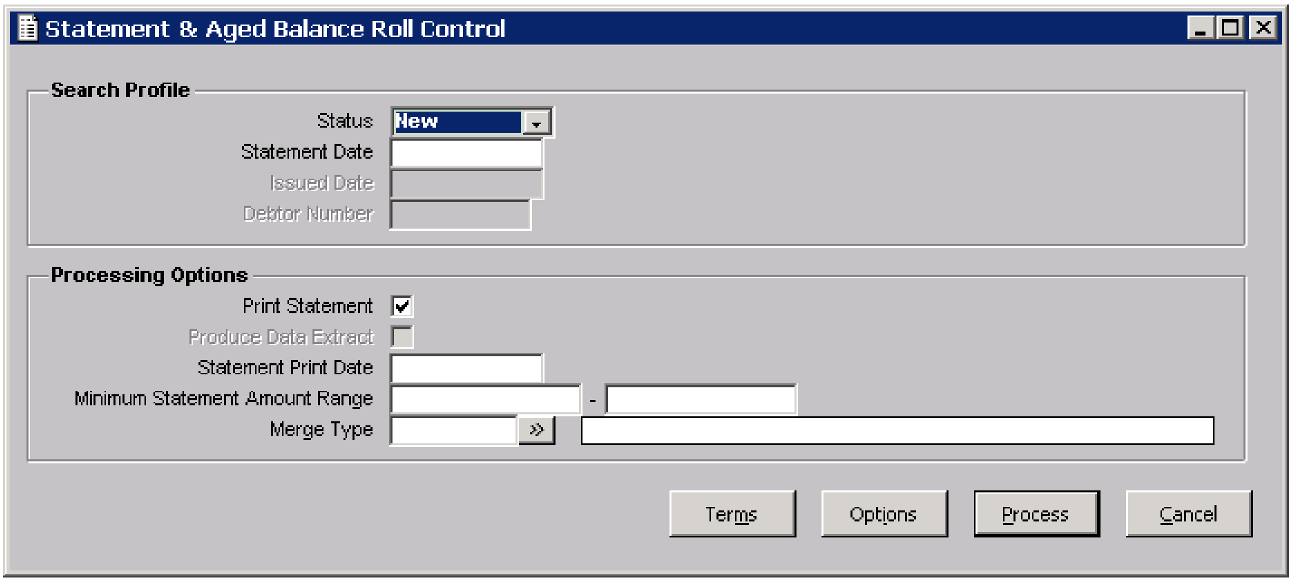
Search Profile – Document Type
Enter or select from the popup a Document Type to restrict the number of Batch Headers displayed.

Statement and Aged Balance Roll

The Statement and Aged Balance Roll enables both the Statement printing and ageing to occur in the one process. However, the actual printing of the Statements is optional.
This process is to be run based on the “Next Statement Date” controlled by the Notice Group.
All transactions on the Debtor Assessment, regardless of the date, will be selected for inclusion on the Statement and for the ageing process. Therefore, it is important that the process be run as soon as possible after the close of business on the “Next Statement Date”.
Transaction date is not considered when ageing, therefore if documents are posted with an earlier Terms period date, they will be considered as ‘Current’ and aged accordingly.

Statement & Aged Balance Roll Control Form

This form facilitates the Aged Balance Roll and the production of Statement. Details of the Statement can either be produced via a Merge Document or through an extract file that can be sent to external printers.



Statement & Aged Balance Roll Control Form

Search Profile - Status
Click on the drop down to access the options available. The options are

- New – Selected when statements are being issued for the first time.
- Issued – Selected when re-printing a statement.

Search Profile - Statement Date
Enter the date that aligns with the “Next Statement Date” on the relevant Notice Group that is being processed. Alternately, enter a date that is greater than all Notice Groups nominated.

Search Profile - Issued Date
Applicable only where the status is set to “Issued” and a re-print of a statement is required.

Search Profile - Debtor Number
Applicable only where the status is set to “Issued” and a re-print of a statement is required for a specific Debtor assessment.

Processing Options - Print Statement
Check on this flag if you require statements to be printed. The flag defaults as checked on when first entering the form. This field is not available if the Search Profile – Status is set to Issued. Check this off if a data extract is required.

Processing Options - Produce Data Extract

This field is not available if the Search Profile – Status selected is Issued. Check this box on to populate reporting entity LRPDR01 ready for export to a file that can be sent to an external printer. Selection of this box will make the Merge Type unavailable. Either an Extract can be produced or a Merge Document created but not both.

Processing Options - Statement Print Date
Enter the date of the Statement run.

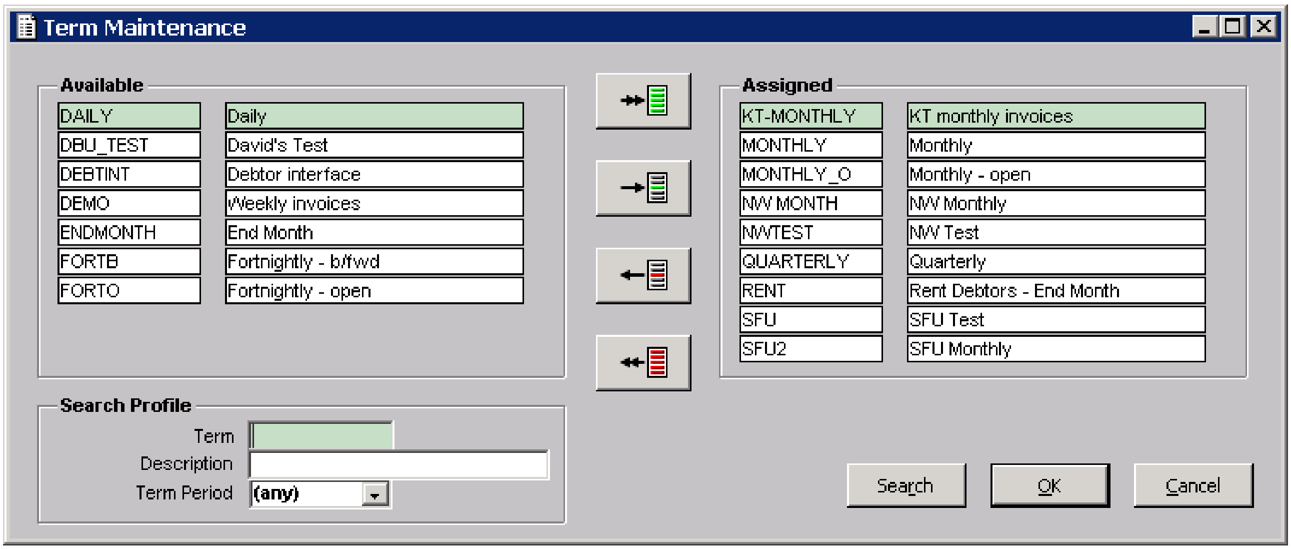
Processing Options - Minimum Statement Amount Range
Enter a range of amounts that statements will not print for. E.g. –999999.99 (all credit balances) to 5.00. Statements will be excluded if balances of Debtors assessments are in credit or of a value less than $5.00

Processing Options - Merge Type
Enter in the appropriate Statement merge type or select the Pop-up to select a merge type. This field is not available if the Produce Data Extract check box is on. Either a Merge Document can be produced or an Extract created but not both.

Terms Button
Select the Terms to access the Term Maintenance Form to enable the assignment of multiple Terms to the particular run.

Term Maintenance

This form provides the functionality to select only those Terms required for the Statement and Ageing run.



Term Maintenance Form

Available Fields
The available Term, having been previously established in the Parameters, will be listed here. This data is not maintainable on this form.

Assigned Fields
Those available Terms that have been assigned for the process will be listed here. All Terms established via the Parameters will initially default to the 'Assigned' side.

Select All Button
Click on the Select All Button to assign all of the Term Types for running the Report.

Select Button
Highlight the required Term Type in the “available Fields” and Click on the Select Button to assign that Term Type for the Report.

Remove Button

Highlight the required Term Type in the "Assigned Fields" and Click on the Remove Button to remove that Term Type.

Remove All Button
Click on the Remove All Button to remove all of the assigned Term Types.

Search Profile – Term
Enter the Term code and click on Search to find the required Term.

Search Profile – Description
Enter the Term Description and click on Search to find the required Term.

Search Profile – Term Period
Select a Term Period from the dropdown. There are 3 options:-

- (any)
- days
- months

Batch Document Maintenance

This function provides the facility for the generation of Invoices, Credit Notes or Journal Documents.
A Batch Header is required to be created and there are two types of Batches: -

- Standard Batches – enables the entry of a group of invoices, credit notes or journals. Transactions can be entered either manually, or uploaded via the Import/Export Function (for invoices or journals). These batches are then finalised via the update function, creating actual transactions on the Debtor Assessment. Linked transaction lines may also be imported (the field Document Link must be included in the Import Format, which is set up through Query). Property Key can also be imported, to do so the Property Key field must be included in the Import Format

- Recurring Batches – enables a template to be created that will result in the creation of a Standard Batch on a regular basis. The batches can be automatically generated using the standard Batch Processor being scheduled for intervals (e.g. weekly, monthly, quarterly etc). Once the batches are created, they can be viewed, amended (if required) and update when ready. An example of these regular charges might be:-
  - Leases/Rentals
  - Regular facility Hire
  - Loan repayments

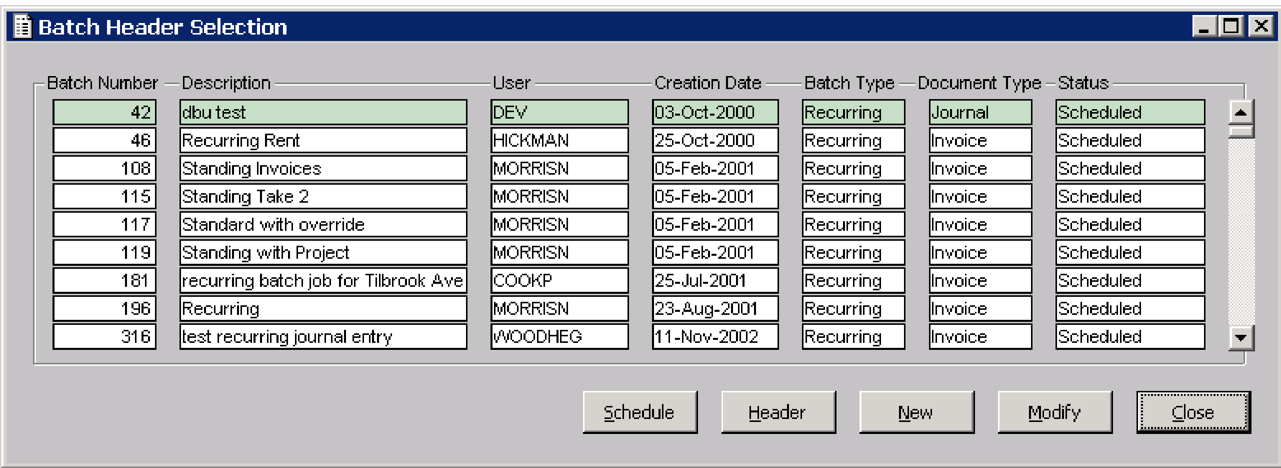
If parameters have been defined within Property Module to generate an Invoice within the Debtors Module for Transfer of Ownership then a Batch will be automatically created within this option and any Transfers with Fees associated will create an Invoice in this Batch.

This one Batch will continually be utilised by the Transfer process until it has been updated. Once the situation occurs that there is no open batch, the Transfer process will create a new Batch to be used.

Batch Header Selection

This form provides the option to access existing batches that are waiting to be updated, or the creation of a new batch.
From this form you may: -

- Process a scheduled batch
- Enquire on an existing Batch Header Record.
- Create a new Batch Header Record
- Modify an existing Batch Header Record.


Batch Header Selection

Batch Number	Description	User	Creation Date	Batch Type	Document Type	Status
42	dbu test	DEV	03-Oct-2000	Recurring	Journal	Scheduled
46	Recurring Rent	HICKMAN	25-Oct-2000	Recurring	Invoice	Scheduled
108	Standing Invoices	MORRISN	05-Feb-2001	Recurring	Invoice	Scheduled
115	Standing Take 2	MORRISN	05-Feb-2001	Recurring	Invoice	Scheduled
117	Standard with override	MORRISN	05-Feb-2001	Recurring	Invoice	Scheduled
119	Standing with Project	MORRISN	05-Feb-2001	Recurring	Invoice	Scheduled
181	recurring batch job for Tilbrook Ave	COOKP	25-Jul-2001	Recurring	Invoice	Scheduled
196	Recurring	MORRISN	23-Aug-2001	Recurring	Invoice	Scheduled
316	test recurring journal entry	WOODHEG	11-Nov-2002	Recurring	Invoice	Scheduled

Schedule Header New Modify Close

Batch Header Selection Form

Batch Number
This field contains the unique batch number assigned to the batch.
This field cannot be maintained from this form.

Description
This field contains the description of the batch e.g. standard or recurring.

User
This field defaults the logon ID of the user who generated the Batch

Creation Date
This field contains the creation date of the Batch

Batch Type
This field contains the code of the batch Type

Document Type
This field contains the description of the Document e.g. invoice, credit note or journal.

Status
This field contains the current status of the batch. The possible options are: -

- Scheduled – Recurring Batch scheduled for generation at the next due date.
- Awaiting Update – Batch is awaiting update.
- Validation Errors – Update of batch has failed due to validation Rules e.g. rate type incorrect.
- Being Updated – The Batch is in the process of being updated.
- In Use – The Batch is open by another user for maintenance etc.

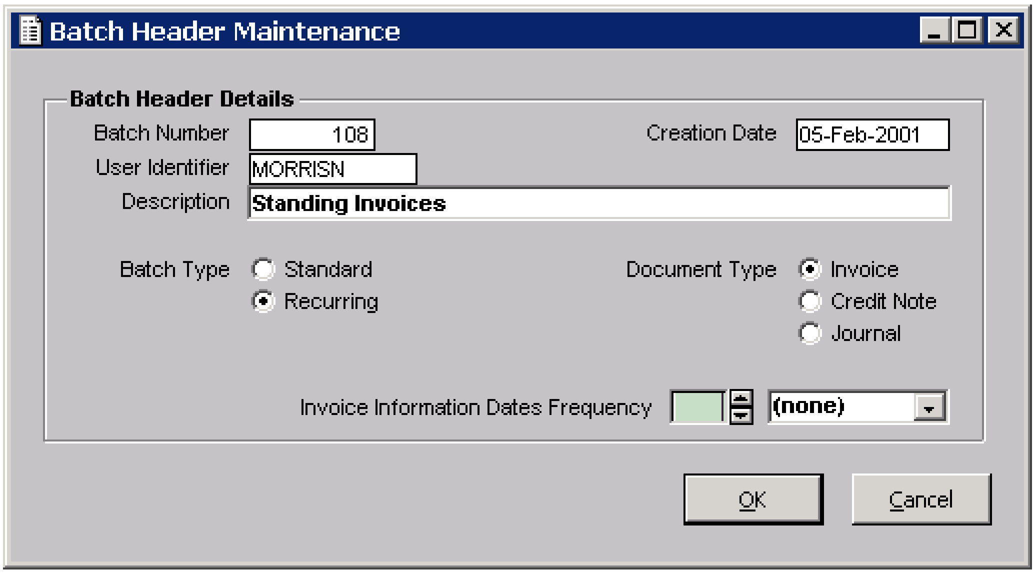
Schedule Button
Select the Schedule Button to access the Batch Generation Control Form.

Header Button
Select the Header Button to access the Batch header Form.

Batch Header Maintenance Form

Batches may also be deleted from this screen. By simply pressing F11, a message will be displayed stating "Do you really want to delete this Batch Header Record? Yes/No/Cancel". If yes is selected, the batch header will be deleted immediately. If there are transactions in the batch, a further message will be displayed stating "All Transactions for this Batch Header will also be deleted. Do you wish to Continue? Continue/Cancel".

Alternatively, individual transactions may still be deleted from the Batch Transaction Selection form.



Batch Header Maintenance Form

Batch Number

This field contains the unique Batch Header Number. If creating a new Batch Header, the number will be automatically allocated by the system. This field cannot be maintained.

Creation Date
This field displays the date that the batch was created.

User Identification
This field contains the logon Id for the user creating the batch and automatically defaulted when creating a new Batch Header.

Description
This field contains the description of the Batch Header. This field may be maintained. If creating a new Batch Header, enter into the field the Batch Header description as required.

Batch Type – Standard/Recurring

Check on the applicable radio button to establish the type of Batch being created.

Document Type – Invoice/Credit Note/Journal

Check on the applicable radio button to establish the documents incorporated within the Batch.

Batch Total
This field is only available if the Batch Type is set to Standard. It is an optional field where the expected total of the transactions in the batch can be entered. If the total of the transactions do not match the Batch Total the status will be set to Imbalanced.

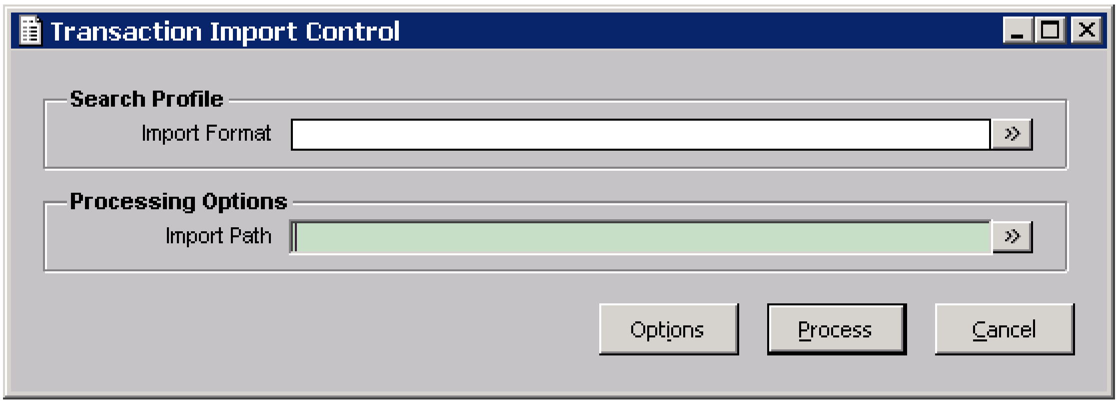
Invoice/Credit Note/Journal Information Date Frequency

These fields are only available if the Batch Type is set to Recurring. The description of the field reflects the Document Type nominated. Enter Number and Frequency information that can be extracted as part of Document printing.

Import Button
Press the Import button if a file of transactions is to be imported. Upon pressing Import, the Transaction Import Control Form is displayed

Transaction Import Control Form

This form provides the ability to import transactions, rather than having to physically enter each transaction at the Transaction Entry Form. The import function is especially useful when hundreds or even thousands of debtor accounts are being considered



Transaction Import Control Form

Import Format
Click on the Pop Up button to display the Export/Import Pop Up Form. When a selection is made from the pop up form, the description will be displayed in the Import Format field.

Import Path

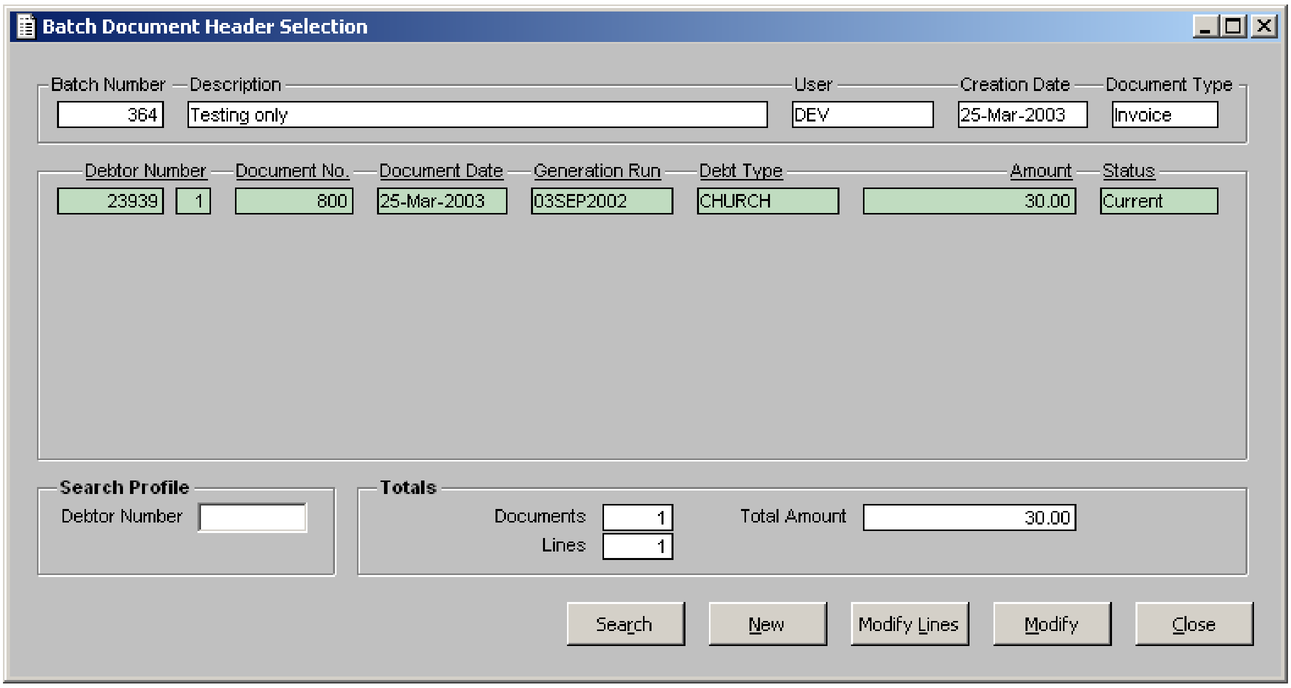
The path will automatically populate when the import format has been selected, if a path was entered when the format was originally set up. This path may also be overwritten. Otherwise click the detail button and you will be taken to Windows Explorer where a directory may be navigated to.

Batch Document Header Selection

This form provides the facility to modify (maintain) an existing transaction on the Batch, or alternately, add a new transaction to the Batch.

Depending on the status, it is possible to select multiple Batch Document Headers for maintenance or viewing. Statuses of “Current” and “Update Error” allow maintenance or deletion while “Updated” allows display only.

If the ‘Modify’ button is pressed, the Batch Document Header Maintenance form is invoked where the Batch Document Header and its Lines may be maintained. If the ‘Modify Lines’ button, the Batch Document Line Maintenance form is invoked where each Line may be maintained in turn. This provides a fast and easy way to maintain the Batch Document Line information (Debt Type, Amount etc.).



Batch Document Header Selection Form

Batch Number
This field contains the Batch Number defaulted from the Batch Header. This field cannot be maintained from this form

Description
This field contains the description of the Batch defaulted from the Batch Header. This field cannot be maintained from this form.

User
This field contains the logon code of the user who generated the Batch. This field cannot be maintained from this form.

Creation Date
This field contains the creation date of the Batch. This field cannot be maintained from this form.

Document Type
This field contains the document type of the Batch. This field cannot be maintained from this form.

Debtor Number
This field contains the Debtor Number and Check Digit that the transaction is to be raised on. Column sorting is available by placing the cursor on the column heading and clicking once. Clicking on the column heading a second time reverses the order.

Document Number
This field contains the document number assigned to the transaction when creating the transaction. Column sorting is available by placing the cursor on the column heading and clicking once. Clicking on the column heading a second time reverses the order. The ‘Document No.’ column is hidden for Recurring batches.

Document Date
This field contains the date that the Document was entered. Column sorting is available by placing the cursor on the column heading and clicking once. Clicking on the column heading a second time reverses the order.

Generation Run
This field contains the Generation Run ID to be utilised in the generation of the transaction. If all the underlying Batch Document Lines for a given Batch Document Header have the same Generation Run then this value is displayed in the corresponding columns on this form. The field is left blank if they are not the same for all of the underlying Batch Document Lines. Column sorting is available by placing the cursor on the column heading and clicking once. Clicking on the column heading a second time reverses the order.

Debt Type
This field contains the code of the Rate Type to be utilised in the generation of the transaction. If all the underlying Batch Document Lines for a given Batch Document Header have the same Debt Type then this value is displayed in the corresponding columns on this form. The field is left blank if they are not the same for all of the underlying Batch Document Lines. Column sorting is available by placing the cursor on the column heading and clicking once. Clicking on the column heading a second time reverses the order.

Amount
This field contains the amount of the transaction. Column sorting is available by placing the cursor on the column heading and clicking once. Clicking on the column heading a second time reverses the order.

Status
This field contains the status of the transaction. The ‘Status’ field is set to:
- *Error* if at least one of the underlying Batch Document Lines has an *Error* status.
- *Historic* if all the underlying Batch Document Lines have a *Historic* status (which is only possible for Recurring batches).
- *Current* if the document lines are waiting to be updated.
- *Update Errors* if at least one of the underlying Batch Document Lines has a monitored failure during update.

Column sorting is available by placing the cursor on the column heading and clicking once. Clicking on the column heading a second time reverses the order.

Search Profile – Debtor Number
Enter a Debtor Number to restrict the Batch Document Headers displayed.

Totals – Documents
This field displays the total number of Documents for the Batch.

Totals – Total Amount
This field displays the Total Amount for the Batch.

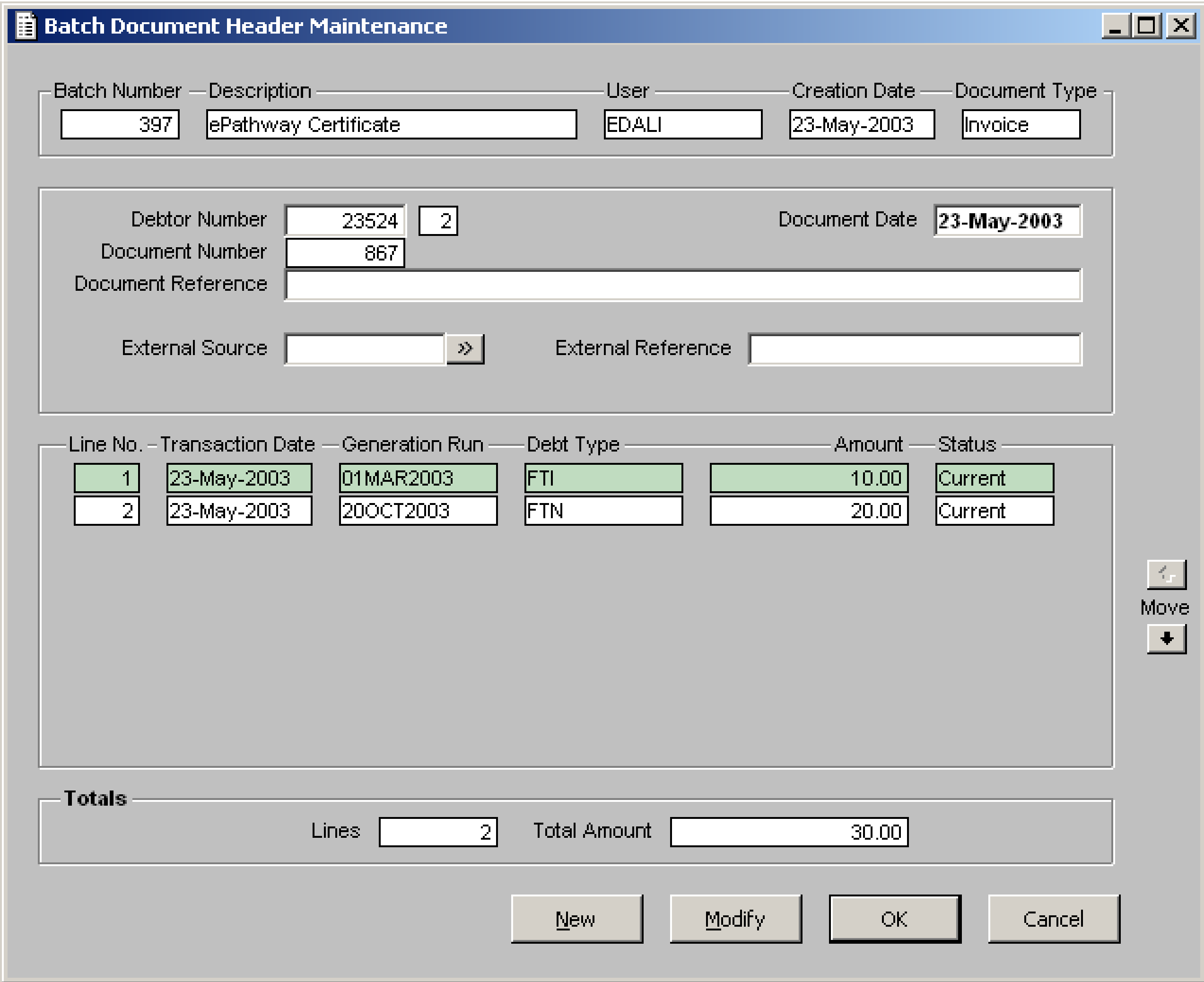
Total – Lines
This field displays the total number of lines for the Batch.

Modify Lines Button
Select the Modify Button to access the Transaction Entry Screen to maintain an existing transaction.

Batch Document Header Maintenance Form

Depending on the status this form allows the Batch Document Header fields to be maintained and displays all of the underlying Batch Document Lines for selection. Statuses of “Current” and “Update Error” allow maintenance or deletion while “Updated” allows display only.

There is also a ‘Totals’ section (total number and amount of Batch Document Lines). Deletion of the Batch Document Header will also delete all the underlying Batch Document Lines Note that individual Batch Document Lines may also be deleted on this form by selecting them (multi-select is available) and pressing F11. Note that there must always be at least one Batch Document Line for a Batch Document Header. It is possible to select multiple Batch Document Lines for maintenance. If the ‘Modify’ button is pressed, the selected Batch Document Lines are passed to the Batch Document Line Maintenance form.



Batch Document Header Maintenance Form

Batch Number
This field contains the Batch Number defaulted from the Batch Header. This field cannot be maintained from this form

Description
This field contains the description of the Batch defaulted from the Batch Header. This field cannot be maintained from this form.

User
This field contains the logon code of the user who generated the Batch. This field cannot be maintained from this form.

Creation Date
This field contains the creation date of the Batch. This field cannot be maintained from this form.

Document Type
This field contains the document type of the Batch. This field cannot be maintained from this form.

Debtor Number
This field contains the Debtor Number and Check Digit that the transaction is to be raised on. The 'Debtor Number' field may only be maintained if there are no underlying Batch Document Lines

Document Date
This field contains the date that the Document was entered. The 'Document Date' field defaults to the current date and may be overridden at any time.

Document Number
This field contains the document number assigned to the transaction when creating the transaction. The 'Document No.' column is hidden for Recurring batches.

Document Reference
Enter the Document Reference if one is applicable to the Batch Document.

External Source
Enter the External Source if one is applicable to the Batch Document. The 'External Source' is only displayed for a Standard batch and then only if there is at least one user-defined External Source.

External Reference
Enter the External Reference if one is applicable to the Batch Document. The 'External Reference' is only displayed for a Standard batch and then only if there is at least one user-defined External Source.

Line Number
This field displays the Line Number.

Transaction Date
This field displays the Transaction Date.

Generation Run
This field contains the Generation Run ID to be utilised in the generation of the transaction. If all the underlying Batch Document Lines for a given Batch Document Header have the same Generation Run then this value is displayed in the corresponding columns on this form.

Debt Type
This field contains the code of the Rate Type to be utilised in the generation of the transaction. If all the underlying Batch Document Lines for a given Batch Document Header have the same Debt Type then this value is displayed in the corresponding columns on this form.

Amount
This field contains the amount of the transaction.

Status
This field contains the status of the transaction. The 'Status' field is set to:
- *Error* if the Line has an *Error* status.
- *Historic* if all the underlying Batch Document Lines have a *Historic* status (which is only possible for Recurring batches)
- *Current* if the underlying Batch Document Lines are waiting to be updated.
- *Update Errors* if at least one of the underlying Batch Document Lines has a monitored failure during update.

Totals – Lines
This field displays the total number of lines for the Batch.

Totals – Total Amount
This field displays the Total Amount for the Batch.

Batch Document Line Maintenance Form

Depending on the status this form provides the functionality to maintain an existing transaction, or create a new transaction. Statuses of “Current” and “Update Error” allow maintenance or deletion while “Updated” allows display only.

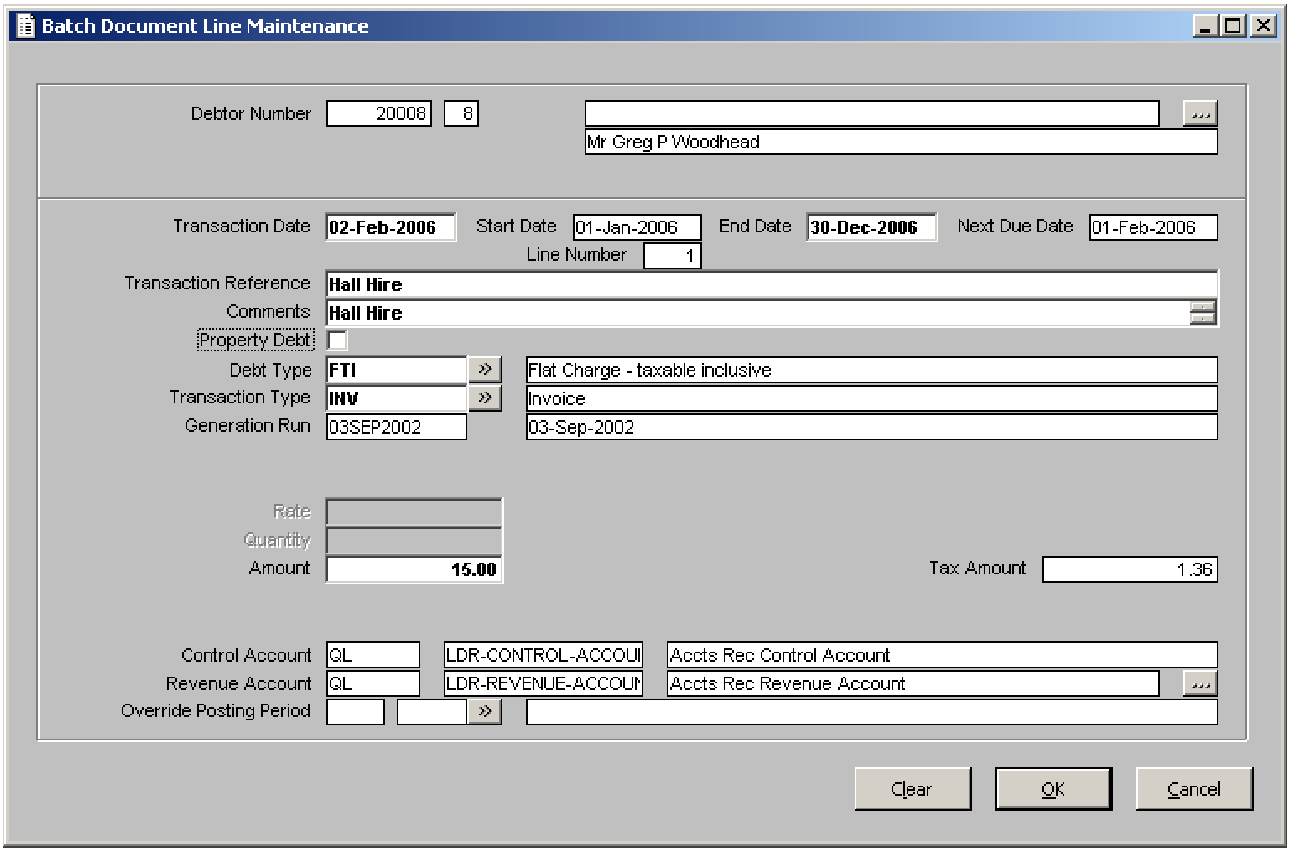
The transaction can be to generate an invoice, journal in a transaction or create a Credit Note on the Debtor assessment.

The Transaction Entry screen caters for the Credit Limit of a Debtor as follows:

- If the Debtor Balance already exceeds the Credit Limit:
  A warning message will appear stating “The Credit Limit for this Debtor has been exceeded. Do you wish to continue?”
  You may then either accept or cancel the transaction by replying Yes or No respectively. Pressing the Help button on the message will display the Debtor’s Credit Limit amount and current Balance.

- If the current transaction will cause the Credit Limit to be exceeded:
  A warning message will appear stating “The Credit Limit for this Debtor will be exceeded. Do you wish to continue?”
  You may then either accept or cancel the transaction by replying Yes or No respectively. Pressing the Help button on the message will display the Debtor’s Credit Limit, current Balance, and potential Balance (i.e. the Balance if this transaction and all other batch transactions for the Debtor were updated).

Note: All Standard (but not Recurring) Batch Transactions for a Debtor that are yet to be updated are taken into consideration when checking whether the Credit Limit might be exceeded.



Batch Document Line Maintenance Form

Debtor Number

This field contains a nine-digit Debtor Number that has been automatically allocated to the Debtor when the Debtor Assessment was created.

Location Description

This field contains the formatted location description of the Debtor Assessment to be used as a further check to ensure that you are journaling entries into the correct Debtor Assessment.

If the debtor assessment has not been linked to a property, this field will be Blank.

Debtor Name
This field contains the Name(s) of the Debtor(s).

Reversal Checkbox
If this checkbox is checked on, then the transaction you are entering is a reversal of a previous entry.

Note: This field will only be available if the Batch Document Type is Credit Note.

Reverse Transaction

This field contains the description of the Reversal Transaction. Click on the pop up to select a Transaction to reverse.

Note: The pop up is not accessible until you have checked the Reversal Checkbox to **ON.**
This field will only be available if the batch Document Type is Credit Note.

Transaction Date
This field contains the Transaction date of the entry. When adding a new Batch Document Line, the 'Transaction Date' field will default to the 'Document Date' from the Batch Document Header and can be overridden. The Transaction date is the date that the Transaction takes effect from. Pressing F2 or double clicking on this field displays the default calendar that can be utilised to select the required date.

Start Date
The Start Date refers to the date that the recurring Transaction is to commence. This field is only displayed when the Batch Header has been defined as a Recurring Batch.

End Date
The End Date refers to the date that the recurring Transaction will end. This field is only displayed when the Batch Header has been defined as a Recurring Batch.

Next Due Date
The Next Due Date refers to the date that the recurring Transaction is due to be processed. This field is for information only. The field is only displayed when the Batch Header has been defined as a Recurring Batch, and an Invoice Information Date Frequency has been nominated on the Header.

Document Number
This field displays the Document Number.

Line Number
This field displays the Line Number for the Batch Document Line.

Transaction Reference
Enter in this field a Transaction Reference that is associated with this Transaction. The reference is limited to 10 characters. The reference will appear on various transaction related on-line enquiries, and on the Transaction Listing report.
Double click on the field to zoom the field in order to read the total contents, if necessary.

Comments
Enter in this field a Narrative to more fully describe the reason for the Transaction. The field is unlimited. The comments will appear on various transactions related on-line enquiries, on the Transaction Listing report and as an export field for the Property Certificates.
Double click on the field to zoom the field in order to read the total contents, if necessary.

Property Debt Flag
Check on this Flag if the transaction being raised is a property debt. Once checked on the Property Address Field becomes available to allow the selection of the Property that the debt is associated to. The subsequent amount generated will be viewed on the Property Summary Form and included within Certificates.

Property Address

The Property Address for the Debt is shown in this field. The Detail button can be used to search for the property via the Property Search Profile function.

Debt Type

This field contains the Debt Type that you are entering transactions against. Click on the pop up to select a Debt Type. Only Debt Types for the Category assigned to the Debtor Type will be displayed for selection. (These Debt Types must previously have been set up in “Debt Types Maintenance”).

Transaction Type

This field contains a Transaction Type. Click on the pop up to select the Transaction Type you wish to use for this Transaction.

Generation Run

This field contains a code representing a Generation Run that controls Pay by Dates, Fine/Interest/Penalty dates etc. Click on the pop up to select the Generation Run you wish this transaction to apply to. (These Generation Runs must previously have been set up in “Generation Run Maintenance”).

Rate

This field is utilised when the rate type being used is based on a Unit calculation method. The field will default the rate per unit from the Rate Type Parameters.
The field is not available unless a Unit based rate Type is used.

Quantity

Insert the quantity of units that will be utilised when the calculation is made against the rate appearing the field above.
This field is not available unless the rate type being used is a rate type with a Unit based calculation method.

Amount

This field contains the amount of the transaction you are entering (the amount is defaulted in if the Rate Type is set as a Fixed Charge).
If this amount is being overridden from the amount set in the Rating Period Rate Type Maintenance the amount should include the Tax Component (even if the Tax is set at Exclusive).
When entering a Credit precede the amount with a ‘- ’.

Tax Amount

This field displays the amount of tax that is part of the total transaction amount.

External Source

Enter, or select via the Pop Up, an External Source Code.
The External Source may be set to a user defined External Source that has been set up in External Source Maintenance. It is not possible to select system defined External Sources.

External Reference

The External Reference is an optional free format text field. It can only be entered if an External Source has been entered, and may be set to a reference value that pertains to the external system.

Control Account

These fields contain the Ledger Account that the Transaction amount is to be debited. These fields will default with the details previously established at the Transaction Type Parameters.

Revenue Account

These fields contain the Ledger Account that the Transaction amount is to be credited. These fields will default with the details previously established at the Transaction Type Parameters.

Revenue Account Detail Button

If there is a requirement to have multiple or different Revenue accounts being selected for this transaction, then the Revenue Account Detail button can be used to display the Account Override Allocation Maintenance form.

Override Posting Period

Insert the ledger date and period if it is required that the posting period be different to the current period. Alternately, click on the pop-up to select the appropriate ledger period, year and description.

First Occurrence Button

This button will select the first Transaction Entry selected.

Previous Button

This button will select the previous Transaction Entry.

Next Button
This button will select the next Transaction Entry.

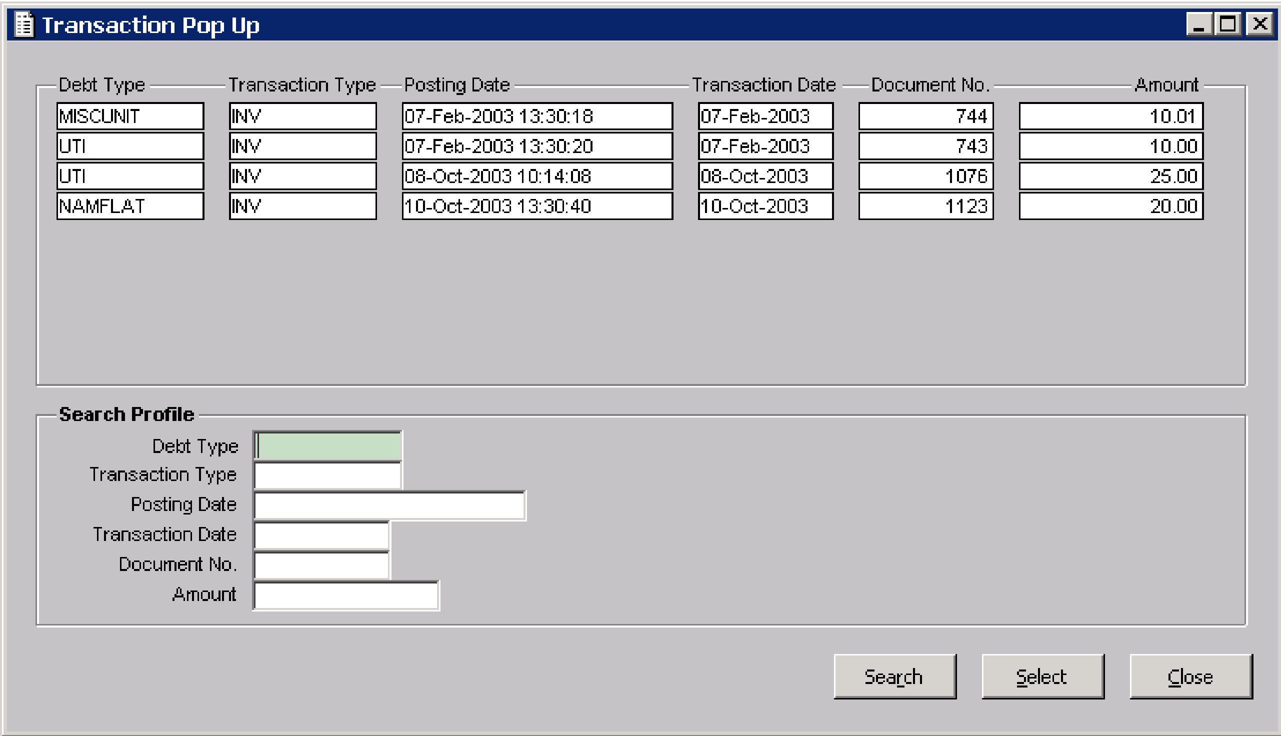
Last Occurrence Button
This button will select the last Transaction Entry.

List Position
This indicates the number of occurrences selected and the current position in this list. For instance 2 of 8.

Clear Button
Select this button to clear the current transaction off the screen.

Transaction Pop-Up Form

This form provides the ability to select a transaction to reverse.



Transaction Pop-Up Form

Debt Type
This field displays the Debt Type of the transaction.

Transaction Type
This field displays the Transaction Type of the transaction.

Posting Date
This field displays the Posting Date of the transaction.

Transaction Date
This field displays the Transaction Date of the transaction.

Document No.
This field displays the Document Number of the transaction.

Amount
This field displays the Amount of the transaction.

Search Profile – Debt Type
Enter a Debt Type to search on.

Search Profile – Transaction Type
Enter a Transaction Type to search on.

Search Profile – Posting Date
Enter a Posting Date to search on.

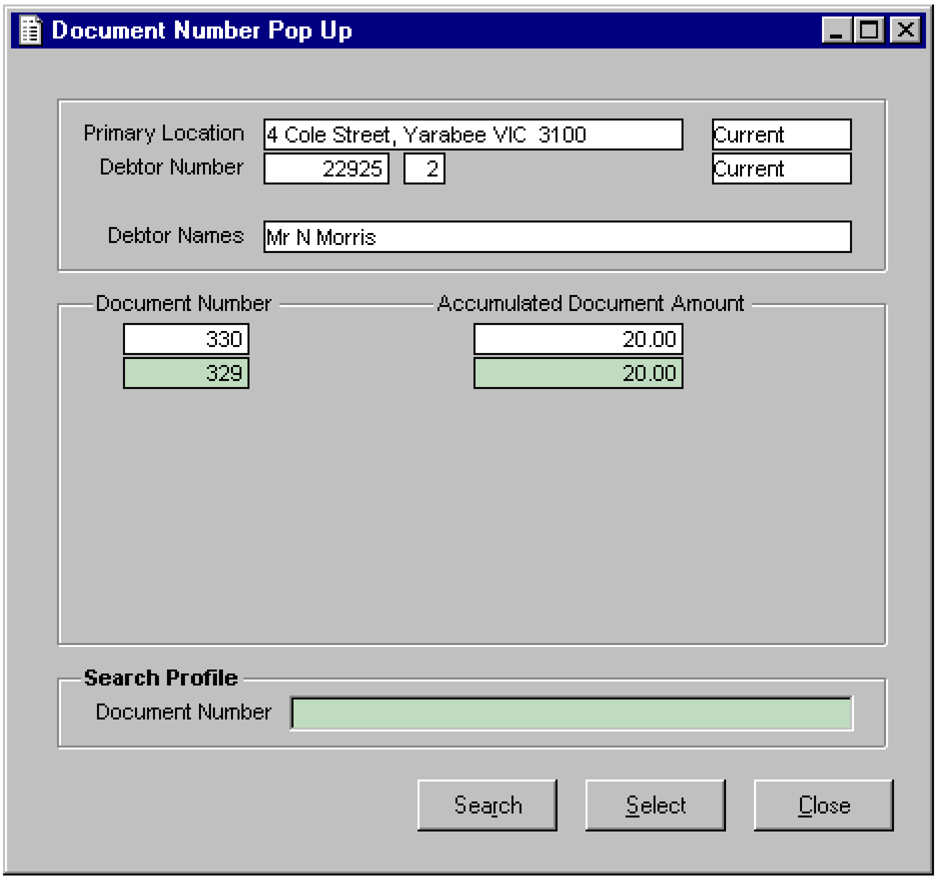
Search Profile – Transaction Date
Enter a Transaction Date to search on.

Search Profile – Document No.
Enter a Document number to search on.

Search Profile – Amount
Enter an Amount to search on.

Document Number Pop-Up Form

This form provides the facility to select a Document Number to link the current document to.



Document Number Pop Up Form

Primary Location
If a Property has been selected as the Primary Location for the Debtor Assessment, then its formatted address is shown in this field.

Debtor Number
This field contains up to a nine-digit Debtor Number that has been automatically allocated when the Debtor assessment was created.

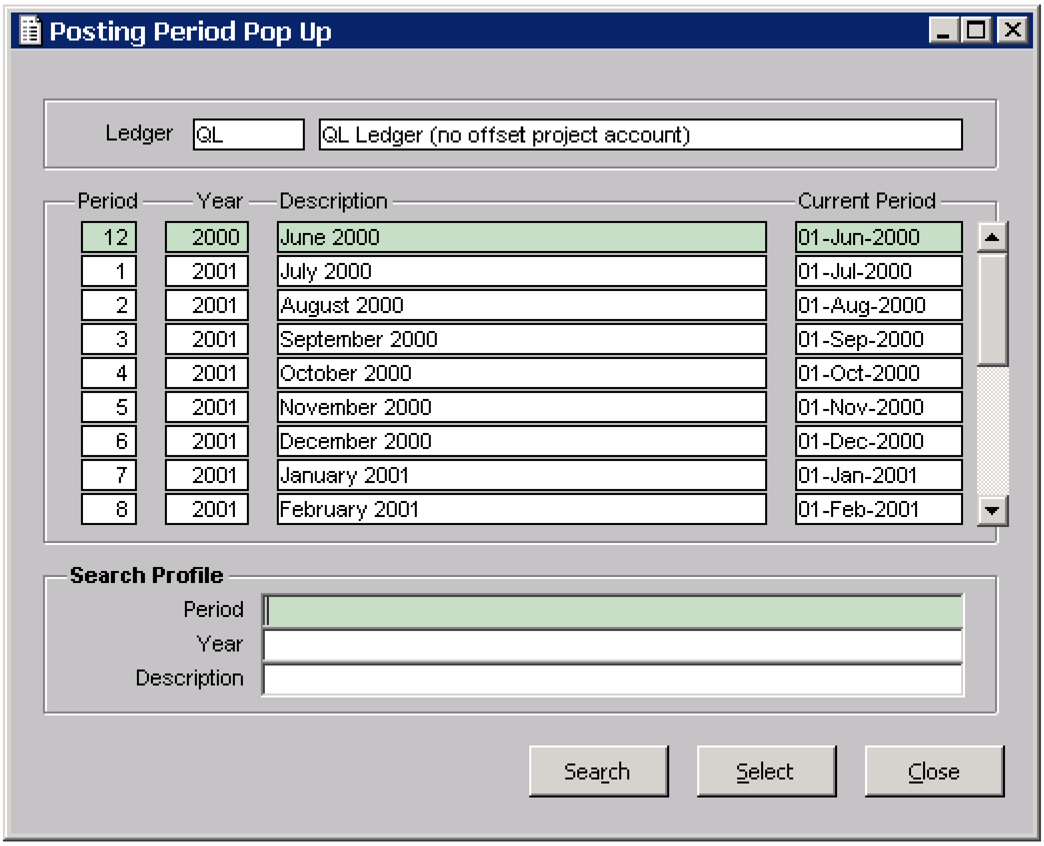
Debtor Names
This field contains the Name(s) of the Debtor(s).

Document Number
This field shows a list of Document Numbers that have been entered previously for this Debtor in this Batch. Select the Document Number that you wish to link the current Document to.

Accumulated Document Amount
This field shows the Accumulated Amount for the Document, including those that are linked to it.

Posting Period Pop-Up Form

This form provides the facility to select an appropriate posting period if an alternate posting period is required in lieu of the current period. These periods will have been already established within the Ledger Parameters.



Posting Period Pop Up Form

Ledger
These fields contain the Ledger Code and the Ledger Description. These fields cannot be maintained on this form.

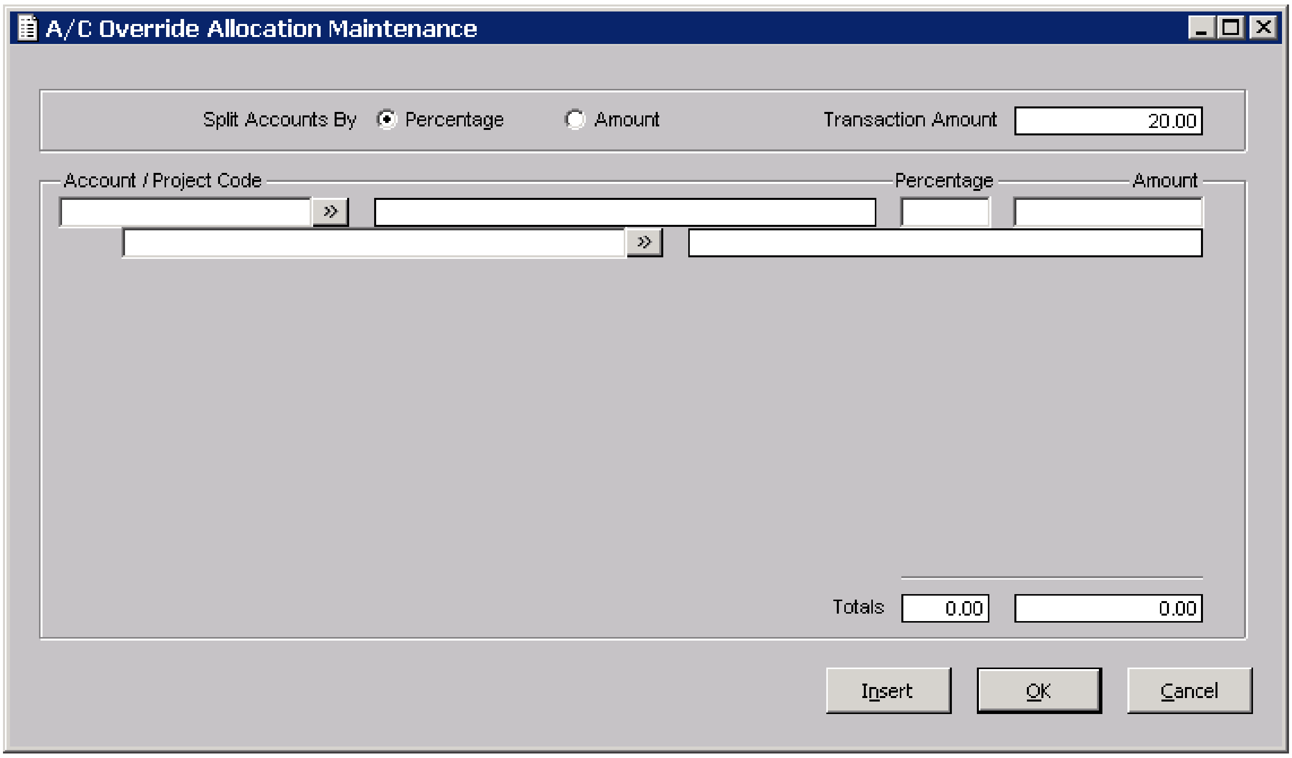
Period
This field contains the Ledger Period. This field cannot be maintained on this form.

Year
This field contains the Ledger year. This field cannot be maintained on this form.

Description
This field contains the description of the Ledger year. This field cannot be maintained on this form.

Current Period
This field contains the Current Period applicable to the Ledger year. This field cannot be maintained on this form.

A/C Override Allocation Maintenance



A/C Override Allocation Maintenance Form

Split Accounts By

Select the method by which the accounts are to be split. Available options are:

- Percentage
- Amount

Transaction Amount

This field displays the amount of the transaction.

Account/Project Code

Enter (or select from the pop up) the Account or Project Code.

Percentage

Enter the percentage amount of the transaction to be posted to this General Ledger Account/Project. This field is only maintainable when the Split Accounts By method of Percentage is selected.

Amount

When the Split Accounts By method is set to Percentage this field will display the dollar amount to be posted to the General Ledger Account/Project. When the Split Accounts By method is set to Amount the dollar amount to be posted to the General Ledger Account/Project must be entered.

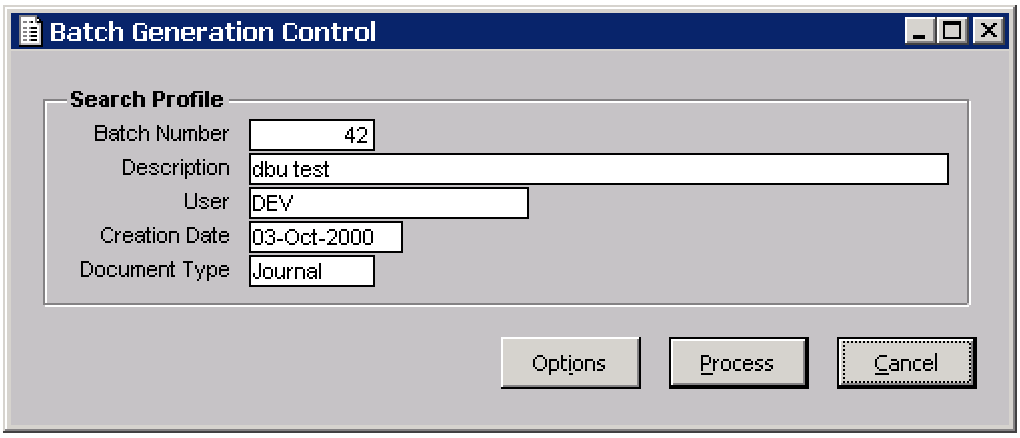
Totals

These fields display the total Percentage and Amount for the entered Account Override Allocations.

Batch Generation Control Form

This form provides the facility to process the Recurring Batch. Subsequent to the processing of the batch, a Standard Batch is created with the status of “Awaiting Update”. This Batch can be reviewed, maintained etc prior to update.

Access to this process will only be available if a Recurring Batch is highlighted and subsequently, the “Schedule” button is available.



Batch Generation Control Form

Batch Number
The field contains the Batch Number defaulted from the selected Batch. This field cannot be maintained from this form.

Description
This field contains the description of the Batch selected. This field cannot be maintained from this form.

User
This field contains the logon code for the User who created the Batch.

Creation Date
This field contains the date of the creation of the Batch.

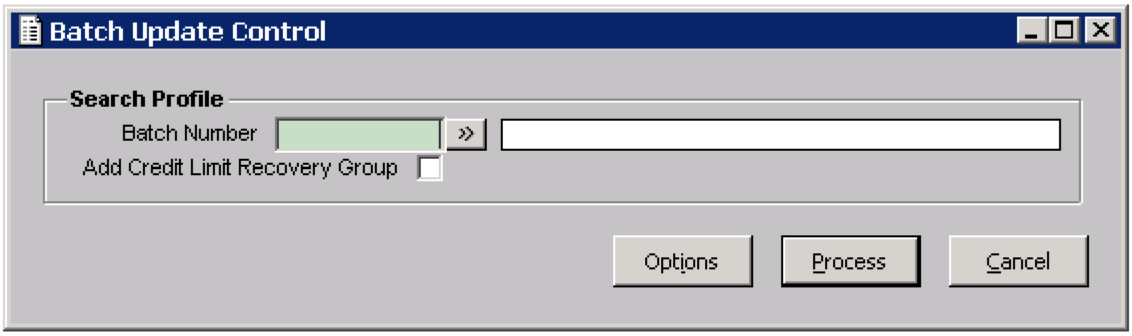
Document Type
This field contains the description of the Document Type associated with the Batch.

Batch Update

Batch Update Control

This Form will process the Batch and update the Debtor assessments with the transactions.

A warning message will be reported on the Exception Report if a transaction is posted for a Debtor where the Credit Limit has been exceeded.



Batch Update Control Form

Batch Number

Insert the Batch Header Number and tab out of the field. The system will validate the Batch header Number and populate the description field with the description of the header. Alternately, click on the pop-up to access the Batch header Pop-up to select the appropriate batch.

Add Credit Limit Recovery Group

When set on and the batch transactions for a Debtor result in the Debtor exceeding their Credit Limit, the Credit Limit Recovery Group defined on the Debtor's Debtor Type (along with its first Activity) will be added to the Debtor.

Note the following points:
a) If the Credit Limit Recovery Group is already current for the Debtor, there will be no change.
b) If the Debtor already has another current Recovery Group, the Credit Limit Recovery Group will not be added and an exception will be generated.
c) The Batch Update Report has been updated to include a Credit Limit Recovery Group Summary section on the last page. This details the number of Debtors that each Credit Limit Recovery Group has been added along with a total number of Debtors.

Bulk Debtor Maintenance Options

These options allow for the Bulk Maintenance of Debtors. It is a two step process consisting of Generation and Update processes.

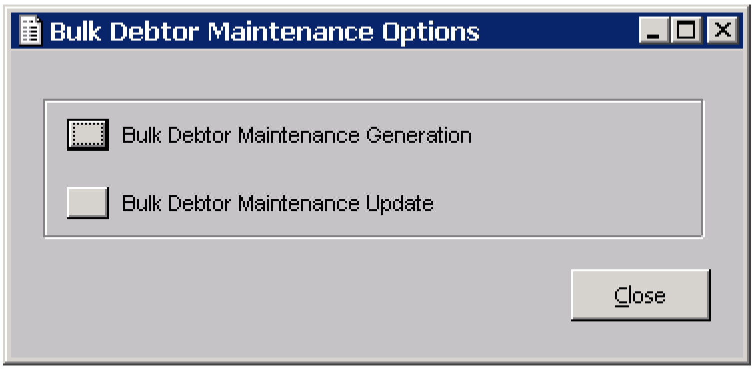
Operations that can be performed under this option are:

- Add Activity
- Change Activity
- Remove Activity
- Update Debtor Details
- Update Fine Override Dates

Bulk Debtor Maintenance Options

This form enables you to choose from the following two options.

- Bulk Debtor Maintenance Generation
- Bulk Debtor Maintenance Update



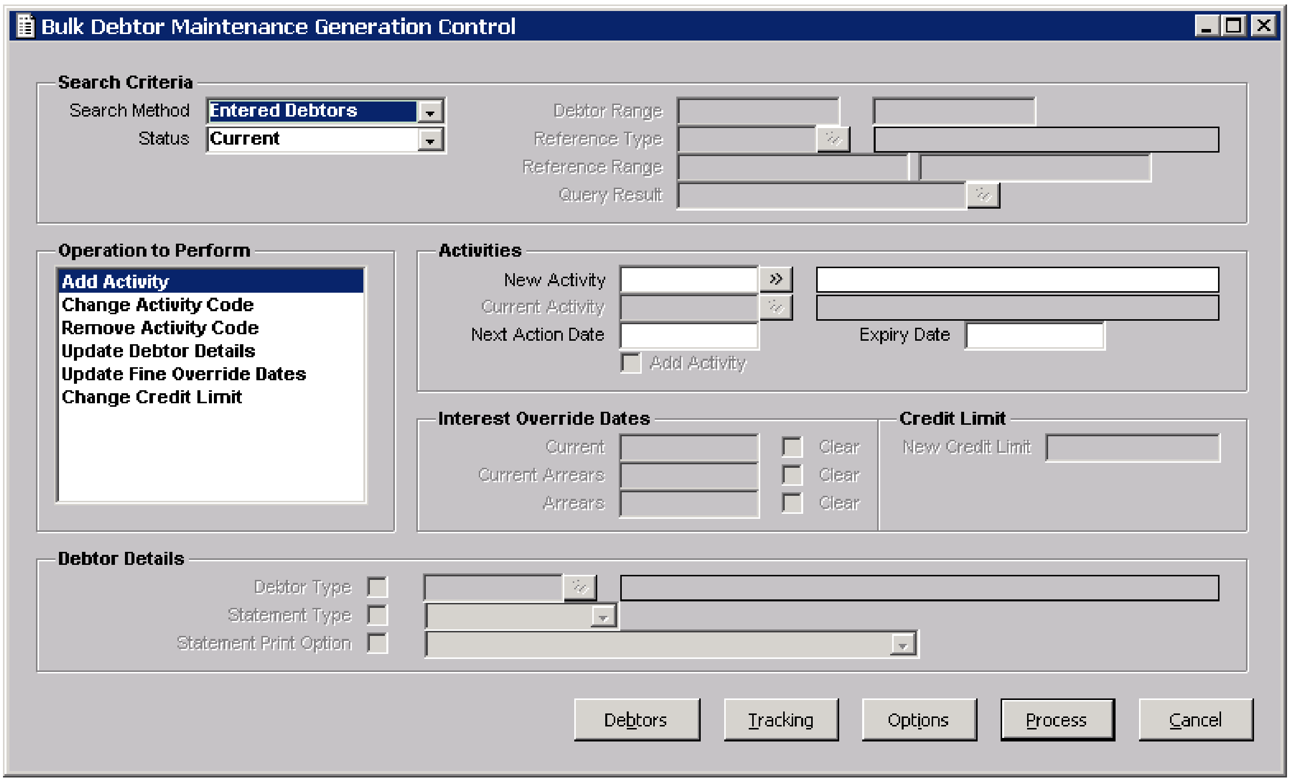
Bulk Debtor Maintenance Options Form

Bulk Debtor Maintenance Generation Button
Click on this button to enable entering of data to perform Bulk Debtor Maintenance.

Bulk Debtor Maintenance Update Button
Click on this button to perform the update of the Bulk Debtor Maintenance. Bulk Debtor Maintenance must be carried out before this option is selected.

Bulk Debtor Maintenance Generation Control Form

This form enables the entry of details to Bulk update Debtors.



Bulk Debtor Maintenance Generation Control Form

Search Criteria – Search Method

Select from the list the Search Method to be used. Available options are:

- Entered Debtors
- Debtor Range
- Reference Range
- Search System

Search Criteria – Status

Select from the list the Debtor Status for the updating to occur over. Available options are:

- Current
- Current & Proposed
- Proposed

Search Criteria – Debtor Range

These fields are only available when the Search Method is set to Debtor Range. Enter a Debtor Range for the maintenance to occur over.

Search Criteria – Reference Type

These fields are only available when the Search Method is set to Reference Range. Enter a Reference Type for the maintenance to occur over.

Search Criteria – Reference Range

These fields are only available when the Search Method is set to Reference Range. Enter a Reference Range for the maintenance to occur over.

Search Criteria – Query Result

These fields are only available when the Search Method is set to Search System. Enter (or select from the pop up) a Query Result for the maintenance to occur over.

Operation to Perform

Select the Operation to Perform. The Operation selected enables entry of additional details. Available options are:

- Add Activity
- Change Activity Code
- Remove Activity Code

- Update Debtor Details
- Update Fine Override Dates
- Change Credit Limit

Activities – New Activity

Enter (or select form the pop up) a new Activity to be added.

Activities – Current Activity

Enter (or select form the pop up) the Current Activity that is to be replaced.

Activities – Next Action Date

Enter a Next Action Date to be associated with the Activity being added.

Activities – Expiry Date

Enter an Expiry Date to be associated with the Activity being added.

Activities – Add Activity

Check this on and select an Activity to be added to the Debtors that have the maintenance performed. This check box is only available with the following Operations to Perform:

- Update Debtor Details
- Update Fine Override Dates
- Change Credit Limit

Interest Override Dates – Current

This field contains the date that you wish to use as the Current Fines Override Date. Pressing F2 or double clicking on this field will display a calendar that can be used to choose the required date.

Interest Override Dates – Current Clear

Check this checkbox on if you wish to clear Current Fine Override Dates.

Interest Override Dates – Current Arrears

This field contains the date that you wish to use as the Current Arrears Fines Override Date. Pressing F2 or double clicking on this field will display a calendar that can be used to choose the required date.

Interest Override Dates – Current Arrears Clear

Check this checkbox on if you wish to clear Current Arrears Fine Override dates.

Interest Override Dates – Arrears

This field contains the date that you wish to use as the Arrears Fines Override Date. Pressing F2 or double clicking on this field will display a calendar that can be used to choose the required date.

Interest Override Dates – Arrears Clear

Check this checkbox on if you wish to clear Arrears Fine Override Dates.

Credit Limit – New Credit Limit

Enter the new Credit Limit Amount to be added to Debtors.

Debtor Details – Debtor Type

Check the box on if the Debtor Type is to be maintained. Enter (or select from the pop up) the new Debtor Type to be associated with the Debtors.

Debtor Details – Statement Type

Check the box on if the Statement Type is to be maintained. Choose from the list the Statement Type to be updated on the Debtors.

Debtor Details – Statement Print Option

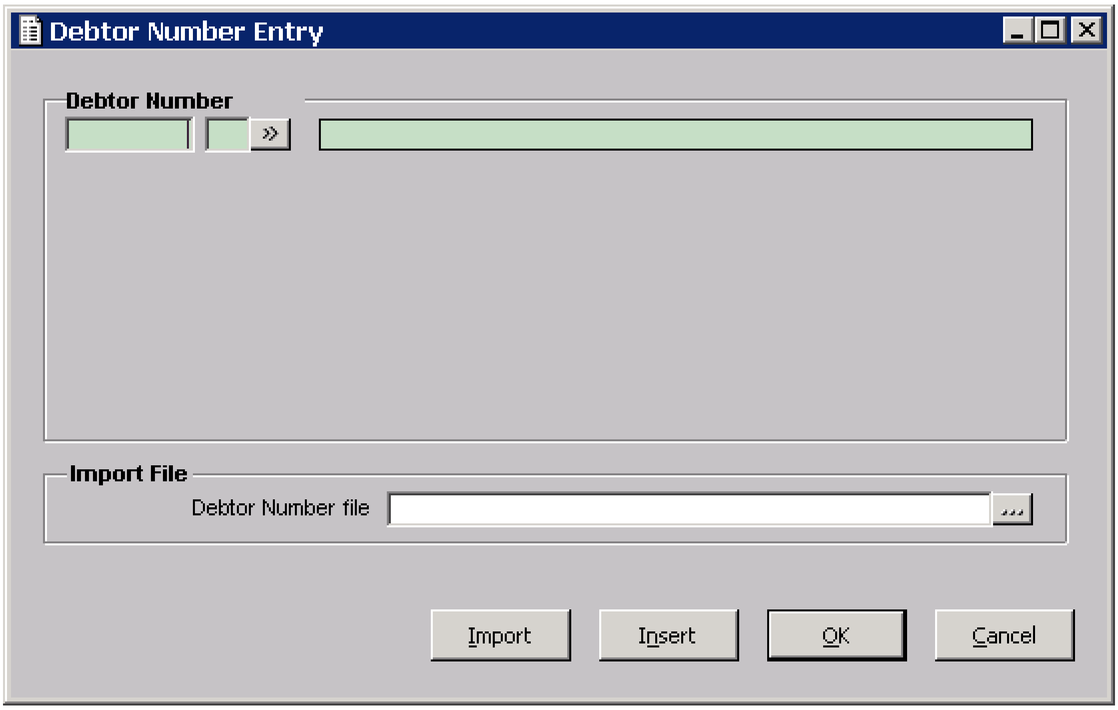
Check this on if the Statement Print Option is to be maintained. Select from the list the Statement Print Option to be associated with the Debtors.

Debtors Button

This button is only available if the Search Method is set to Entered Debtors. Press this button to bring up the Debtor number Entry form to enter Debtors for Bulk Maintenance to occur to.

Debtor Number Entry Form

This form allows users to manually enter Debtor Numbers, or alternatively import a file of Debtor Numbers.



Debtor Number Entry Form

Debtor Number

These fields contain the entered debtor numbers and check digits. The Property Address (if applicable to the debtor account) is also displayed.

Debtor Number File

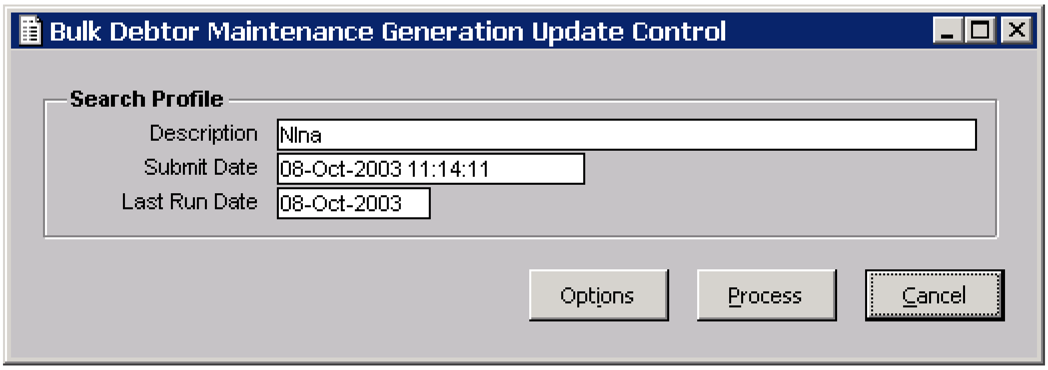
This field displays the Path and File name for the Import File. Click on the Detail button and navigate through Windows Explorer to where the import file is located

Import Button

After the Import File has been selected and appears on the form, click the Import Button to import the file. If a file has not already been selected when the Import button is clicked, an error message is displayed.

Bulk Debtor Maintenance Generation Update Control Form

This form allows the user to update Bulk Debtor Maintenance performed.



Bulk Debtor Maintenance Generation Update Control Form

Description

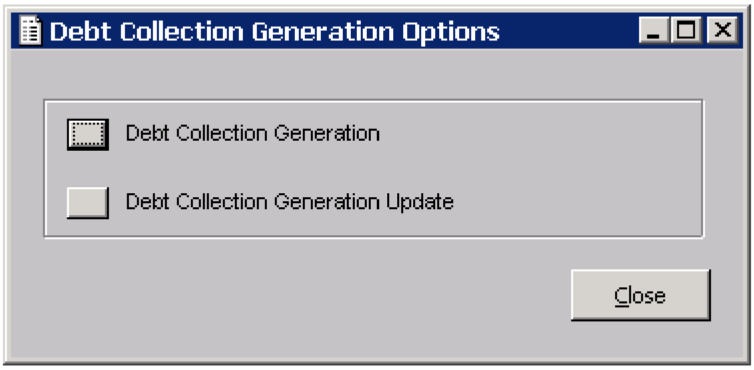
This field displays the description of the last Bulk Debtor Maintenance job generated.

Submit Date
This field displays the date and time the last Bulk Debtor Maintenance job was submitted.

Last Run Date
This field displays the last date the Bulk Debtor Maintenance was run.

Debt Collection Generation Options

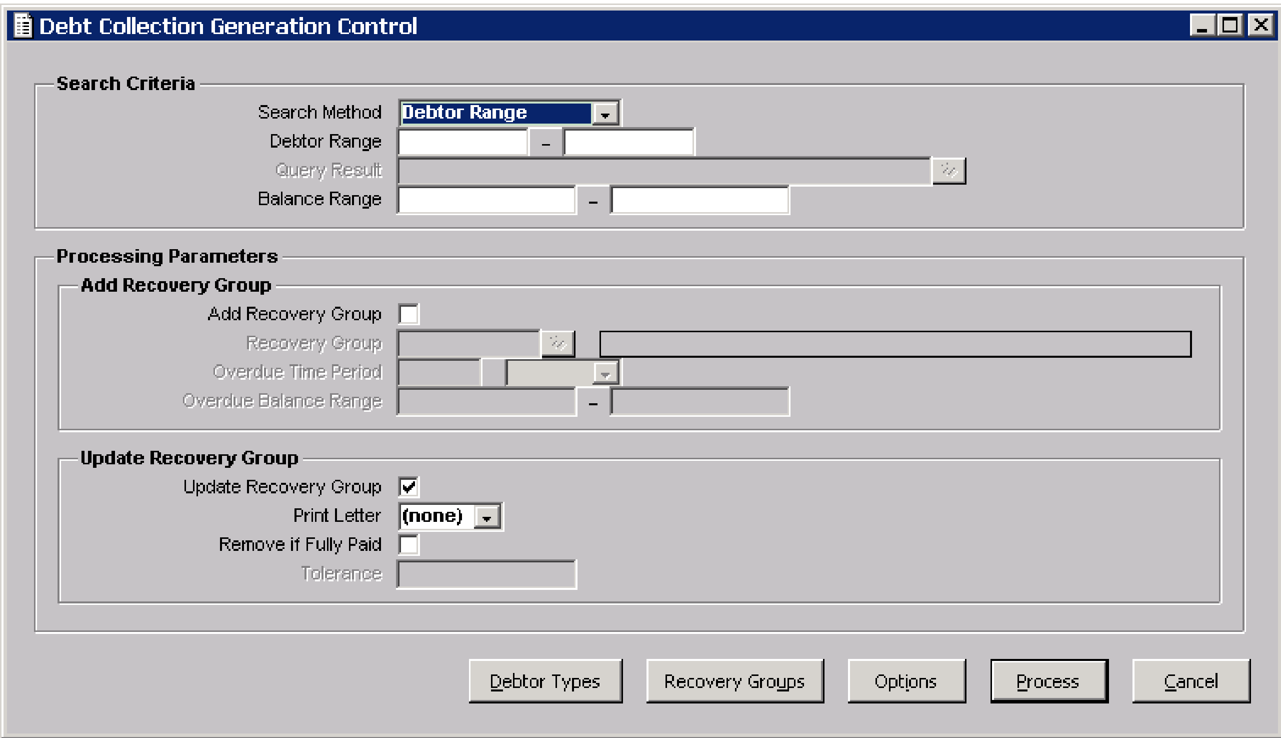
There are 2 steps in this process. Items for Debt Collection have to be generated first and then updated.



Debt Collection Generation Options

Debt Collection Generation Control Form

This form allows users to



Debt Collection Generation Control Form

Search Method
Select a search method from the dropdown menu. There are 2 choices:-

- Debtor Range
- Search System

Debtor Range
Enter a Debtor Range on which to base your search. If no debtor range is entered, ALL debtors will be considered.

Query Result

Select a Query Result from the Pop Up Form. Alternatively the Query Result description may be entered manually (if already known).

Balance Range

Enter a Balance Range on which to base your search, if required. If no Balance Range is entered, ALL balances will be considered.

Add Recovery Group

Tick ON this option if a Recovery Group is to be added to the debtors that are reported on.

Recovery Group

Select a Recovery group from the Pop Up Form. Alternatively the Recovery Group may be manually typed in (if already known).

Overdue Time Period

Enter a number for the time and select a period from the dropdown list. There are 3 options to choose from:

- Days
- Weeks
- Months

Overdue Balance Range

Enter an Overdue Balance to be considered when the Recovery Group is being applied.

Update Recovery Group

Tick ON this option if the Recovery Group is required to be updated

Print Letter

Select an option for Letter Print from the dropdown. There are 3 options to choose from:

- (none)
- Draft
- Final

Remove if Fully Paid

Tick ON this option if the Recovery Group is to be removed if the debtor account is fully paid.

Tolerance

Enter a tolerance to be considered for a fully paid debtor account.

For example:

If 0.05 is entered, if a debtor account is paid to within 5c of the total, Pathway will consider this debtor account to be fully paid.

Debtor Types Button

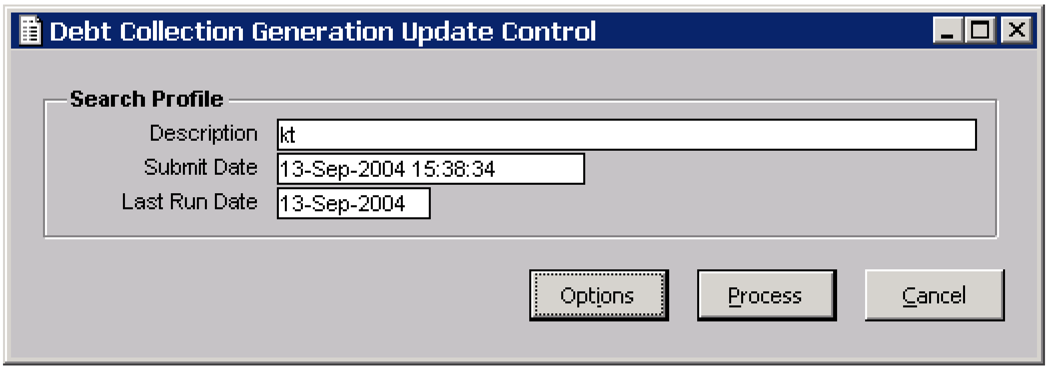
Click on this button to go to the Debtor Type Maintenance Form

Recovery Groups Button

Click on this button to go to the Recovery Group Maintenance Form

Debt Collection Generation Update Control Form

This form will update the most recent generation for Debt Collection. Simply click Process, then enter a Description and then click OK



Debt Collection Generation Update Control Form

Description
This field displays the description of the last Bulk Debtor Maintenance job generated.

Submit Date
This field displays the date and time the last Bulk Debtor Maintenance job was submitted.

Last Run Date
This field displays the last date the Bulk Debtor Maintenance was run.

Direct Debit Extraction

Direct Debit Extraction Form

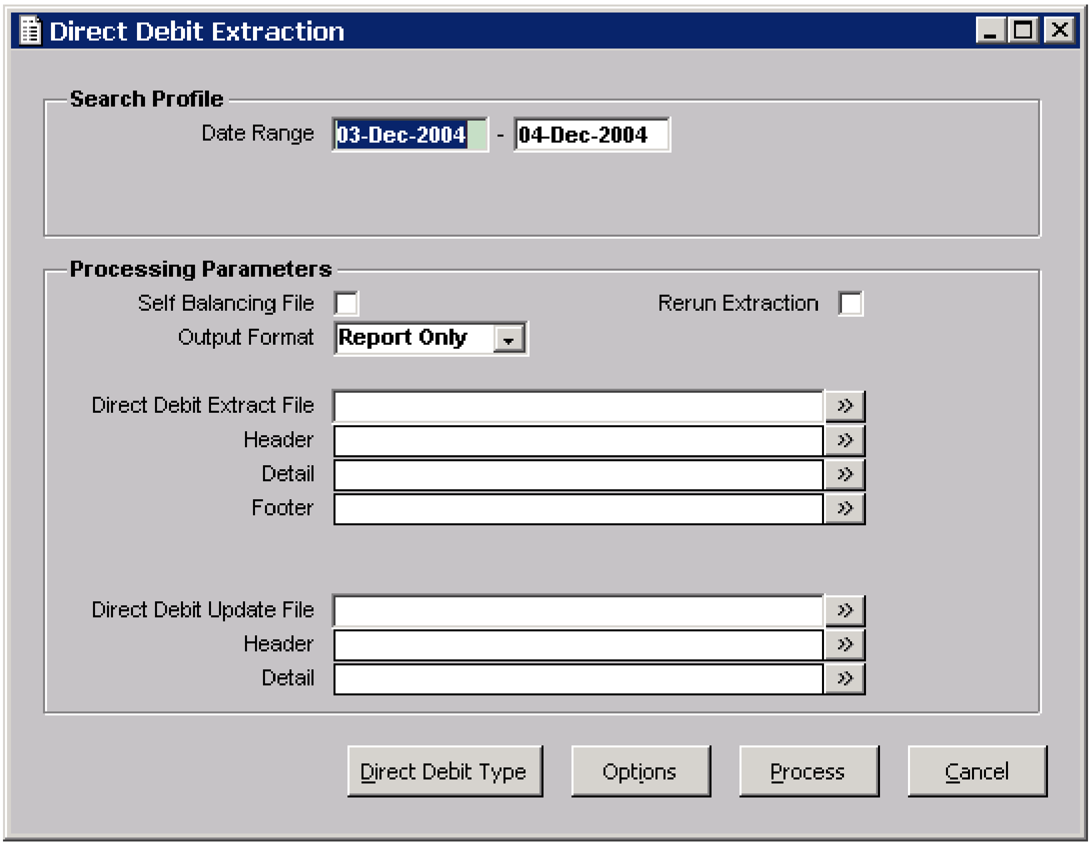
This facility provides the option to extract amounts due, and their particulars, from those Debtor Accounts that have Direct Debit Arrangements in place. Prior to running this option, the necessary System Parameters will have been set, the Query Extract Formats will have been established and created, and the direct debit arrangements created on the various assessments.

The process will create two files:-

- The Direct Debit Extract File to be forwarded to the Council's Financial Institution to enable debiting of customer's bank accounts
- The Direct Debit Update File to be uploaded via receipting to update the respective assessments with the payments.

Once the process has been run, various flags are set to ensure no duplication of payment. Should it be necessary (for whatever reason) to run this process again, then the Re-Run checkbox should be ticked ON. For assessments with a Direct Debit Record carried into the new rating year (after End Of Year Roll) the generation of the annual rates will re-activate these arrangements (only Instalment, Nett or Current) for the new year.

This function can be run in multi-batch mode.



Direct Debit Extraction Form

Date Range

Enter an appropriate Date Range. Direct Debits that fall within the date range will be considered for extraction.

Self Balancing File
Tick ON this option if you wish to create a Self-Balancing file during the extraction process.

Re-Run Extraction
Tick ON this option if you are running the Extraction process again, and the original extraction has not been updated.

Output Format
There are 3 Options from which to choose:-

- Report Only
- Export Only
- Export/Report

Direct Debit Extract File
Enter a directory and file name if there is not already details here, eg C:\Temp\DD_Extract.txt

Header
Select the appropriate Header Format from the pop-up.

Detail
Select the appropriate Detail Format from the pop-up.

Footer
Select the appropriate Footer Format from the pop-up.

Direct Debit Update File
Enter a directory and file name if there is not already details here, eg C:\Temp\DD_Extract.txt

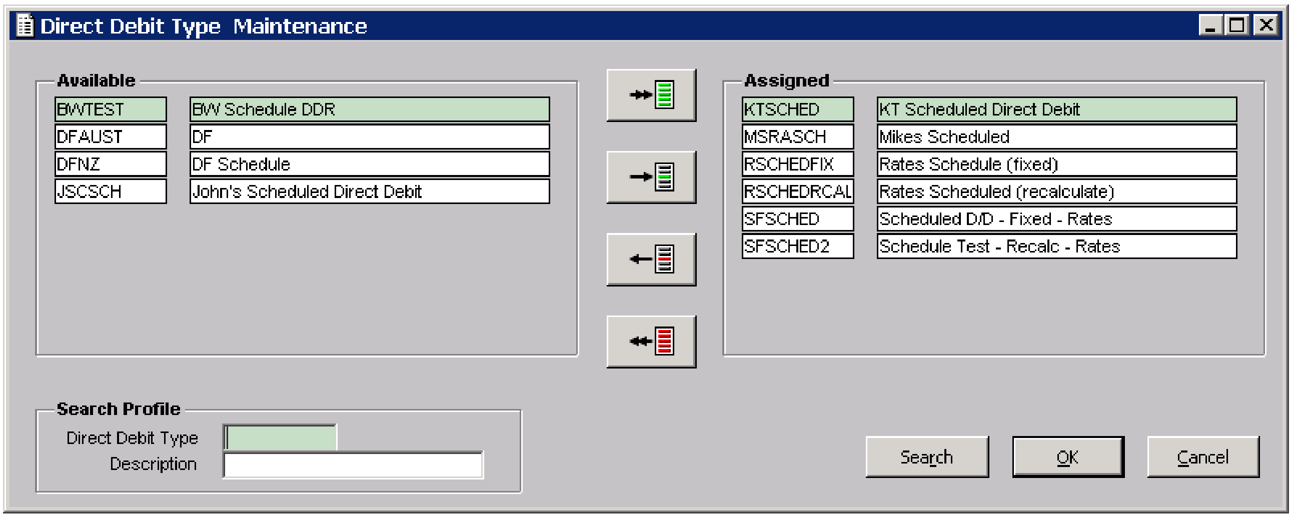
Header
Select the appropriate Header Format from the pop-up.

Detail
Select the appropriate Detail Format from the pop-up.

Direct Debit Type Button
Click this button to go to the Direct Debit Type Maintenance Form

Direct Debit Type Maintenance Form

This form can be used to select some or all of the Direct Debit Types. Those that are 'Available' will not be considered, while those that are 'Assigned' will be considered



Direct Debit Type Maintenance Form

Available

The Direct Debit Types that appear on this side will not be considered for the process being run.

Assigned

The Direct Debit Types that appear on this side will be considered for the process being run.

Search Profile – Direct Debit Type

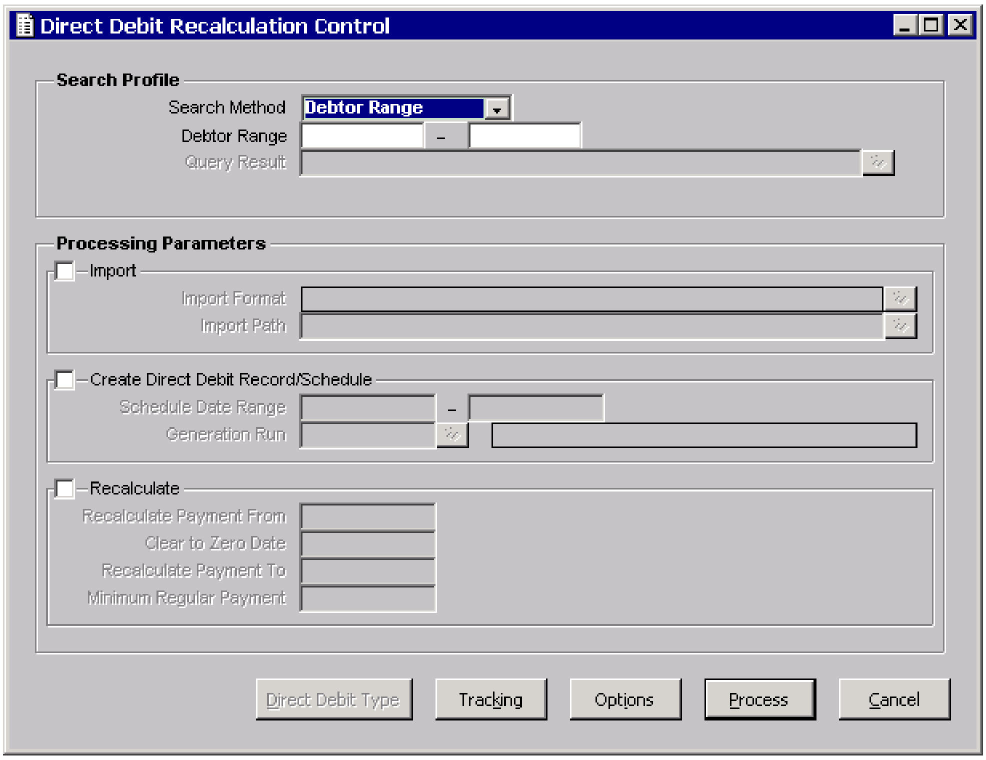
Enter a Direct Debit Type (or part thereof) on which to base a search.

Search Profile – Description

Enter a Description (or part thereof) on which to base a search.

Direct Debit Recalculation

Direct Debit Recalculation Control Form



Direct Debit Recalculation Control Form

Search Method

There are 2 methods in which to search for Debtor Accounts:

- Debtor Range – simply enter a range eg 100 to 200
- Search System – allows the selection of a query

Debtor Range

Simply enter a range of debtor account numbers over which to search, eg 100 to 200

Query Result

Select a query from the pop-up form. The results of the query will be the basis of your search.

Import Checkbox

Tick ON this checkbox if you wish to import a file of new direct debits

Import Format

Select the appropriate format for the import file. The import file must be the exact format as the import format, otherwise the import will not work correctly. Import formats must be set up through Query Parameters >> Export/Import Format Maintenance

Import Path

Enter the path where the import file is stored if this field is blank, eg C:\Temp\Import.txt

Create Direct Debit Schedule/Record Checkbox

Tick ON this checkbox if Direct Debit Schedules and/or Records are to be created.

Schedule Date Range
Enter a Date Range for the schedule to be created over, eg 01-Sept-2003 to 31-May-2004.

Generation Run
Select a Generation Run from the pop-up for which the Direct Debits are being created for.

Recalculate Checkbox
This option is mandatory if Create Direct Debit Schedule/Record checkbox is ticked ON. For existing Direct Debits, if this option is ticked ON, then direct debits will be recalculated from the date entered in the Recalculate Payment From field

Recalculate Payment From
Enter the date here that the direct debits are to be recalculated from.

Clear to Zero Date
The outstanding balance must be paid off by the date entered in this field. This field is mandatory.

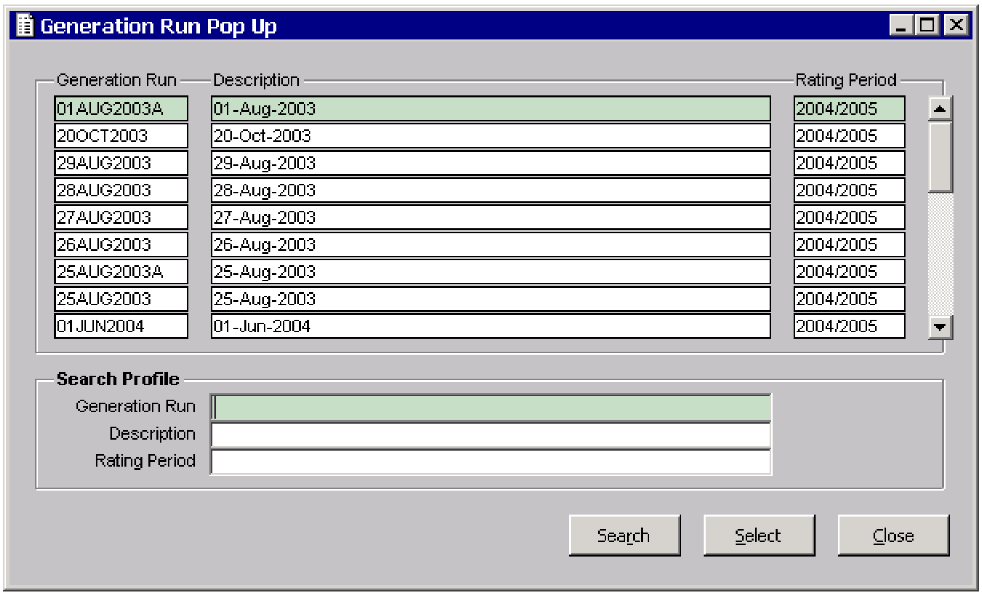
Recalculate Payment To
Enter the date here that direct debits are to be recalculated to.

Minimum Regular Payment
Enter an amount (if applicable) which is the lowest amount for a regular payment for the direct debits being imported, eg you may decide the minimum amount will be $10 per week, therefore simply enter 10.00 in the field.

Direct Debit Type Button
This form is where all direct debit types may be selected or only 1 direct debit type may be selected.

Tracking Button
Click on this button to go to the Tracking Selection Form

Generation Run Pop Up Form



Generation Run Pop Up Form

Generation Run
This field displays previously defined Generation Run IDs that are available for selection.

Description
This field displays previously defined Generation Run Descriptions that are available for selection.

Rating Period

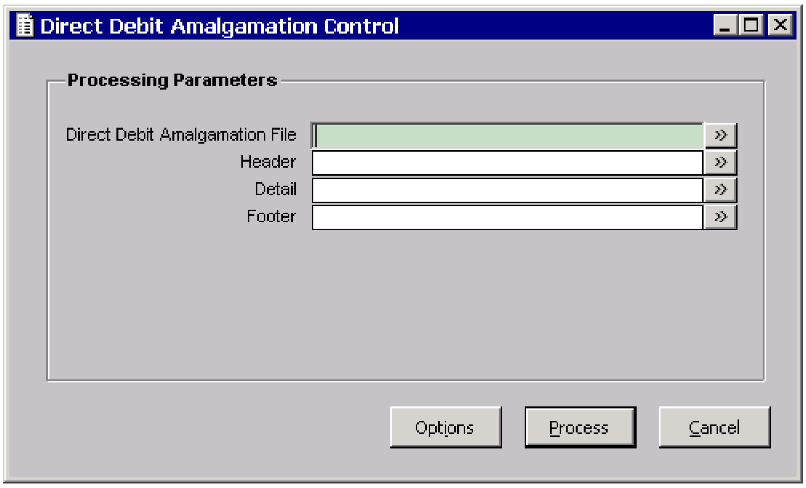
This field displays the Rating Period associated with the Generation Run. This field is non-maintainable.

Search Profile – Generation Run
Enter a Generation Run Id (or part thereof) on which to base your search.

Search Profile – Description
Enter a Generation Run Description (or part thereof) on which to base your search.

Search Profile – Rating Period
Enter a Rating Period (or part thereof) on which to base your search.

Direct Debit Amalgamation



Direct Debit Amalgamation Control

Direct Debit Amalgamation File

Double Click the field or click the Pop Up button to navigate through Windows Explorer, to where your Direct Debit Amalgamation File is. Select this file by either double-clicking on it or by clicking it once and then clicking Open.

Header

Double Click the field or click the Pop Up button to display the Export/Import Format Pop Up Form. Select the appropriate Header format.

Detail

Double Click the field or click the Pop Up button to display the Export/Import Format Pop Up Form. Select the appropriate Detail format.

Footer

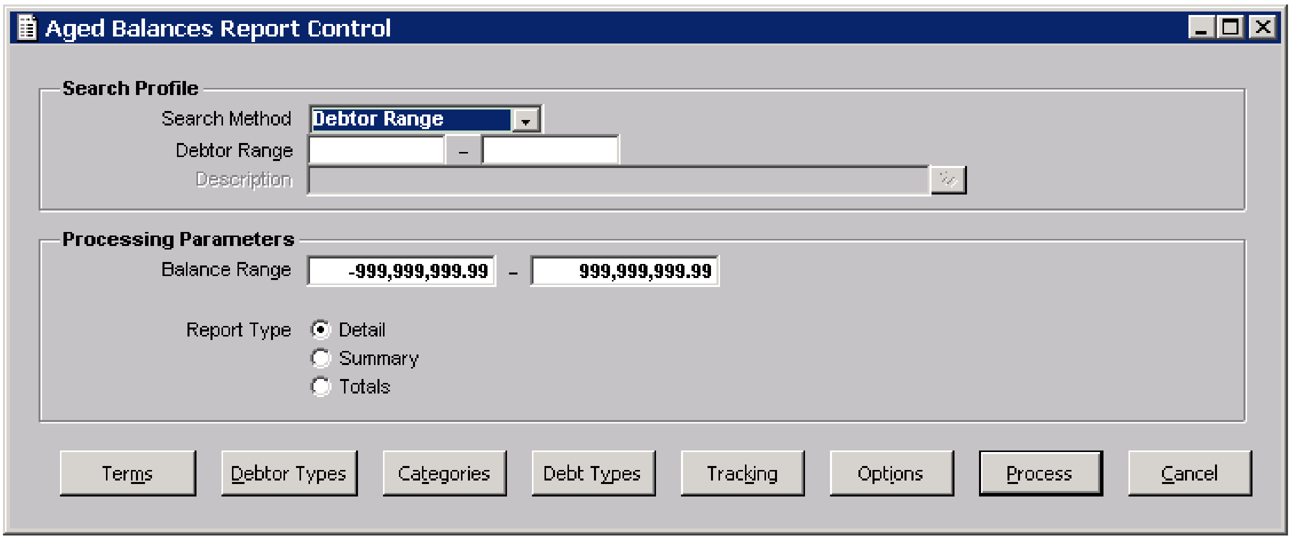
Double Click the field or click the Pop Up button to display the Export/Import Format Pop Up Form. Select the appropriate Footer format.

Reporting

The following topics are covered in this section:

Aged Balances Report

This function produces a report on Aged Balances. The report allows Council to identify in which period the Outstanding Debts occur.



Aged Balances Report Control Form

Search Method
Select a Search Method on which to base your search. There are 2 options:

- Debtor Range – Enter a debtor range or leave blank to consider all debtors
- Search System – Use a Query Result

Debtor Range
Enter a debtor range on which to base your search or leave blank to assume all debtors.

Description
Select a query result from the pop up form, or type in the query name.

Balance Range
Enter a balance range on which to base your report. Alternatively leave as default (or make blank) and all balances will be assumed.

Report Type
Select a report type from the 3 options shown. Detail will print all information, whereas Totals and Summary Reports are much briefer reports.

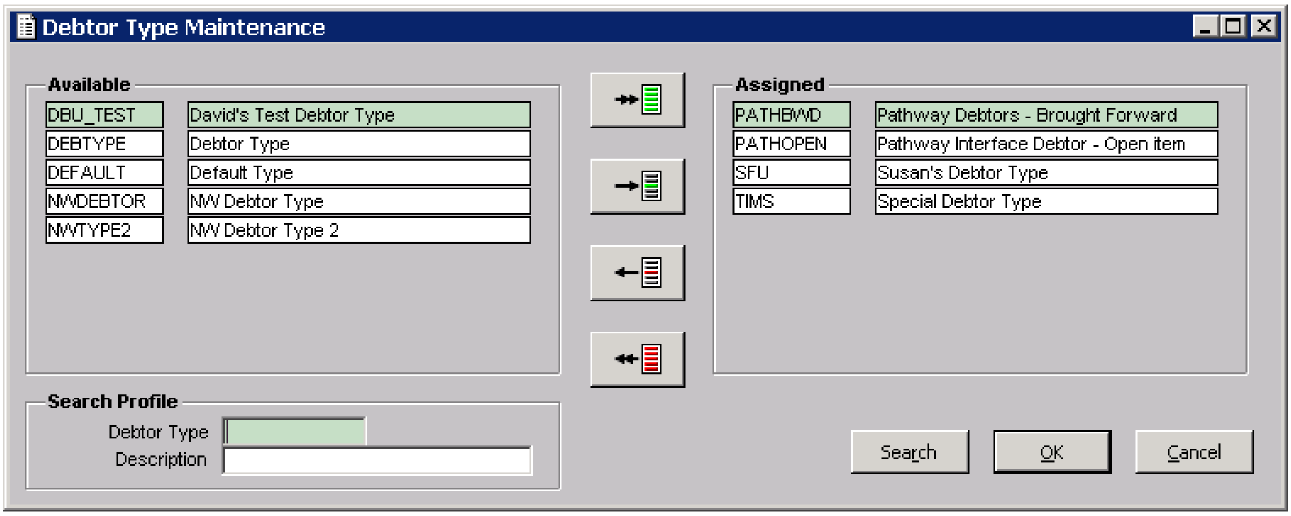
Terms
Click on this button to display the Term Maintenance Form.

Debtor Types
Click on this button to display the Debtor Type Maintenance Form.

Categories
Click on this button to display the Debt Category Maintenance Form.

Debt Types
Click on this form to display the Debt Type Maintenance Form.

Debtor Type Maintenance Form



Debtor Type Maintenance Form

Available

These currently are the Available debtor types, which will not be considered when the report is processing.

Assigned

These currently are the Assigned debtor types, which will be considered when the report is processing.

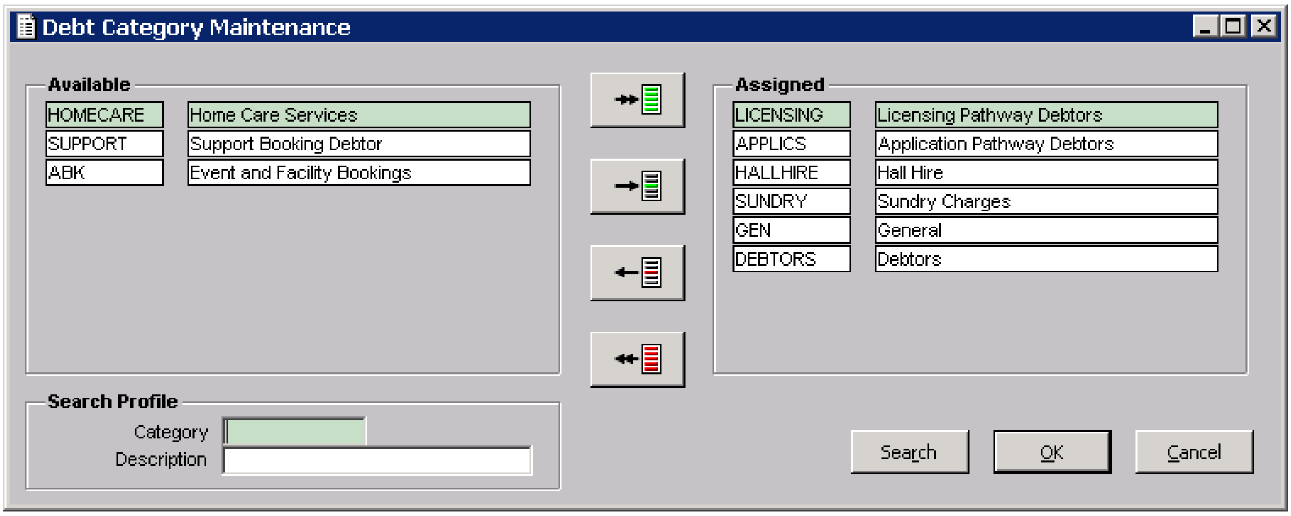
Debtor Type

Enter a debtor type on which to base a search. Click Search button to execute search.

Description

Enter a description (or part thereof) on which to base a search. Click Search button to execute search.

Debt Category Maintenance Form



Debt Category Maintenance Form

Available

These currently are the Available category types, which will not be considered when the report is processing.

Assigned

These currently are the Assigned category types, which will be considered when the report is processing.

Category

Enter a category on which to base a search. Click Search button to execute search.

Description

Enter a description (or part thereof) on which to base a search. Click Search button to execute search.

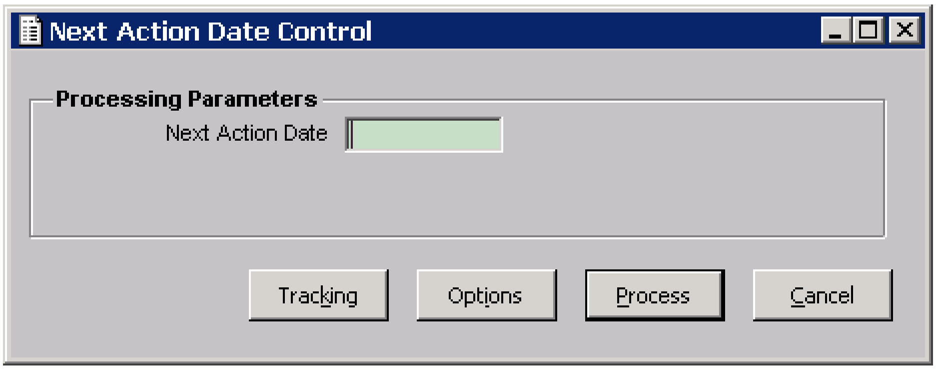
Next Action Date Report

The Next Action Date Report will report on Debtor assessments that have activity codes logged (via the Activity Maintenance screen), carrying a Next Action Date, for the purposes of debt recovery or other general tracking.

The report will extract the Debtor assessments that have a Next Action Date that is less than or equal to the date entered on the Control form. It will be able available to be run from both Debtors and Rates Accounting.

Next Action Date Control Form

This Form provides the functionality to report on Debtor assessments that have activity codes logged (via the Activity Maintenance screen), carrying a Next Action Date, for the purposes of debt recovery or other general tracking.
The report will extract the Debtor assessments that have a Next Action Date that is less than or equal to the date entered on the Control form. It will be able available to be run from both Debtors and Rates Accounting.



Next Action Date Control Form

Next Action Date
Insert the date that the report will process. Alternatively, double click on the field and the calendar will be provided. Select the appropriate date that will be populated to the field.
If no date is entered or selected, the current system date will be utilised.

Tracking Button
Click on the Tracking Button to access the Tracking Selection Form.

Note: Any number of Activities may be selected for the report to process.

Tracking Selection Form

This form enables the selection of Debtor assessments by including or excluding Debtor assessments based on Activities recorded against the Debtor assessment.

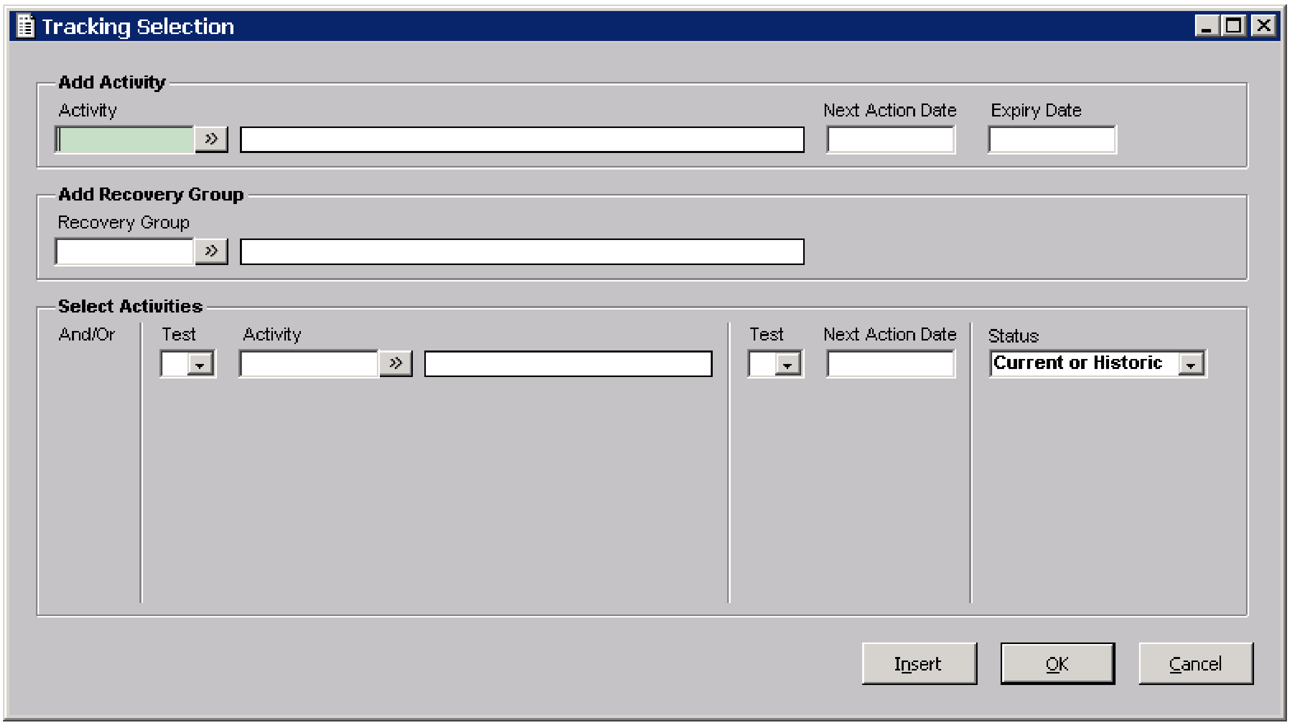
Activity Codes are placed on Debtor assessments either manually or via batch processes such as Rates Generations, Fines Generations and Bulk Maintenance Functions.

Activities are used to:

- Track the progress of a Debtor assessment over time (e.g. Rates have been generated, Original Rate Notice sent, Rate Notice Returned Unclaimed, Duplicate Rate Notice sent, Missed 1st Instalment Date, 2nd Instalment Notice sent, Missed 2nd Instalment Date, Legal Action commenced etc)

- Identifies a Debtor assessment as a certain type of Debtor assessment. (E.g. Ratepayer is Councillor or other Politician, Ratepayers that cannot be located, Direct Debit Assessment, Ratepayer on Arrangements To Pay)

- Qualify a Debtor assessment for a further course of action (e.g. Do not send a Final Notice if the Rate Notice has been returned unclaimed and another notice has not been sent in its place etc)



Tracking Selection Form

Add Activity - Activity

Enter or select form the pop up the Activity to be added by this process.

Add Activity – Next Action Date

This field contains the date that the Next Action on this Activity is to take place. Reports can be run on a daily basis to report on Debtor assessments that have an Activity with certain Next Action Dates. Pressing F2 or double clicking on this field displays a calendar that can be used to choose the required date from.

Add Activity – Expiry Date

This field contains the date that the Activity Expires. If an Activity will never expire or the expiry date is not known, leave this field blank. Pressing F2 or double clicking on this field displays a calendar that can be used to choose the required date from.

Select Activities – And/Or

Click on the Drop Down menu to select the appropriate Operator to use in the selection process. Possible choices are:

And	Both this Activity and the previous Activity need to be present on the Debtor assessment to create a match
Or	This activity only has to be present on the Debtor assessment to create a match

Select Activities – Test

Click on the Drop Down menu to select the appropriate operator to use in the selection process of an Activity. Possible choices are:

=	The Activity to be selected must exist on the Debtor assessment for the Debtor assessment to meet this criteria for selection
<>	The Activity to be selected must **NOT** exist on the Debtor assessment for the Debtor assessment to meet this criteria for

selection

Select Activities – Activity

This field contains the Activity that you are testing whether or not it exists on the Debtor assessment. Click on the pop up to select an Activity.

Select Activities – Test

Click on the Drop Down menu to select the appropriate operator to use in the selection process of a particular Next Action Date for this Activity Type. Possible choices are:

=	For a Debtor assessment to meet this criteria, the Next Action Date on the Activity on the Debtor assessment must be **equal to** the one entered.
<>	For a Debtor assessment to be selected, the Next Action Date on the Activity on the Debtor assessment must be **other than** the one entered.
<	For a Debtor assessment to meet this criteria, the Next Action Date on the Activity on the Debtor assessment must be **less than** the one entered
>	For a Debtor assessment to meet this criteria, the Next Action Date on the Activity on the Debtor assessment must be **greater than** the one entered.
<=	For a Debtor assessment to meet this criteria, the Next Action Date on the Activity on the Debtor assessment must be **less than or equal to** the one entered.
>=	For a Debtor assessment to meet this criteria, the Next Action Date on the Activity on the Debtor assessment must be **greater than or equal to** the one entered.

Select Activities – Next Action Date

Enter in the field the appropriate date.

Select Activities – Status

For a Debtor assessment to meet this criteria, the Status on the Activity on the Debtor assessment must be equal to the Status entered. Click on the Drop Down menu to select a status.

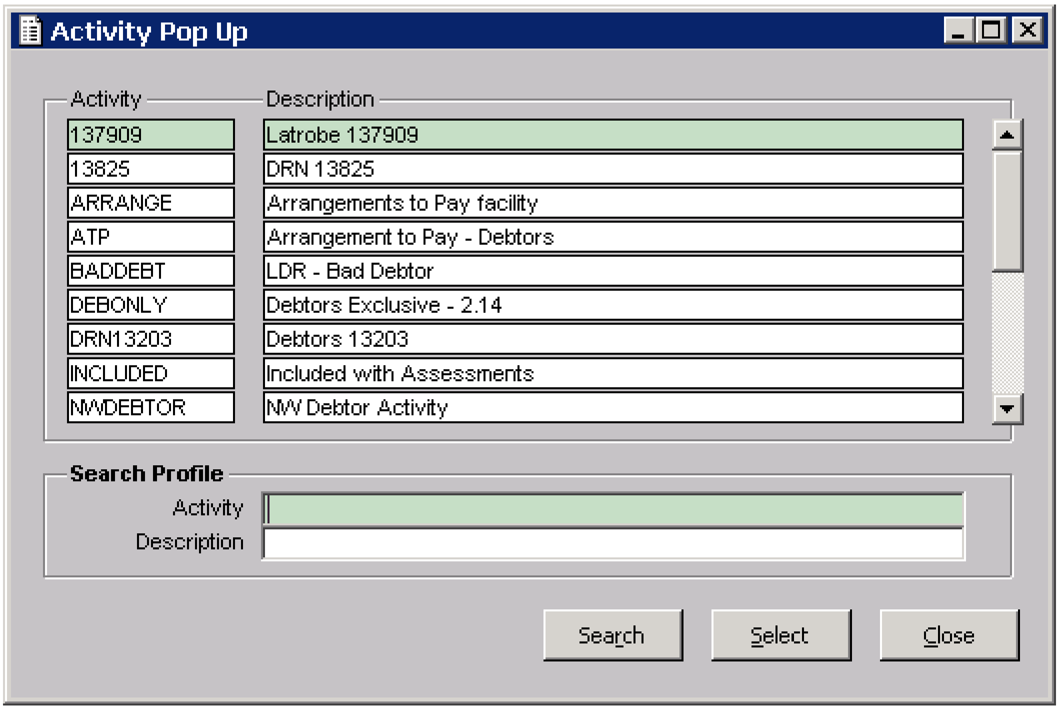
Activity Popup Form

This form enables the selection of an Activity that can be used to:

Track the progress of a Debtor assessment over time (e.g. Rates have been generated, Original Rate Notice sent, Rate Notice Returned Unclaimed, Missed 1st Instalment Date, Missed 2nd Instalment Date, Legal Action Proceeding etc)

Identifies a Debtor assessment as a certain type of Debtor assessment. (e.g. the Debtor assessment is using Direct Debit, the Debtor assessment is on an Arrangement To Pay scheme, Debt Recovery Action pending, Owners that cannot be located, Politicians property, etc)

Qualify a Debtor assessment for a further course of action (e.g. Do not send a Final Notice if the Rate Notice has been returned unclaimed and another notice has not been sent etc)



Activity Pop Up Form

Activity
This field contains a ten-character code representing the Activity. (These Activities must previously have been set up in “Activity Maintenance”).

Description
This field contains a fifty character Description to more fully describe the Activity

Activity
This field contains a ten-character code representing an Activity. The field can be used to conduct a wildcard search for all existing Activities in the System fitting a particular naming criteria.
For example, to select all Activities containing the letters Fin, enter *Fin* that will return Activities such as “FinGen1, FineGen2, Fines, GenFin etc

Description
This field contains a fifty character Description to more fully describe the Activity. The field can be used to conduct a wildcard search.
For example, to select all Activities where one of the words in the Description is Land, enter *Land* that will return Activities such as “Land Revalued, Parklands Private, Sale Of Land For Rates” etc.

Outstanding Balances Report

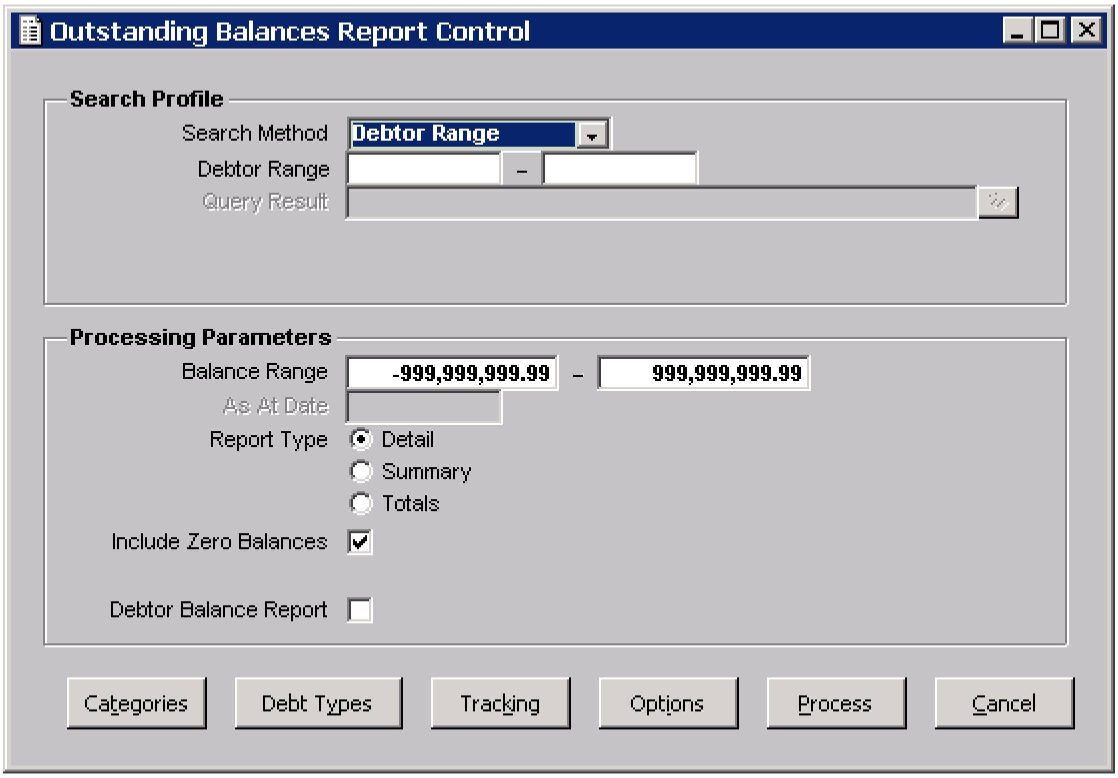
Outstanding Balances Report Control Form

This report allows you to list all Debtor assessments with an Outstanding Balance between a specified debit and credit range. Selection can be over a range of Debtor assessments or a Query Result can be used.

The detail for each Debtor assessment may be printed or a summary of the total Debtor assessments in the range selected.

The Tracking facility can be used to include or exclude Debtor assessments with specific Activity Codes.

The function can be run in multi-batch mode.



Outstanding Balances Report Control Form

Search Profile - Search Method
Click on the Drop Down to select the Search Method to be utilised.

Possible options are:
- Assessment Range - only Debtor assessments within the Range specified will be used in the Outstanding Balances Report
- Search System - Only Debtor assessments that are included in the Query Result will be used in the Outstanding Balances Report.

Search Profile - Assessment Range
Enter a “From Assessment Number” and a “To Assessment Number” if you selected Assessment Range as your Search Method.

Search Profile – Query Result

Click on the pop up to select a Query result if you selected Search System as your Search Method.

Processing Parameters – Balance Range

The field will default with a maximum debit amount and maximum credit amount to ensure that all balances are retrieved for the Outstanding balances report.
The fields may be modified with a required selection.

Processing Parameters – As At Date

The 'As At Date' option is hidden if a 'Detail' report is selected. If an 'As At Date' is specified, then only transactions up to and including this date are considered and the Debtor Balance at this date is compared with the 'Balance Range' to determine whether or not the Debtor should be included. Note that the 'Include Zero Balances' option will operate in a similar manner.

Processing Parameters – Report Type

Click on the radio button for the required report. The available options are:-

- Totals.

This report will provide the totals of the balances that the Outstanding Balances Report was run over.

- Summary.

This report will provide a total for each Debtor assessment on a Debtor assessment by Debtor assessment basis. The report also provides overall totals for all Debtor assessments included in the report.

- Details.

This report will provide full details for each Debtor assessment. The report also provides over all totals for each transaction type included in the report.
Only one report type may be selected with each Transaction Listing run.

Processing Parameters – Include Zero Balances

Click on the check box if you require Debtor assessments with a zero balances to be included. The report will list these Debtor assessments together with transactions on those Debtor assessments.

Debtor Balance Report

Check this on if a separate report is required giving the debtor number and debtor balance. This check box is only available if the Report Type selected is Detail or Totals.

Tracking Button

Click on this button to add an Activity to all Debtor assessments appearing on the Tape or Report or to select only those Debtor assessments that have certain Activities and/or Next Action Dates present and are to appear on the report or tape.
Transaction Listing Report
This function allows you to list the financial transactions for selected Debtor assessments.

Transaction Listing

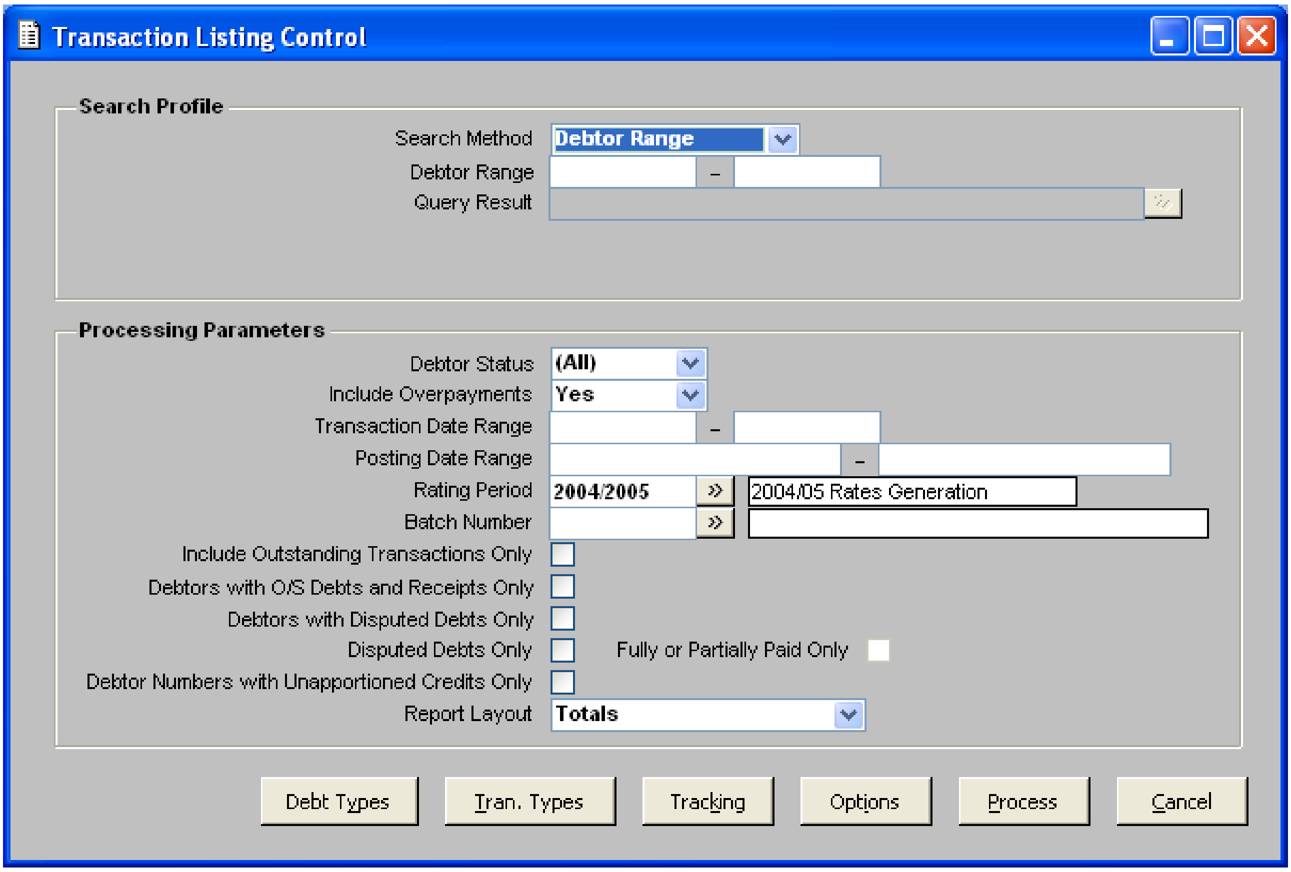
Transaction Listing Control Form

The functions available in this option include the following:

- Allow selection of a range of Debtor assessments or use a Query Result.
- Allow selection of Transactions for nominated Rate Types.
- Allow selection of Transactions for nominated Transaction Types.
- Allow selection of a range of Transaction Dates or Posting Dates.
- Allow selection of a rating Period that the report will run over.
- Allow selection of a Batch that the report will be run over.
- Print only Debtor assessments with outstanding balances.
- Print totals by Debtor assessment.
- Print totals by Transaction Type.
- Print transaction details for each Debtor assessment.

The Tracking facility can be used to include or exclude Debtor assessments with specific Activity Codes.

The function can be run in multi-batch mode.



Transaction Listing Control Form

Search Method

Click on the Drop Down Menu to select the Search Method to be utilised.

Possible options are:

- Debtor Range - only Debtors within the Range specified will be used in the Transaction Listing Report
- Search System - Only Debtors that are included in the Query Result will be used in the Transaction Listing Report.

Debtor Range

Enter a “From Debtor Number” and a “To Debtor Number” if you selected Debtor Range as your Search Method.

Query Result

Click on the pop up to select a Query result if you selected Search System as your Search Method.

Debtor Status

Click on the Drop Down to select the Status of the Debtor assessments to be included in the report, i.e. Current, Historic, Proposed or All.

Include Overpayments

Click on the Drop Down to select whether you require Overpayments to be included in the report or to report only on overpayments.

Transaction Date Range

Entering a Transaction date range will further qualify the transactions to be addressed within the rating Period selected. If no Transaction Date Range is entered, all transactions falling within the Rating Period selected will be reported.
Enter a ‘from’ and ‘to’ date for Transactions bearing those dates to appear on the report or tape. Pressing F2 or double clicking on this field displays a calendar that can be used to choose the required dates.

Posting Date

Entering a Posting Date Range will further qualify the transactions to be addressed within the rating Period selected. If no Posting date Range is entered, all transactions falling within the Rating Period selected will be reported.
Enter a ‘from’ and ‘to’ date for Transactions bearing those posting dates to appear on the report or tape. Pressing F2 or double clicking on this field displays a calendar that can be used to choose the required dates.
If the field is left blank, all transactions will be reported on for the rating Period selected.

Note: This field is date and time stamped display. E.g. 20-Aug-2000 00:00:00 is effectively up to midnight 19/8/00. If transactions are sought that were posted the same day as the report is requested, the “to” date should be the next day to ensure inclusion of those transactions.

Rating Period

Click on the Pop-up to access the Rating Period Pop-up to select the appropriate rating Period.
Alternately, enter the rating period code and tab through the field. The description field will be populated with the description of the Rating Period selected.
The Rating Period field will always default with the current Rating Period.

Batch Number

Select the Pop Up to access the Batch Header pop up Form. The required Batch may then be selected that the Transaction Listing report will be run over.
The description field will be populated with the description of the selected batch.

Include Outstanding Transactions Only.

Check on the check box if you require only transactions that have not been paid included within the report.

Debtors with O/S Debts and Receipts Only

If checked on only Debtors with outstanding (not fully apportioned) debts and outstanding receipts will be included on the report.
This will help identify Debtors that have either:
a) A Category specific or WorkSmart specific receipt that is not fully apportioned because there are no further debts for the specified Category or WorkSmart Request Number to apportion to.
b) A Receipt that is not fully apportioned because there are disputed debts present where the Debtors Parameter “Apportion to Disputed Debts” is off.

Debtors with Disputed Debts Only

If checked on only Debtors with at least one disputed debt will be included on the report.

Disputed Debts Only

If checked on only transactions that are flagged as disputed will be reported.

Fully or Partially Paid Only
This option is only available if the Disputed Debts Only checkbox is on. If checked on only disputed transactions that are fully or partially paid by a receipt will be reported.
This will help identify those Debtors where an overpayment of some kind has been apportioned to a disputed debt where the Debtors Parameter “Apportion to Disputed Debts” is on.

Debtor Numbers with Unapportioned Credits Only
Set this option on to report Debtors with a Receipt, Small Balance Credit, or Credit Journal that is not fully apportioned (i.e. waiting Manual Apportionment). Setting this option ON allows for the selection of an additional Report Layout called Single Line. (The Single Line option is only available when the Debtor Numbers with Unapportioned Credits Only check box is set on. Select this option to report only the Debtor Number and Check Digit, the total Unapportioned Credits, and the total Unapportioned Debits).

Report Layout
Select from the picklist the required report layout. Only one report type may be selected with each Transaction Listing run. The available options are:-

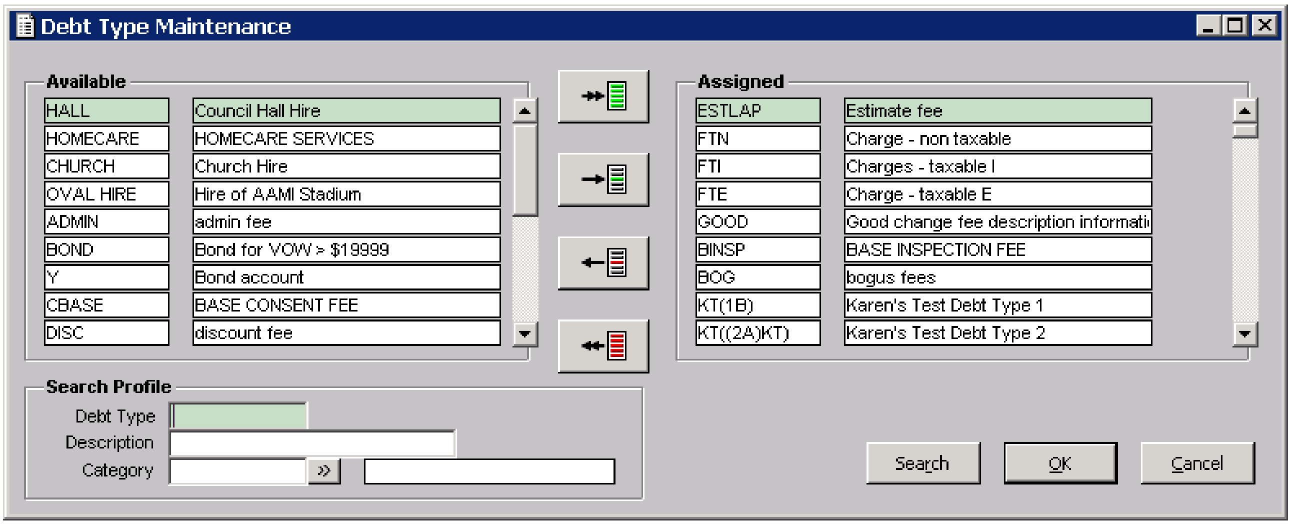
- Totals. This report will provide the totals of each transaction type that the Transaction Listing was run over.
- Summary. This report will provide a total for each transaction type on a Debtor assessment by Debtor assessment basis. The report also provides overall totals for each transaction type included in the report.
- Details. This report will provide details for each Debtor assessment and the transactions on that Debtor assessment. The report also provides over all totals for each transaction type included in the report.
- Single Line. This option is only available when the Debtor Numbers with Unapportioned Credits Only check box is set on. Select this option to report only the Debtor Number and Check Digit, the total Unapportioned Credits, and the total Unapportioned Debits.

Debt Types Button
Select this button to access the Debt Type Maintenance form. All Debt Types applicable to the Rating Period selected will default as Assigned however the option is available to restrict the report by deselecting all of the Debt Types and re-selecting only those that the report is to run over.

Tran. Types Button
Select this button to access the Transaction Type Maintenance form. All transaction types will default as Selected however the option is available to restrict the report by deselecting all of the Transactions Types and re-selecting only those that the report is to run over.

Tracking Button
Click on this button to add an Activity to all Debtor assessments appearing on the Tape or Report or to select only those Debtor assessments that have certain Activities and/or Next Action Dates present and are to appear on the report or tape.

Debt Type Maintenance Form
Initially, all Rate Types maintained within the Rates Module will default to the left of the Form. By highlighting the required Rate Type and taking the Select Button, the Rate Type will move to the assigned side of the form. By taking the Select All Button, all of the Rate Types will move to the assigned side of the form. Once selected, the Form will default to that selection until changed. As a matter of general processing, you may wish to select and assign all Rate Types to ensure none are overlooked during processing.



Debt Type Maintenance Form

Available Fields

All Rate Types currently maintained within the rates Module will default to this area.

Assigned Fields

The Rate Types that you have assigned for the particular processing run will be listed here.

Select Button

Having highlighted the Rate Type to be assigned, take the Select Button to move it to the assigned side of the form

Select All Button

Take the Select All Button to move all of the Rate Types to the assigned side of the form.

Remove Button

Having highlighted the Rate Type to be removed, take the Remove Button to move it to the unassigned side of the form.

Remove All Button

Take the Remove All Button to move all of the Rate Type to the unassigned side of the form.

Search Profile – Debt Type

Enter the debt type and click on Search to find the required Debt Type.

Search Profile – Description

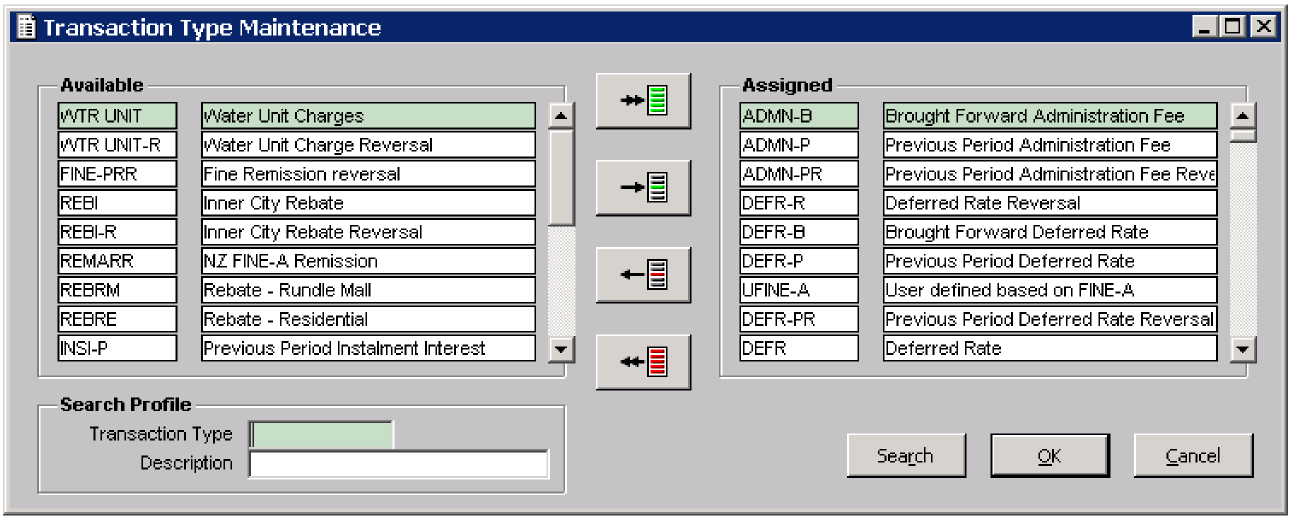
Enter the rate type description and click on Search to find the required Rate Type.

Category

Select a category from the pop up form or simply type the category and then click Search.

Transaction Type Maintenance Form

Initially, all Transaction Types maintained within the Rates Module will default to the left of the Form. By highlighting the required Type and taking the Select Button, the Transaction Type will move to the assigned side of the form. By taking the Select All Button, all of the Transaction Types will move to the assigned side of the form. Once selected, the Form will default to that selection until changed. As a matter of general processing, you may wish to select and assign all Transaction Types to ensure none are overlooked during processing.



Transaction Type Maintenance Form

Available Fields

The available Transaction Types, having been previously established in the Parameters, will be listed here. This data is not maintainable on this form.

Assigned Fields

Those available Transaction Types that have been assigned for the Tape/Report will be listed here. All Transaction Types established via the Parameters will initially default to the 'Assigned' side.

Select All Button

Click on the Select All Button to assign all of the Transaction Types for running the Tape/Report.

Select Button

Highlight the required Transaction Type in the “available Fields” and Click on the Select Button to assign that Transaction Type for the Tape/Report.

Remove Button

Highlight the required Transaction Type in the “Assigned Fields” and Click on the Remove Button to remove that Transaction Type.

Remove All Button

Click on the Remove All Button to remove all of the assigned Transaction Types.

Search Profile - Transaction Type

Enter the Transaction Type and click on Search to find the required Transaction Type.

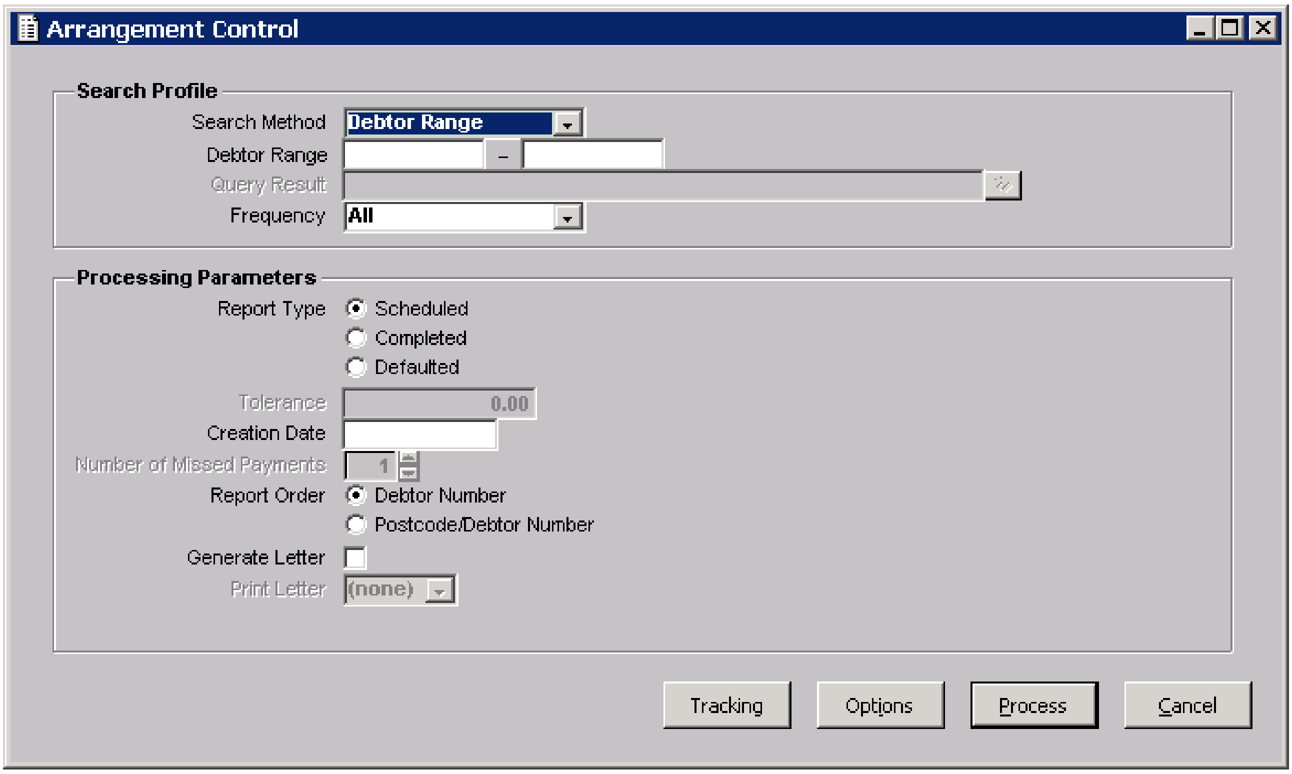
Search Profile - Description

Enter the Transaction Type Description and click on Search to find the required Transaction Type.

Arrangement Report

Arrangement Control Form

This report allows you to list all arrangements for selected Debtor accounts.



Arrangement Control Form

Search Method
Select a Search Method to use. There are 2 options:

- Debtor Number Range
- Query Result

The Query Result will utilise queries over the LRAASSM table.

Debtor Range
This can be left blank to process ALL debtors or a particular debtor number or range of debtors entered.

Query Result
This field will be used to define the Query Result where a Search Method of Search System has been used.

Frequency
Select a frequency (if required) on which to base the report. By default ALL items will be included on the report, however if only Weekly Arrangements (for example) are required to be reported on, then this dropdown allows for this more specific report to be processed.

Report Type
The Report Type options available include Scheduled, Completed and Defaulted

- Scheduled – this will include ALL current arrangements that are not completed. This report type can be run in conjunction with the Creation Date option.
- Completed – this will include ALL arrangements that have been completed (i.e. paid in full)

- Defaulted – this will include all arrangements where the payments are not up-to-date. This report will be run in conjunction with the number of missed payments option.

Tolerance
The tolerance field can be used in conjunction with the Defaulted Arrangement Report. An arrangement may be paid within a small balance, and the tolerance will enable this to be taken into consideration.

Creation Date
When running a Scheduled Report, this can be conditioned to only pick up arrangements that have been created AFTER a certain date. This will enable for example, new arrangements to be identified for letter generation

Number of Missed Payments
This field will be available when producing a Defaulted Arrangement Report. It will identify where an arrangement has been defaulted by missing the number of payments (or more) nominated. This could be utilised by sites that wish to send one type of letter to an account where one payment has been missed and another type of letter to an account where multiple payments have been missed.

Report Order
This option will determine whether the work file produced is in Assessment Number order, or Assessment Number within Postcode. These sorting options may be relevant where external printers are utilised for the printing of Arrangement Letters.

Generate Letter
The Generate Letter checkbox will need to be checked ON where the word processing interface is to be utilised to perform a letter mail merge.

Print Letter
The Print Letter checkbox is only available where the word processing interface is to be utilised. This will enable the physical printing of letters to a printer. Letters may be generated and not printed, and the Assessment Maintenance function utilised to edit and then print or re-print.

Merge Type
The Merge Type field will be available where the Generate Letter checkbox has been checked ON. This will enable the letter template to be defined. Letter template information is created via the Extract type and Merge Type parameters (see previous sections of this text).

Tracking Button
Click on this button to add an Activity to all Assessments appearing on the Report or to select only those Assessments that have certain Activities and/or Next Action Dates present and are to appear on the report.

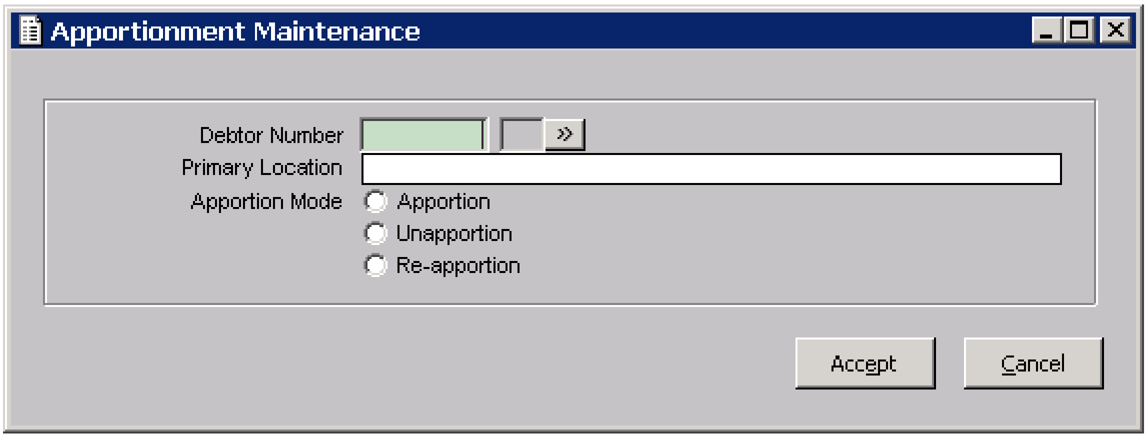
Housekeeping

The following topics are covered in this section:

Apportionment Maintenance

This form allows individual Debtors to be Apportioned, Unapportioned or Re-apportioned.

Apportionment Maintenance Form



Apportionment Maintenance Form

Assessment Number

Insert the assessment number that the apportionment process is to be run. Tabbing through the field will validate the assessment number and the formatted address of the assessment will be provided in the Primary Location field.
Alternatively, select the pop-up button to access the Assessment Search Profile to search for the required assessment.

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining.

Apportion Mode

Click in one of the Radio Button to select the process required.

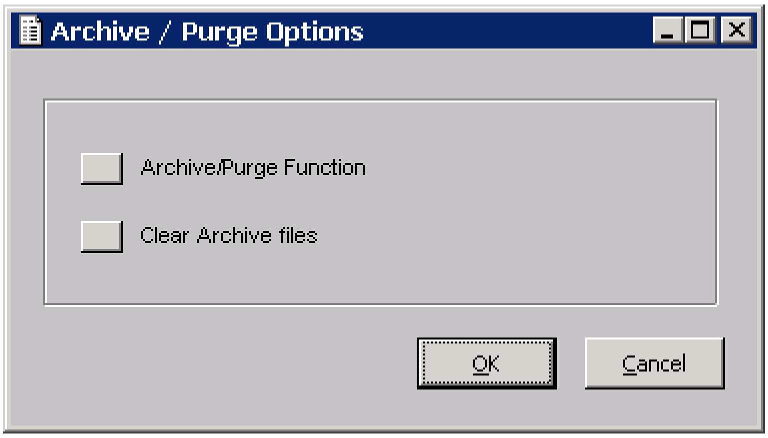
Accept Button

Click the Accept Button when you are ready to run the process. Once the process is complete, an information message is provided advising the assessment has been completed.

Archive/Purge Options

Use these functions to Archive and Purge Transaction Data from the system.

Archive / Purge Options Form



Archive/Purge Options Form

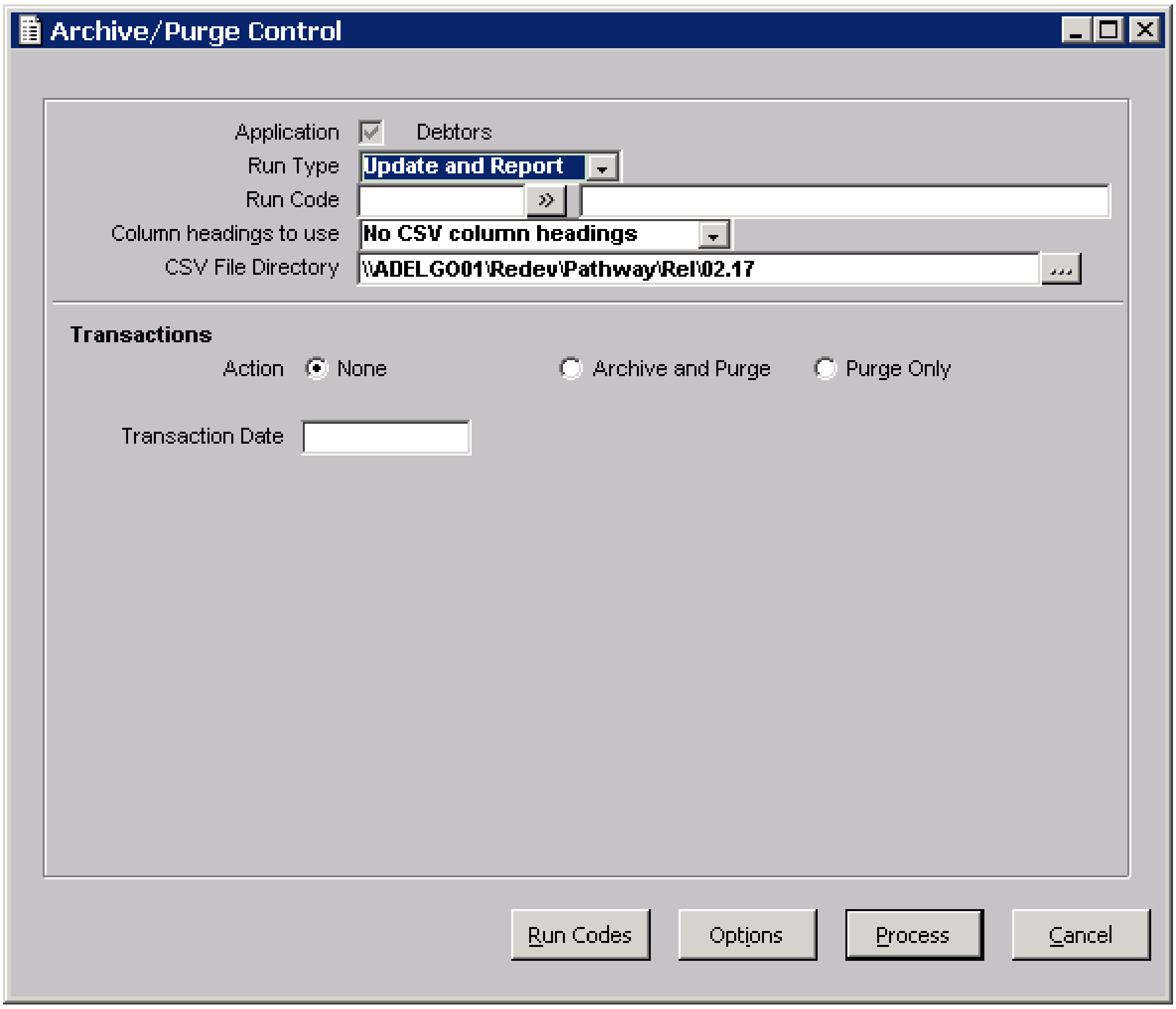
Archive/Purge Function Button
This button will navigate to the Archive Purge Control form where Archiving parameters can be entered.

Clear Archive files button
This will clear the data from the Archive files. Customers should use this option to after an Archive / Purge Run has successfully completed to clear the unwanted data.

Archive / Purge Control Form

Use this form to enter the details of the Transactions to be Archived and or Purged.

This function can be run in multi-batch mode.



Archive / Purge Control Form

Application

The default application is 'Debtors'. This cannot be changed.

Run Type

Select from the drop down the Run Type to be used. Valid options are:

- Report Only
- Update and Report

Run Code

Enter or select from the pop up the Run Code for this run.

Column headings to use

If the archived CSV files are to contain the first record as the heading for the data, then select from the following options:

- No headings
- Field names
- Field descriptions
- Both Field names and descriptions

CSV File Directory

Nominate the location where the file should be created.

Transactions – Action

Nominate the action that is to occur. Valid options are:

- None – Does not perform any actions. Can be used for reporting purposes.
- Archive and Purge – Select to Archive the data to a specified file and delete the original records from Pathway.

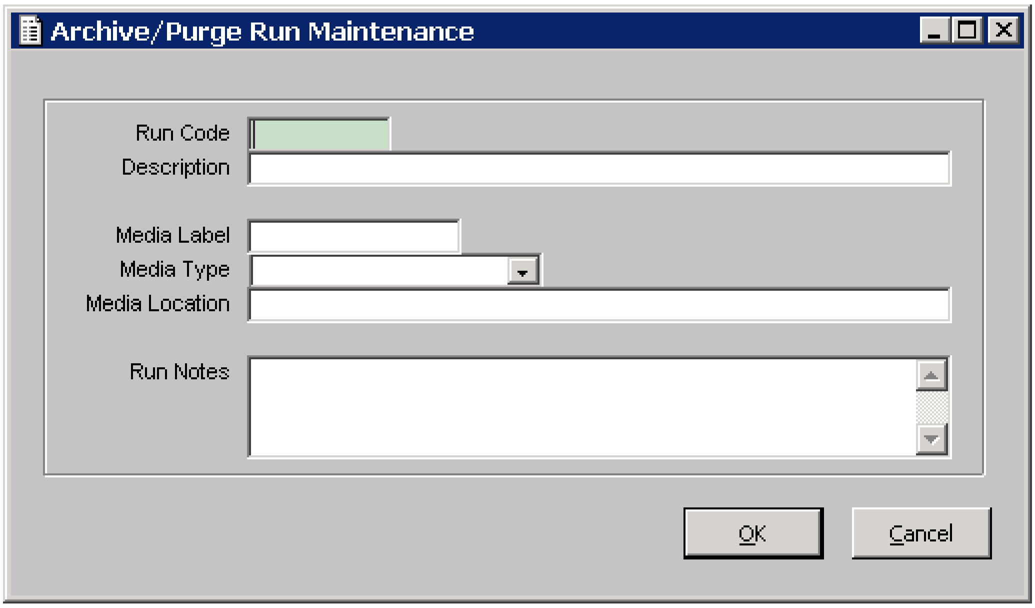
- Purge Only – Will only delete the original records from Pathway.

Transaction Date
Enter a Date for the Transaction.

Run Codes Button
Use this button to enter additional details about the archiving run. The Archive/Purge Run Maintenance Form will be displayed.

Archive/Purge Run Maintenance Form

Use this form to enter additional details about an archiving run.



Archive/Purge Run Maintenance Form

Run Code
Enter a unique 10 character user code that will identify this Run.

Description
Enter the Description of the Run to further identify this Run.

Media Label
Enter the user Media Label to identify the Media used to backup the exported CSV files which are created as part of the Archive / Purge process.

Media Type
Select from the drop down the Media Type to be used to backup the exported CSV files which are created as part of the Archive / Purge process. Note that no files will be produced if "Purge Only" is selected on the previous screen.

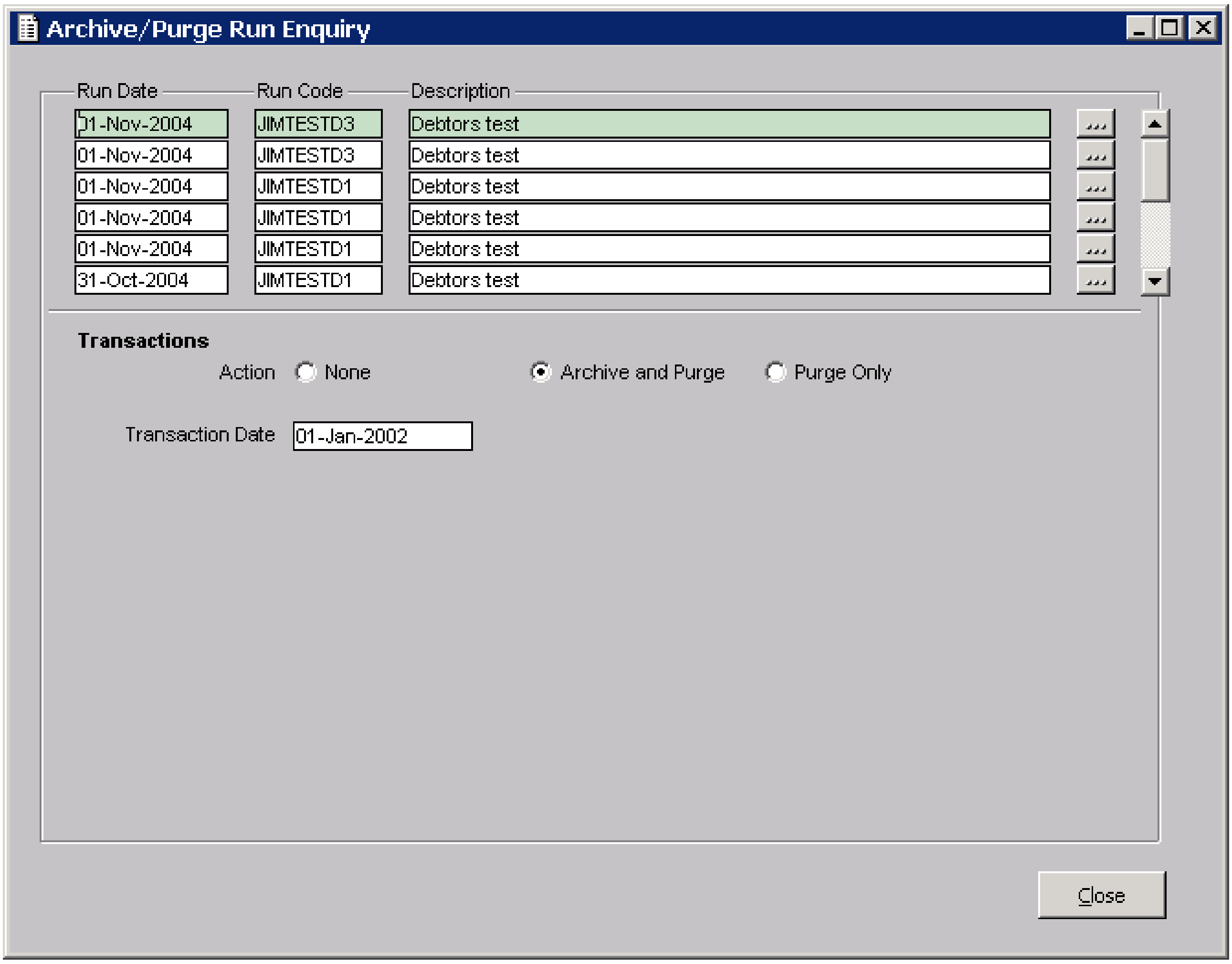
Media Location
Enter a text description of the location for the stored Media.

Run Notes
Enter user notes about the run.

Archive/Purge Run Enquiry

Archive/Purge Run Enquiry Form

Use this form to view the details about previous Archiving / Purge runs.



Archive/Purge Run Enquiry Form

Run Date
This is the Run Date for the Archive/Purge run.

Run Code
This is the Run Code used for the Archive/Purge run.

Description
This is the Description used for the Archive/Purge run.

Detail Button
Click on the Detail button to display the Archive/Purge Run Maintenance Enquiry Form

Transactions – Action
This is the Actions used for the Archive/Purge run.

Transaction Date

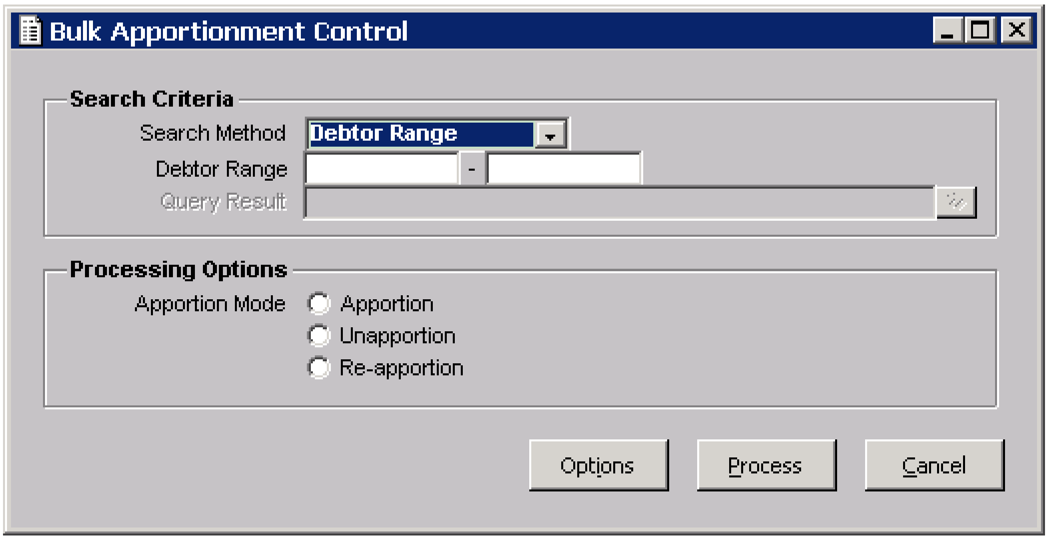
This is the Date entered for the Archive/Purge run.

Bulk Apportionment Maintenance

This form allows for Apportionment to be performed over many Debtors at one time. The actions that can be performed are:

- Apportioned
- Unapportioned
- Re-apportioned.

Bulk Apportionment Control Form



Bulk Apportionment Maintenance Form

Search Criteria – Search Method
Click on the drop down menu to select a Search Method. Possible choices are:

- Assessment Range
- Search System

Search Criteria – Debtor Range
Enter the from Debtor number and the to Debtor number being the range of Debtor numbers the Bulk Apportionment process is to consider.

Search Criteria – Query Result
This field contains the description of a Query file that has been created to update the Assessments. Click on the Pop Up to select a Query Result.

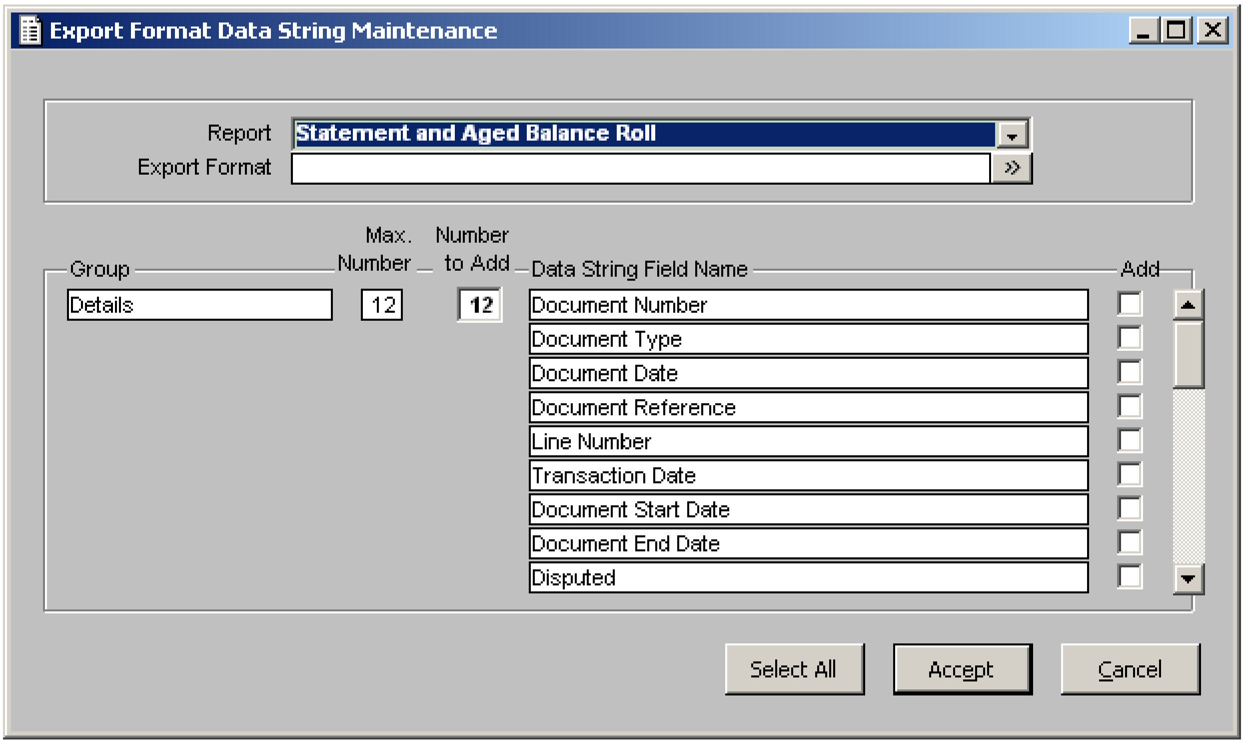
Apportion Mode
Selection can be made from the following options:

- Apportion – The process will apportion any transactions existing on the assessment that have not been apportioned.
- Unapportion – The process will unapportion all transaction existing on the assessment.
- Re-apportion – The process will apportion all transaction existing on the assessment.

Export Format Data String Maintenance

Use this form to create individual "Data String" fields in certain reports where data is extracted such as the Statement and Aged Balance Roll.

Export Format Data String Maintenance



Export Format Data String Maintenance Form

Report
Select the Report that requires the data string fields. The valid options are: -

- Statement and Aged Balance Roll
- Document Printing

Export Format
Select from the pop up the format of the selected report to contain the data string fields. The format must have already been set up for the report.

Group
This field displays the description for the group of fields. It is only visible beside the first Data String Field Name within the group.

Max. Number
This field displays the maximum number of times each Data String Field within the group can be repeated. It is only visible beside the first Data String field Name within the group.

Number to Add
This field defaults to the value in the Max. Number field. It can be overridden with the number of times each Data String Field within the Group is required to be added to the selected Export Format.

Data String Field Name
This field displays the Data String Field Name (without the numeric suffix (if applicable))

Add

This checkbox field allows fields to be added to the selected Export Format. Fields will not be added if the checkbox is set off.

Select All/Deselect All Button

This button will flip-flop between [Select All] and [Deselect All] modes. When the [Select All] button is pressed, it will check ON the Add field for all fields associated with the selected report and the button label will change to [Deselect All].

When the [Deselect All] button is pressed, it will check OFF the Add field for all fields associated with the selected report and the button label will change to [Select All].

Debtors Data Verification Report

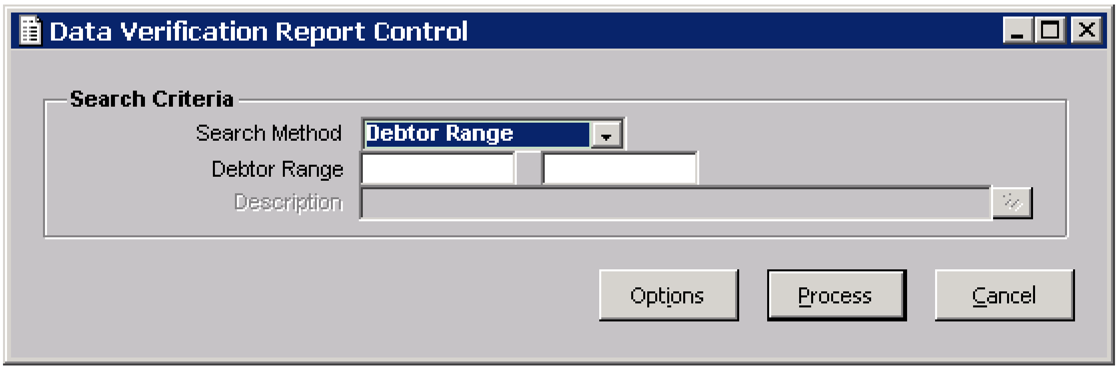
The Debtors Data Verification Report is a function that assists with the identification of existing Debtor transaction and apportionment errors. All debtor transactions for the current rating period are checked. Any errors found are reported on the Exception and Detail Reports.

Debtors Data Verification Report

The Debtors Data Verification Report is a function that assists with the identification of existing Debtors transaction and apportionment errors. All debtor transactions for the current rating period are checked. Any errors found are reported in the exception and detail reports. Assistance may be required from the Helpdesk to resolve the errors reported.

The report will check for the following errors:

- Transactions with no Debt Type (excluding BALC, BALD, RFND, RCPT and their reversal transactions).
- Transactions for a Debt Type that does not exist.
- Receipts against proposed debtors
- Debtors that do not have a corresponding line in the LRAASSN table
- Transactions that should not have a Debt Type (i.e. BALC, BALD, RFND, RCPT and their reversal transactions).
- Unapportioned Transactions (Reversals, BALC, BALD and RFND only).
- Unapportioned debts exist with unapportioned credits that should be apportioned to those debts. This takes into consideration the apportionment rules for WorkSmart specific receipts and Category specific receipts as well as the Debtors Parameter “Apportion to Disputed Debts” setting.
- Apportionment (Paid + Apportion) exceeds original transaction amount.
- Reversals exceed Transaction amount.
- Reversals not linked to an original transaction.



Debtor Data Verification Report Control Form

Search Method
Click on the drop down to select a Search Method. There are 2 choices:
- Debtor Range
- Search System

Debtor Range
Enter the ‘From’ Debtor account number to the ‘To’ Debtor account number and this will be the range reported on. If all records are to be considered, then this can be left blank.

Description

This field enables the use of Query Results to be reported on. To enable this, the Search System search method must be selected. Users can then click the pop up button to view and select query results.