

Rates Accounting User Guide



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Pathway 3.09 (Thick Client Version)

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Overview

The Rates Accounting system is based around an "Assessment" which is attached to a property and is used to define what rates and charges (e.g. Land rates, Garbage charges etc.) are applicable to that property. The Assessment holds other details such as who is responsible for paying those rates, whether the land is to be rated as Commercial, Residential, Farmland etc. plus other details that control how that Assessment is to be treated by the system with regard to Fines/Interest/Penalties etc.

Valuations can be loaded into the system from tapes supplied by the Valuer Generals department in most states. In those States that don't have valuations supplied by the Government, Councils own Valuers (or Contract Valuers) may supply Valuation figures and use the Valuations system to process those Valuations.

Rates (debts) can be raised for each Assessment using various calculation methods (e.g. Rateable Value x Rate in The Dollar, Numbers of Units x Unit Charge etc.). The system caters for the legislative requirements of each state or country as different charges may be raised (e.g. NSW with Postponed Rates). These charges can be raised with the option for the Ratepayer to pay by Instalments so that the total amount can be paid in (say) four parts. Rate and follow up Notices can be printed in-house or externally to advise the Ratepayers of the rates and charges that are due.

Authorities such as the Housing Commission may be responsible for the payment of rates. In these cases, separate notices can be printed, a report produced or data loaded to electronic media to forward to the Authority with the Rating details of all properties that they are responsible for.

The facility is provided for Ratepayers to come to an arrangement with the Council to pay their outstanding rates by other than the normal Instalments. These Arrangements to Pay are managed separately to standard instalments and follow up is automatically generated via a "Next Action Date" concept.

If the rates or charges are paid late, extra charges (Fines / Interest / Penalties) are raised and notices printed advising the Ratepayer of the extra charges. The charges are raised differently for each State due to each States legislation.

Payments of rates can be taken through the Receipting system in a number of ways:

- payment at Council
- payment at a Bank or Post Office, which then sends a tape to Council for processing
- Direct Debit payment at a Bank.

Refer to the Receipting User Guide for more detailed information on payment of rates and charges.

The system allows for the management of Rates and charges raised, by providing the facility to:

- enter Adjustments to rates and charges
- calculate Rebate amounts for certain classes of ratepayer (usually pensioners)
- load/validate Beneficiary details at the Dept. Social Security and the Dept. Veteran Affairs for those receiving Rebates
- reporting to support the management of rates and valuations.
- balance rates in the Rates Accounting system to those passed to General Ledger.
- track each Assessment for all processes that affect it and record status type codes against the Assessment

There are special processes that create extra rates, one being the Rates Supplementary system whereby extra rates are created during the rating year due to changes in the Property (e.g. Swimming Pool built). A Late Levies function (used by NSW Councils) allows them to create rates for past years for properties whose valuations were in dispute, or where a property is now non-rateable. After the rates have been generated notices can be produced.

Purge processes are available to remove historic details for Assessments.

At the end of the Rating Period a number of functions can be performed, including:

- Negating small balance transactions (e.g. writing off transactions with a balance of 2c).
- Writing off Fines/Interest/Penalties incurred by Rebate Beneficiaries or Postponed Rates accounts.
- End of Period 'roll' in which the system prepares for the new rating period by creating brought forward transactions in the new period from outstanding transactions in the current period (i.e. creating Arrears transactions).

Tax Processing

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

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

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

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

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

NOTE: NEW ZEALAND TAX CHANGES - MISCELLANEOUS RECEIPTS

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

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

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

NOTE: NEW ZEALAND TAX CHANGES - BOOKINGS

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

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

NOTE: NEW ZEALAND TAX CHANGES – ANIMAL REGISTRATION

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

NOTE: NEW ZEALAND TAX CHANGES - ACCOUNTS RECEIVABLE

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

NOTE: NEW ZEALAND TAX CHANGES - GENERAL LEDGER RECEIPTS

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

NOTE: NEW ZEALAND TAX CHANGES – EXTERNAL RECEIPT IMPORTS INCLUDING MSF
Enhancements have been made to the External Receipt Import batch function to calculate the correct GST amount for external Receipts that include Merchant Service Fees. The tax rate that is used in calculating the GST for Merchant Service Fees will be the rate that was applicable on the date of the external Receipt.

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

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

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

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

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

Booking Parameters

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

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

Fee Code Maintenance form showing the new Tax Override flag

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

Tax Calculation

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

- New fees added on or after 01/10/10 that have the Tax Override flag turned OFF will be taxed at 12.5%.
- New fees added on or after 01/10/10 that have the Tax Override flag turned ON will be taxed at 15%.
- Adjustments made to fees added before 01/10/10 will be taxed at 12.5%.

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

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

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

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

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

Example:

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

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

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

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

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

USER-DEFINED RECEIPT TYPES

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

Global Tax Control

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

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

Accounts

Accounts required for each Tax Code established are:-
Tax Accrual Account

Tax Accrual Reversal Account
Tax Cash Account

Tax Accrual Account

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

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

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

Tax Accrual Reversal

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

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

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

Tax Cash Account

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

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

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

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

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

Non Accrual Modules:

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

Rounding

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

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

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

Effective Dates

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

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

Use of Multiple Tax Codes

Multiple Tax Codes will be required for the following reasons:

Where sites need to control and report Tax at Accrual Level

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

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

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

Overpayments and Prepayment Parameter set up

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

Refer to notes within each section on recommendations.

General Examples of Tax Calculations and Ledger Entries

Examples using 'Rounding = Nearest and .05'

Accrual Module (eg Rates)

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

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

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

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

Cash Module (eg Miscellaneous Receipts)

Miscellaneous Receipt Type set up as Taxable

Receipt generated for \$100.00

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

Modules where Tax can be 'Exclusive' (eg: Applications, Licensing, future Debtors)

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

'Inclusive' function as above examples.

Parameter or system calculated Fee = \$100

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

Or

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

Overpayment or Pre-Payments (eg: Rates, Applications, Licensing and Infringements)

Payment of \$100 received

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

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

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

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

Allocation of Overpayment or Pre-Payments

Payment of \$100 now allocated to a taxable debt

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

Or

Credit Revenue Account (cash mode)	90.90	
Credit Tax Cash Account	9.10	(from Tax Code applicable to charge)
Debit Bank Account	100.00	

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

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

And

Credit Control or Revenue Account	100.00
Debit Bank Account	100.00

Receipt Reversals

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

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

Reversal entries

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

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

Reversal entries

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

Refunds

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

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

Refund of \$100 allocated to a Taxable Credit

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

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

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

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

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

Refund of \$100 allocated to a Payment

Generated when RFND Journal entered

Debit Refund Suspense Account	100.00
Credit Refund Clearing/Control	100.00

Generated when Refund apportioned to Receipt

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

Debit Refund Bank Account	100.00
Credit Refund Suspense Account	100.00
Debit Refund Tax Clearing Account	9.10

Uses the O'payment Accounts

Credit Refund Tax Cash Account

9.10 Uses the O'payment
Accounts

Note: Even if the receipt is not an overpayment, the refund process will unallocate from any debt and force the receipt into overpayment. The refund entries are then allocated to the overpayment. As such, re-activation entries will be generated reversing out the allocation entries and generating overpayment entries. This caters for non tax and taxable debt transactions.

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

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

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

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

Debit Control Account	100.00
Credit Bank Account	100.00

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

Result is the same once it is in Overpayments.

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

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

Summary of Accounting Entries

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

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

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

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

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

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

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

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

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

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

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

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

Non-Taxable Types

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

The Non-taxable Types are:

N = GST Free

8 = Division 81

X = GST Exempt

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

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

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

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

Account Numbers

If the Non-taxable type is left blank, it will assume N

If direct GL Receipts are to be used for Division 81 transactions, the relevant Account Numbers MUST be accessed in Account Maintenance and the Non-taxable Type set to 8 (Division 81)

Project Codes

If the Non-taxable type is left blank, it will assume N

If direct Project Receipts (PR) are to be used for Division 81 transactions, the relevant Project Code MUST be accessed in Project Code Maintenance and the Non-taxable Type set to 8 (Division 81)

Misc Receipt Codes

If the Non-taxable type is left blank, it will assume N

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

User Defined Receipt Application Types

If the Non-taxable type is left blank, it will assume N

Therefore no special set up is required.

External Accounts Receivable - Ledger/Sub Ledger level

If the Non-taxable type is left blank, it will assume N

Therefore no special set up is required.

Animals

Animal Type

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

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

Animal Class

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

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

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

Infringements

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

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

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

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

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

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

Applications

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

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

Where Class is totally Non-Taxable

Select System Parameters

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

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

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

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

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

Where Class is a combination of Taxable and Non-Taxable

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

Select Application Fees

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

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

Select Contribution Fees

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

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

This then avoids the need to access each Fee individually.

Licensing

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

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

Where Class is totally Non-Taxable

Select System Parameters

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

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

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

Where Class is a combination of Taxable and Non-Taxable

Assuming that System and License Accounts set up indicates Taxable

Select License Fees

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

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

Rates

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

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

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

a)

If your site is not using Pathway Water Billing

and

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

System Parameters

Should be set to Non-Taxable

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

No further action is required.

b)

If Legal Fees and GST is being raised, then,

System Parameters

Should be set to Taxable

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

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

c)

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

System Parameters

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

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

Transaction Types – these can be left untouched

Rules that apply are:

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

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

d)

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

System Parameters

Should be set to Taxable

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

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

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

All situations:

Transaction Types

Rules that apply are:

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

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

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

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

Pathway Accounts Receivable

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

Rates System Parameters

Should be set to Taxable

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

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

Transaction Types

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

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

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

Financial Transaction Export

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

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

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

Tax Control - Rates

System Parameter provides a Taxable ON/OFF flag.

If any charge that is to be raised within Rates is deemed to be GST tax applicable, then this MUST be set to Taxable.

Where the Taxable Flag is set to ON a valid Tax Code will be required.

Note: Use a specific Tax Code if operating in Accrual Mode

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

Rate Type (Taxable Flag inherited from System Parameter)

Where the Taxable flag at System Parameter is OFF, override at the Rate Type to ON is not allowed

Where the Taxable flag at System Parameter is ON, override at the Rate Type to OFF is allowed

Tax Code will default from System parameter. It should not be changed, unless there is a need to generate tax at a different rate for the particular Rate Type.

Transaction Type (Taxable Flag inherited from System Parameter)

Where System Parameter is OFF, override at the Transaction Type to ON is not allowed.

Where System Parameter is ON, override at the Transaction Type to OFF is not allowed

Note: the combination of Rate Type and Transaction Type determines whether tax is applicable.

Reversal Transaction Types

Reversal Transaction Types adopt the same settings as the original Transaction Type when entries are made; therefore no taxable flag is required on these types of transactions

User Defined Transaction Types

User Defined Transaction Types will adopt the same settings as the 'based on' Transaction Type as at Release 2.07. However once Accounts Receivable (Debtors) has been developed, User Defined Transaction Types will default from the 'based on' Transaction Type but can be maintained to enable these to be set differently to that of the system value.

Transactions not linked to Rate Types i.e.:

Refunds, Small Balance Write-Off

MUST be defined with Taxable ON/OFF flag

Overpayments

Taxable ON/OFF flag will default from system level and cannot be changed.

The Tax Code however MUST be overridden at this level. A separate Tax Code for Overpayments is recommended. Failure to do this may result in over submitting of tax.

Rate Type/Transaction Type

The value from the Rate Type determines if tax is to apply, there is no requirement to enter any tax parameters at this level.

i.e.: If Rate Type = ON then tax will apply as long as the Transaction Type is also ON

If Rate Type = OFF, then tax will not apply regardless of what the Transaction Type is.

Rates

General Processing

Tax will be generated using the tax rate on the Rate Type Tax Code, where the Taxable flag is ON for both Rate Type and Transaction Type.

All Rates transactions are considered for Tax and the amounts/rates are all deemed to be Tax inclusive.

Where a Reversal Transaction is processed, tax generated will be based on the original transaction tax amount.

i.e.: reversals will always 'reverse' original tax amounts in proportion to the reversal transaction amount.

Credit Transactions will generate tax in the same manner as debts (however as opposite entries).

Rates Notices will include the amount of tax that has been generated for the assessment.

Where a Receipt is processed as an Overpayment AND Rates System parameters is set to Taxable = ON, tax will be calculated on the Overpayment.

Upon receipt of payments, the 'Tax Cash' amount is determined from the amount of the receipt that is allocated to the taxable transaction debt. This caters for part payments and payments allocated proportionately across many debts.

All receipt re-activations (movement of receipts from one debt to another) will consider the tax implications and generate adjusting tax cash entries where necessary.

eg: if a receipt is re-allocated from a non-taxable to a taxable debt, then tax entries must be generated and vice versa. This is needed for those sites that prepare returns are on a cash basis.

General Ledger transactions generated will all be sourced LRA (accrual) or LRAR (receipts).

Parameters

The following topics are covered in this section:

[Rates System Parameters](#)
[Responsibilities/Security Structure](#)
[Valuation Parameters](#)
[Rates Parameters](#)
[Transaction Parameters](#)
[Rebate Parameters](#)
[System Parameters](#)
[Generation Parameters](#)
[Recovery Group Maintenance](#)
[Response Type Maintenance](#)
[WA ESL Parameters](#)

Rates System Parameters

The following Chapter describes the parameters that may be defined to determine how the Rates System will function.

It should be noted that the Rates Application Parameters should ideally be established by entering the required parameters in the following sequence:-

Rates Accounting - Responsibilities/Security Structure

- Responsibility Groups
- Responsibility Structures

The Responsibility System is a Core Application that is required to define the responsibility or security over all Land Information options. Each Application will require a link to a Responsibility Structure that defines all users and their associated security.

The Responsibility Structures defined for each application should include those positions, and users who will normally access the application. The use of a default user may then be adopted to assign security to users who do not normally access a particular application.

Valuations

- Valuation System Parameters
- Valuation Types
- Valuation Year

Rates Accounting - Parameters

- Rateable Valuation Year Maintenance
- Rateable Valuation Type Maintenance
- Rating Period Maintenance
- Rate Category Maintenance
- Local Government Code Maintenance
- Rate Type Maintenance
- Rating Period Rate Type Maintenance
- Tax Codes Maintenance
- Notice/Agent Groups Maintenance
- Activity Maintenance
- Non Rateable Reason Maintenance
- System Parameter Maintenance
- Council Options
- Group Options
- Generation Run Maintenance
- Beneficiary Type Maintenance
- Rebate Groups Maintenance
- Discount Period Maintenance
- System Transaction Type Maintenance
- Transaction Type Maintenance
- Base Transaction Type Maintenance
- Rate Type/Transaction Type Account Maintenance
- Function Maintenance
- Cashier Warning Codes
- Extract type Maintenance
- Merge Type Maintenance
- Recovery Group Maintenance
- Recovery Group Matrix Maintenance
- Response Type Maintenance
- Notes Template Maintenance

- Direct Debit Type Maintenance

Responsibilities / Security Structure

A Responsibility Structure will need to be incorporated into the Rates Accounting system to enable the security of the Rates options to be defined. Creation of Responsibility Groups and creating a Responsibility Structure is described in the Core Software Training Notes. Having linked this structure to the Rates System Parameters, the security options can be defined.

Council Options and Group Options.

These two parameter options enables 2 levels of security to be defined:-

Level 1 - the security options assigned to the Council.

Level 2 - the security options assigned to Responsibility Groups within the Responsibility Structure.

Council Options

The following steps are required to assign the Rates Maintenance/Enquiry options available within Rates Accounting Maintenance:-

Assign Maintenance/Enquiry Options

- Click on the Council Options buttons.
- Highlight the options to be assigned to the council and click on the Select button.
- The Insert/Change/Delete options are defaulted as active. If any options are to be restricted, the checkbox can be unchecked to restrict access to this function.

Note - If options are changed after a Responsibility Structure has been assigned, a rebuild will automatically be performed to implement the changes made.

Group Options

The following steps are required to assign the Rates Maintenance/Enquiry options available within Rates Accounting Maintenance. The Group options will be used as an initial default.

Assign Maintenance/Enquiry Options

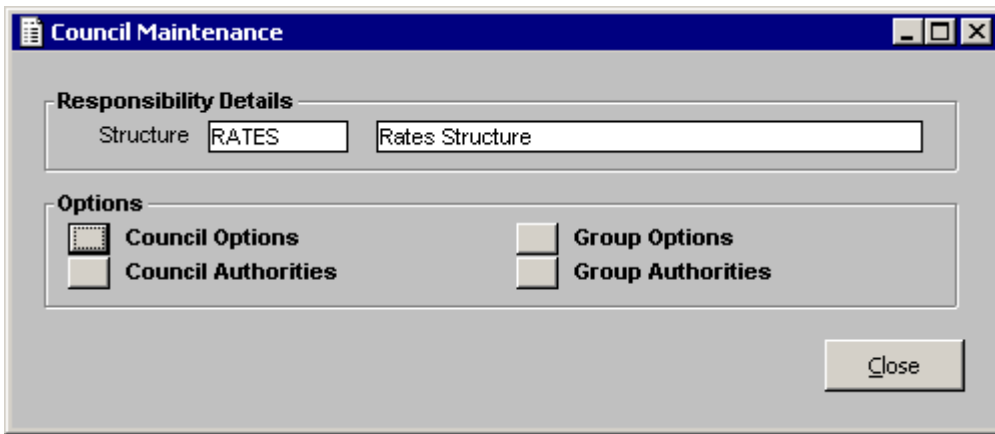
- Click on the Group Options button.
- Highlight the required Responsibility Group and click on the Modify button.

Note - the Users assigned to each Group can be viewed using the detail button alongside each group.

- Highlight the options to be assigned to the selected responsibility group code and click on the Select button.
- The Insert/Change/Delete options are defaulted from the council code options. If any options are to be restricted, the checkbox can be unchecked to restrict access to this function.

Council Maintenance Form

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

Responsibility Details

Structure

Options

Council Maintenance Form

Responsibility Details – Structure

This field displays the structure used within Responsibilities for Rates.

Options – Council Options Button

Use this button to assign Rates Maintenance/Enquiry options.

Options – Group Options Button

Use this button to access Responsibility Groups and assign Rates Maintenance/Enquiry options.

Options – Council Authorities Button

Use this button to assign Rates secured functions.

Options – Group Authorities Button

Use this button to access Responsibility Groups and assign Rates Maintenance/Enquiry options.

Valuation Parameters

This Chapter describes the parameters required to define the Rateable Valuation details utilised by the Rates Accounting System. This includes definition of the Rateable Values formula(s) to be used by all or selected assessments for the calculation of Rates.

Rateable Valuation parameters require that the Valuation System has first been accessed to nominate the base Valuation amounts that the Rateable Value may be based (Refer to the Valuation User Guide for further details).

Rateable Value Formula Maintenance Form

This form enables the addition or maintenance of formulas that are used in the calculation of the Rateable Valuation for an assessment. Rateable Valuations are used in the Rates Generation process.

Rateable Valuation Type	Description	Formula	Active
NAV	Nett Annual Value	NAV	☐
RESCV	RESCV (LVZ)	CV	☐
COMMON	Commercial Non Rateable	No Formula defined	☒
COM	Commercial	No Formula defined	☒
LEVY	Special Levy	No Formula defined	☒
RESAV	Residential AV	No Formula defined	☒
COMAV	Commercial AV	No Formula defined	☒
LV	Land Value (Auck)	No Formula defined	☒
CV	Capital Value (Auck)	No Formula defined	☒

Rateable Value Formula Maintenance Form

Rateable Valuation Type

This field contains a ten character code representing the Rateable Valuation Type (e.g. SV, CIV, NAV, and LV)

Description

This field contains a fifty character Description to more fully describe the Rateable Valuation Type (e.g. Site Valuation, Capital Improved Valuation, Nett Annual Value, Land Value etc.)

Formula

This field contains a Rateable Valuations formula that is used in the Rates Generation calculation process. To define the Rateable Valuation formula, click the detail button to access the Formula Maintenance form. If no formula is entered, then a message stating "No formula defined" is displayed in this field.

Rateable Valuation Types with no formulas defined cannot be used in the Rates generation process until a formula has been defined.

A Rateable Valuation Type that does not have a formula defined should not be selected as a Rates System Parameter default.

Formula Detail Button

By pressing the detail button, you will access the Formula Maintenance form to enable the addition of a new formula or maintenance of an existing one.

Standard

If the standard checkbox is checked on, the Rateable Valuation will be automatically calculated where Rateable Value Maintenance is performed (Bulk Updates, Rateable Valuation Maintenance). Additional Rateable Valuations may be created that apply only to individual assessments. These should not be flagged as standard.

The Rateable Valuation(s) that is normally applied to all assessments should be checked as Standard.

Active

If this checkbox is checked on, the Rateable Valuation Type may be selected during maintenance and bulk update functions.

Move Buttons

By pressing the Move buttons, the Rateable Valuation types may be re-sequenced within the list to determine the order they will display in maintenance functions.

Formula Maintenance Form

This form enables the addition of a Rateable Value Formula or the maintenance of existing ones. Rateable Valuations may be defined as an existing Valuation Type (as set up in the Valuations System) or as a formula.

A Rateable Valuation formula may be made up of one or many valuation components.

For example, if you wish to set up a Rateable Value to equal "Site Value" (previously set up in Valuation Type Maintenance), select the + operand and then select "Site Value" from the Valuation Type Pop Up

The resultant Formula that would be used to generate rates for this Rateable Value would be "Site Value".

If you wish to set up a Rateable Value to equal "Land Value" minus "Heritage Allowance" minus "Section 58 Allowances", the following steps will be required (after setting up the appropriate values in Valuation Type Maintenance)

Select the (+) operand and then select "Land Value" from the Valuation Type Pop Up.

Click on the Insert button, select the (-) operand and then select "Heritage Allowance" from the Valuation Type Pop Up.

Click on the Insert button, select the (-) operand and then select "Section 58 Allowances" from the Valuation Type Pop Up.

The resultant Formula that would be used to generate rates for this Rateable Value would be Land Value - Heritage Allowance - Section 58 Allowances.

Operator	Valuation Type	Description
+	NAV	Nett Annual Value

Formula Maintenance Form

Rateable Valuation Type

This field contains a description of the selected Rateable Valuation Type that you are assigning or amending a formula. This field is display only and cannot be maintained.

Operator

Click on the Drop down list to select a (+) or (-) sign as an operator to be used for each Valuation Type in constructing the formula.

Valuation Type

This field contains a ten-character code representing the Valuation Type. Click on the Valuation Type Pop Up to select a Valuation Type to include in the Rateable Valuation formula. (These Valuation Types must previously have been set up in "Valuation Types Maintenance" in the "Valuations System")

Description

This field contains a fifty character Description that more fully describes the Valuation Type you have selected to include in the formula. This field is display only and cannot be maintained.

Rateable Valuation Year Maintenance Form

This parameter enables Rateable Valuation Years to be defined and that will be accessed via the relevant functions (e.g. Rates Generation). The Valuation year associated with each Rateable Value year will also be defined.

Year	Active	Valuation Year
1995	☒	1997 >>
1996	☒	1999 >>
1997	☒	1997 >>
1998	☒	1998 >>
1999	☒	1999 >>
2000	☒	2000 >>
2001	☒	2001 >>
2002	☒	2002 >>
2003	☒	2003 >>

Rateable Valuation Year Maintenance Form

Rateable Value Year

This field contains the Rateable Valuation Year that will be used in the Rates Accounting System.

Active

If this checkbox is checked on, the Rateable Valuation Year may be selected during maintenance functions

Valuation Year

This field contains the Valuation Year that applies to this Rateable Values Year.

Click on the Valuation Year Pop Up button to enable the selection of a Valuation Year. (These Valuation Years must previously have been set up in "Valuation Year Maintenance under the Valuations System")

Rates Parameters

This Section describes some of the General Rates parameters that may be optionally used by a site for grouping rates assessments. This includes the following options

- Local Government Codes - identifying the category of use for differential rating purposes.
- Notice Groups - grouping assessments for the purpose of producing notices
- Non-Rateable reason - indicate assessments that may not attract rate charges

Parameters that control the tracking of assessments and the granting of discount are also referenced within this section.

- Activity Maintenance - reflect the processes that have occurred on a given assessment or describe the assessment as a certain type of assessment.
- Discount Periods - identify criteria required for assessment to attract a discount

Local Government Code Maintenance Form

This form enables the addition of Local Government Codes or the maintenance of existing ones.

Local Government Codes describe the category of land for differential Rating purposes. These codes can be placed against Assessments (manually or by a VG Update) and also against Rate Types so that a check can be carried out to ensure that an Assessment has Rate Types that are appropriate to its land use. (I.e. there shouldn't be a Residential Rate Type on an Assessment that has a Local Government Code of Factory).

When a Rate Type is being added to an assessment, the system checks that the Local Government Code on the Rate Type being added is equal to the Local Government Code on the Assessment. If not, a warning message is displayed. If a message displays, either change the Local Government code to the correct one or suspend / remove the existing Rate Type and add the correct one.

The Local Government Code is also used by Victorian sites to sort assessments into groups for the Grants Commission Report.

Code	Description	Category	Active
AGC4	Test 4 char Code		☒
COM-OFFICE	COM-OFFICE		☒
COM-OTHER	COM-OTHER		☒
COM-SHOP	COM-SHOP		☒
INDUS-LIGH	INDUS-LIGH		☒
INDUS-OTHE	INDUS-OTHE		☒
OTHER	OTHER		☒
PRIM. PROD	PRIM. PROD		☒
RESIDENT	RESIDENT		☒

Local Government Code Maintenance Form

Code

This field contains a ten-character code representing the Local Government Code.

Note: If you are a South Australian site, you must use the statutory codes of 1 – 9. This is essential so that the automated update process via the Valuer General Update can be performed.

Description

This field contains a fifty character Description that more fully describes the Local Government Code.

Category

This field will only be available (and is optional) when the 'Notice Extract Format' parameter is set to 'Vic (Office of Housing)'.

The following values are available:-

- Residential
- Commercial
- Industrial
- Rural
- Other

The values held against the Local Government Code at the Rate Type level will determine the column on the A4 schedule of the Grants Commission Report.

The values held against the Local Government Code at the Assessment level will determine the column on the A6 schedule of the Grants Commission Report.

Active

If this checkbox is checked on, the Local Government Code may be selected during maintenance functions.

Notice Group Parameter Maintenance Form

This form enables the addition of Notice Groups or the maintenance of existing ones.

Notice Groups are used to group similar Assessments together so that they can be selected or printed together as a batch.

For example, a particular Notice Group may be set up for Overseas Ratepayers. When the Rate Notices are printed, an option can be taken to print them off in Notice Group sequence (or in a special run altogether) that would make it easier to sort them for posting.

Another Notice Group may be set up for the Department of Housing who are to receive all their Rate Notices together in one group or on a magnetic tape in a specific format designated by the Department of Housing.

Notice Groups are also used for receipting money from an 'agent' where that money needs to be automatically allocated to appropriate Assessments (via the 'Bulk Agent Receipting' function in Receipting.)

Notice Group	Description	Agent	TIS Indicator	Print Notice	Agent Schedule	Active
125	COOKS AGENCY	☒	☒	☒	☐	☐
126	WHITESANDS PROPERTIES PTY LTD	☒	☒	☐	☐	☒
128	Ms Julia Mitchell	☒	☒	☒	☐	☒
1369993	1369993	☐	☐	☐	☐	☒
AAC00	A & A CENTOFANTI P/L	☐	☐	☐	☐	☐
AA501	A & A CENTOFANTI P/L	☒	☒	☒	☐	☐
ABI01	A & A CENTOFANTI P/L	☒	☐	☒	☐	☐
ACC05	ACC - MGR BUSINESS DEVELOPMENT A/C VICTORIA SQ	☐	☐	☐	☐	☐
ACC06	ACC - MGR BUSINESS DEVELOPMENT A/C CENTRAL MKT	☒	☐	☒	☐	☐

Buttons: Insert, OK, Cancel

Notice Group Parameter Maintenance Form

Notice Group

This field contains a ten-character code representing a Notice Group.

If you wish for all non-standard type notices to be printed early in the appropriate print run, then ensure that the codes assigned are alphabetically before the "Standard" Notices code.

Description

This field contains a fifty character Description that more fully describes the Notice Group. If the Notice Group is to be used for Bulk Receipting, then the entered or selected name of the Agent will be displayed in this field.

Agent

Clicking on this checkbox will prompt you to add an Agents Name or search for an existing name in the Name & Address System to designate as an Agent.

An Agent implies that this Notice Group has multiple Assessments attached to it and it will be used in the Bulk Receipting process to allocate payments in Bulk to all those assessments.

TIS Indicator (Adelaide City only)

The TIS (Tenancy Information Schedule) Indicator may be checked on for Agents only.

This checkbox will not be displayed for Non Agent Notice Groups.

If this checkbox is checked on, it indicates that the Assessment linked to the selected Agent may be considered when Rental information is extracted. This decision is made via the Assessment Details option.

Print Notice

If this checkbox is checked on, Assessments belonging to that Notice Group will have a Rates Notice produced.

A report is produced by default by the Notice Print process.

Note: If the Agent Flag is on, only one of the options - Print Notice or Print Report, can be selected. If the Agent Flag is off, the Print Notice and Print Report options are not available.

Print Report

If this checkbox is checked on, Assessments belonging to that Notice Group will have a report printed of Rates & Charges levied.

The Print Report option only controls whether an Agent Rates Schedule for the particular Agent can be produced.

Note: If the Agent Flag is on, only one of the options - Print Notice or Print Report, can be selected. If the Agent Flag is off, the Print Notice and Print Report options are not available.

Active

If this checkbox is checked on, the Notice Group may be selected during maintenance functions

Non Rateable Reason Maintenance Form

This form enables the addition of Non Rateable Reason Codes or the maintenance of existing ones. Non Rateable Reason Codes are used to describe an Assessment that for whatever reason is fully or partially Non Rateable.

Non-rateable assessments can then be grouped together for reporting or when generating rates.

Fully Non Rateable means that neither general Rates nor Services are charged for.

Partially Non Rateable means that assessments are only charged for Services (such as garbage).

Reason	Description	Rate On	Administration Fee	Active
ADMIN	ADMIN	None	☐	☒
BUSINESS	BUSINESS	None	☐	☒
COUNCIL	COUNCIL	None	☐	☒
DIPLOMATIC	DIPLOMATIC	None	☐	☒
EDUCATION	EDUCATION	None	☐	☒
FREE	FREE	None	☐	☒
GOVERNMENT	GOVERNMENT	None	☐	☒
HOSPITAL	HOSPITAL	None	☐	☒
INCORPOR.	INCORPOR.	None	☐	☒

Buttons: Insert, OK, Cancel

Non Rateable Reason Code Maintenance Form

Reason

This field contains a ten-character code representing the Non Rateable Reason code.

Description

This field contains a fifty character Description that more fully describes the Non Rateable Reason.

Rate On

This field indicates whether Assessments with this code will be charged for Services Only (such as garbage) or will not be charged for rates or services. The following options are available from the drop-down list.

- None - no charges for rates or services for assessments with this non-rateable code
- Services Only - assessments with this non-rateable code will only be charged for Services (e.g. Garbage)

Administration Fee (WA only)

Click on the check box if it intended that an Instalment Administration fee is to apply to an assessment carrying the particular Non Rateable Reason Code

Active

If this checkbox is checked on, the Non Rateable Reason Code may be selected during maintenance functions.

Activity Maintenance Form

This form enables the addition of Activity Codes or the maintenance of existing ones.

Activity Codes are placed on Assessments either manually or via batch processes such as Rates Generations and Fines Generations.

Activities are used to:

- Track the progress of an 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 an Assessment as a certain type of Assessment. (e.g. Ratepayer is Councillor or other Politician, Ratepayer unlocatable, Direct Debit Assessment, Ratepayer on Arrangements To Pay)
- Qualify an 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)

Activity	Description	Active	Debt Collection
10102	DRN10102 Debt Recovery Notice	☒	☐
10102A	DRN10102 Debt Recovery Notice in Feb '03	☒	☐
10321	DRN10321 Receipt Reactivation	☒	☐
11651	DRN 11651 KT	☒	☐
11839	DRN 11839 Rental Assessment	☒	☐
131156	Mackay 131156	☒	☐
13825	DRN 13825	☒	☐
2000/2001	Rates for the Year Ending 30/06/2001	☒	☐
6487	DRN6487	☒	☐

Buttons: Insert, OK, Cancel

Activity Maintenance Form

Activity

This field contains a ten character code representing the Activity (e.g. ARR, DD, POLI)

Description

This field contains a fifty character Description that more fully describes the Activity (e.g. Arrangements to Pay, Direct Debit, Ratepayer is a Politician).

Active

If this checkbox is checked on, the Activity may be selected during maintenance functions

Debt Collection

If this check box is turned on the Activity will be available for Debt Collection purposes.

Council Code Maintenance Form

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.

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	Description	Refund Account	Overpayment Account	Small Balance Credit Account	Small Balance Debit Account	Active
PLAYFORDR	Playford	...	...	...	...	☒
GEELONG	Geelong	...	...	...	...	☒
REDCLIFFE	Redcliffe	...	...	...	...	☒

Insert OK Cancel

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.

Discount Period Maintenance Form

This form enables the addition of Discount Periods or the maintenance of existing ones.

At the Rates System Parameter level it is denoted at what level that discount is applied at i.e. Assessment or Rate Category level.

Discount Periods are used to establish the percentage discount applicable, relative to the number of days the rates have been paid before or after the Pay By Date.

The Tolerance Level sets the variance. An amount, in payment of rates, will be permitted and receive discount.

A screenshot of the 'Discount Period Maintenance' window. It features a table with two columns: 'Days' and 'Percentage'. The first row contains the values '-40' and '10.00'. To the right of the table are three buttons: 'Insert', 'OK', and 'Cancel'.

Days	Percentage
-40	10.00

Discount Period Maintenance Form

Number Of Days

This field contains the number of days before or after the “Pay By Date” that a payment is received to allow this particular Percentage & Tolerance.

The field can be zero or a positive or negative number of days and must be unique. If negative days are entered, discount will be granted for that number of days after the pay by date.

The first Discount period to be set up could be entered as zero days. If this is the only discount period entered, then at any time up until the Pay By Date, payments will attract this percentage discount.

If there is a second or subsequent discount period entered, then the percentage allocated to those Number Of Days will apply to payments made prior to those number of days before the Pay By Date.

E.g. if a further discount line is added with say 30 days entered, then the following will occur.

If the assessment or Rate Category is paid from zero to 29 days earlier than the Pay By Date, then the percentage on the discount record with zero days will apply.

If the Assessment or Rate Category is paid 30 days or more earlier than the Pay By Date, then the percentage on the second discount record will apply and so on.

Percentage

This field contains the discount percentage that will apply if payment is made within the discount period relative to the Pay By Date.

Rate Type / Transaction Type Accounts Search Profile Form

The function provides the process to override General Ledger Account numbers that the transactions that this particular Transaction Type will generate are directed.

 A screenshot of the 'Rate Type / Transaction Type Accounts Search Profile' window. It contains two rows of input fields. The first row is labeled 'Rate Type' and the second row is labeled 'Transaction Type'. Each row has a small green box with a right-pointing arrow next to it. To the right of these are two empty text boxes. At the bottom right are two buttons: 'Search' and 'Close'.

Rate Type		
Transaction Type		

Rate Type / Transaction Type Accounts Search Profile Form

Rate Type

Click on the Pop Up to select the required rate Type.

Transaction Type

Click on the Pop Up to select the required Transaction Type.

Rate Type / Transaction Type Account Selection Form

This form is displayed if the Search has been performed on a Rate Type only. Use this form to select the Transaction Type required.

Rate Type	Description
(JM)BIN	JM's Garbage Bin

Transaction Type	Description
WTR UNIT	Water Unit Charges
WTR UNIT-R	Water Unit Charge Reversal
FINE-PRR	Fine Remission reversal
REBI	Inner City Rebate
REBI-R	Inner City Rebate Reversal
REMARR	NZ FINE-A Remission
REBRM	Rebate - Rundle Mall
REBRE	Rebate - Residential
INSI-P	Previous Period Instalment Interest

Modify Close

Rate Type / Transaction Type Account Selection Form

Rate Type

This field displays the Rate Type code.

Description

This field displays the Internal Description associated with the Rate Type code.

Transaction Type

This field displays the Transaction Type Code.

Description

This field displays the Description associated with the Transaction Type code.

Rate Type / Transaction Type Account Maintenance Form

This function provides the ability to override the Ledger account numbers that the value of the transaction will be directed.

The form will populate with the account numbers previously set up for the particular transaction type in the Transaction Type Parameters.

All accounts entered MUST be from the same ledger in order to accept the changes.

Rate Type / Transaction Type Account Maintenance			
Rate Type	(JM)BIN	JM's Garbage Bin	
Transaction Type	WTR UNIT	Water Unit Charges	
Ledger	QL	Details Defaulted from	Transaction Type
Control Account	LRA-RATES CONTROL ACCOUNT	>>	Rates Control Account - Outstanding Balance
Revenue Account	LRA-RATES REVENUE ACCOUNT	>>	Rates Revenue Account
Receipt Bank Account	LRA-RATES BANK ACCOUNT	>>	Rates Bank Account
Receipt Control	LRA-RATES CONTROL RECEIPTS	>>	Rates Control Receipts Account
Project Code		>>	
OK Cancel			

Rate Type / Transaction Type Account Maintenance Form

Rate Type

This field is populated with the Rate Type previously selected in the Search Profile Form. This field is not maintainable on this form.

Transaction Type

This field is populated with the Transaction Type previously selected in the Search Profile Form. This field is not maintainable 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 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 in this field the Project Code that is to be attached to the transactions. 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.

Account Pop Up Form

Ledger	Account	Description
LG	10-10-201	Office of the CEO Salaries & Wages
LG	101-93-713	Sale Motor Vehicles at Cost
LG	108-91-262	Taralgon Medical Materials
LG	109-93-713	Moe Motor Vehicles at Cost
LG	11-10-201	Special Services Salaries & Wages
LG	116-91-205	Littlewood Casual Wages
LG	116-91-502	Littlewood Allocation - Recoveries
LG	12-10-201	Human Resources Salaries & Wages
LG	12-10-207	Human Resources Employee Leave

Search Profile

Ledger >>

Account

Description

Account Pop Up Form

Ledger

This field is populated with the applicable General ledger. This field is not maintainable on this form.

Account

This field is populated with the Account Number. This field is not maintainable on this form.

Description

This field is populated with the description of the Account number. This field is not maintainable on this form.

Search Profile - Ledger

Click on the Pop Up to access the Ledger Pop Up to select the required Ledger to facilitate the search. Alternatively, enter in the code for the ledger and click on the Search button to execute the search.

Account

Enter in the Account Number and click on Search button to execute the search.

Search Profile - Description

Enter in the Account description and click on the Search button to execute the search.

Direct Debit Type Search Profile

Use this form to search for Direct Debit Types.

Direct Debit Type Search Profile

Direct Debit

Description

Direct Debit Type Search Profile Form

Direct Debit

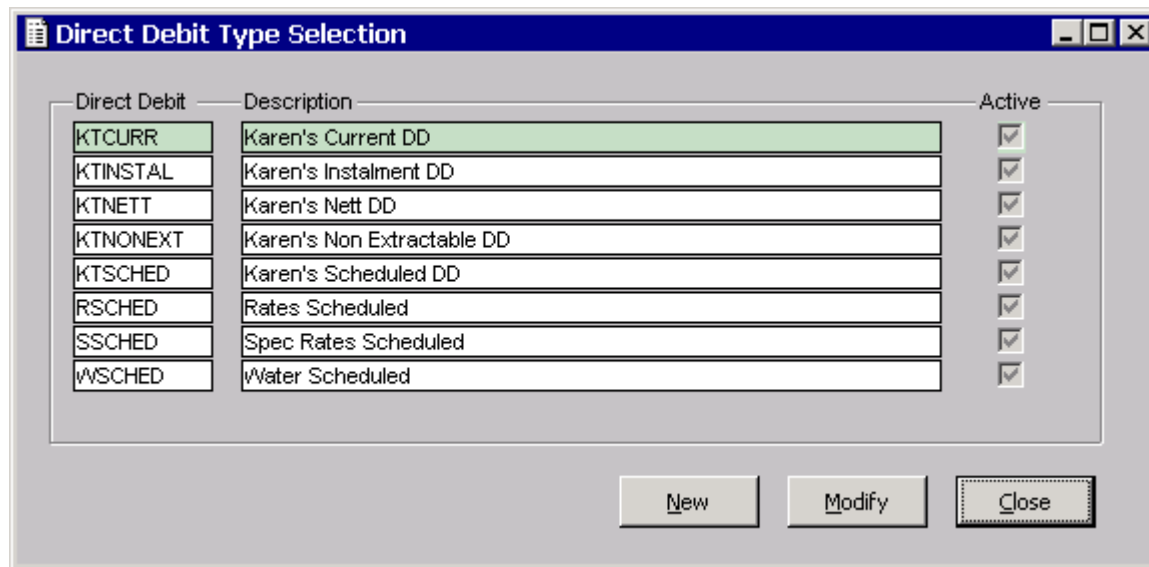
This field allows for a partial entry of a Direct Debit Type Code to be used as searching criterion.

Description

These fields allow for a partial entry of the Direct Debit Type Code Description to be used as searching criterion.

Direct Debit Type Selection Form

Use this form to select a Direct Debit Type to modify.



Direct Debit	Description	Active
KTCURR	Karen's Current DD	☒
KTINSTAL	Karen's Instalment DD	☒
KTNETT	Karen's Nett DD	☒
KTNONEXT	Karen's Non Extractable DD	☒
KTSCHED	Karen's Scheduled DD	☒
RSCHED	Rates Scheduled	☒
SSCHED	Spec Rates Scheduled	☒
WSCHED	Water Scheduled	☒

New Modify Close

Direct Debit Selection Type Form

Direct Debit

This field is not maintainable on this form. It displays the Direct Debit Type Code.

Description

This field is not maintainable on this form. It displays the Description for the Direct Debit Type Code.

Active

This field is not maintainable on this form. It displays if the Direct Debit Type is active or not.

Direct Debit Type Maintenance Form

Use this form to enter or maintain user defined Direct Debits.

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.

Application

Select from the drop down the Application that the Direct Debit will apply to. The default is Rates and the available options are:

- Rates
- Water Billing
- Spec Rate/Charge

Water Billing will only be available when the Rates System Parameter Use Separate Assessments is turned on. (Debtors has its own Direct Debit Type maintenance form.)

Print on Notice

Use this check box to enable extraction of Direct Debit details via the Rate Notice Report, Instalment /Reminder Notice Report or Rate Notice (NZ) processing.

Not available when Application is set to Water Billing.

Print Acknowledge

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 Debit Type.

Water Notice Message

This field is only available when the Application is set to Water Billing. It enables the entry of 100 characters for printing on a Water Usage Notice.

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

Transaction Parameters

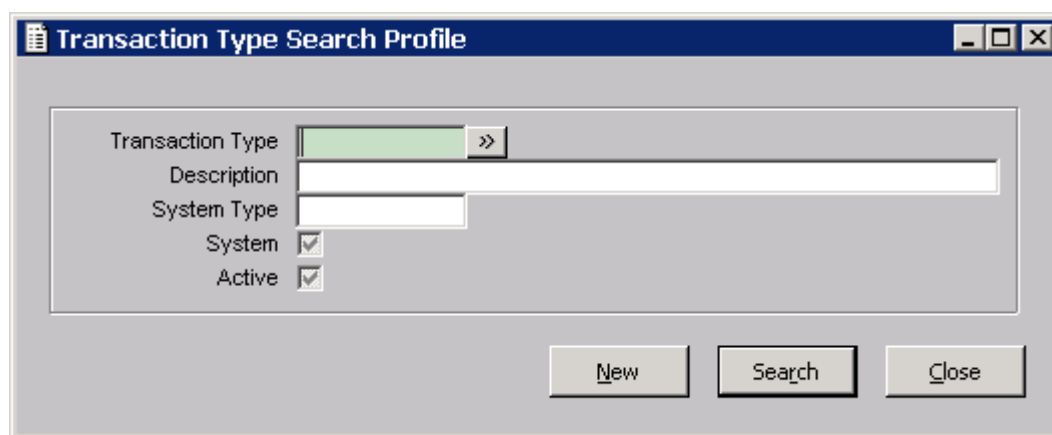
The Pathway Rates System has Base and System Transaction Types that control transaction processing within Rates. User Transaction Types can be created based on these.

A default set of (User) Transaction Types will be supplied by INFOR when the system is installed. Council can change these Transaction Types somewhat (e.g. Descriptions, and processing parameters etc.) but won't be able to delete or change the purpose of them. Users can add extra Transaction Types for their own particular needs.

Transaction Type Search Profile

This form enables the selection of an option to either enter a new (user) Transaction Type or search by various criteria on existing Transaction Types.

- Click on the New button to enter a new (user) Transaction Type
- Click on the Search button to view a summary of **all** existing Transaction Types
- Enter any combination of fields displayed to narrow your Search.
- Wildcard Searches can also be performed.



Transaction Type Search Profile Form

Transaction Type

This field contains a 10 character Transaction Type code.

To search for a particular Transaction Type Code, enter the Transaction Type Code and use the Search button to initiate the search. The pop-up button may be used to select an existing Transaction Type.

The field can also be used to conduct a wildcard search for all existing Transaction Type Codes in the System fitting a particular naming criteria. (e.g., Fin* will return all Transaction Type Codes that start with the letters "Fin" such as Fine, FinA, Fin2, Fines etc)

Description

This field contains a fifty character Description that more fully describes the Transaction Type.

To search for a particular Transaction Type Description, enter the Transaction Type Description and click search.

If only part of the description is known, then a wildcard search can be performed for all existing Transaction Type Descriptions in the System containing a particular word. (E.g., *Arrears* will return all Transaction Types with a description that contains the word "Arrears" such as Arrears Fine, Current Arrears Fine, Rate Arrears etc).

Note: This field is case sensitive. Therefore the correct format must be used when searching by description.

System Type

This field contains the System Transaction Type related to this Transaction Type code

To search for a particular System Transaction Type Code, enter the System Transaction Type Code and click search.

The field can also be used to conduct a wildcard search for all System Transaction Type Codes in the System fitting a particular naming criteria. (E.g., Fin* will return all System Transaction Type Codes that start with the letters "Fin" such as Fine, FinA, Fin2, Fines etc).

System

If this checkbox is checked on, it indicates that the search to be performed is on only pre-released system Transaction Type. If it is checked off, it indicates that the search is to be performed on only user defined transaction types.

On accessing the Search Profile form, this checkbox is in shaded mode. This will mean that any searches performed will identify both user and system defined transaction types.

Active

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

Transaction Type Pop Up Form

This form enables the selection of a Transaction Type so that maintenance can be performed on that selected Transaction Type.

Type	Description
WTR UNIT	Water Unit Charges
WTR UNIT-R	Water Unit Charge Reversal
FINE-PRR	Fine Remission reversal
REBI	Inner City Rebate
REBI-R	Inner City Rebate Reversal
REMARR	NZ FINE-A Remission
REBRM	Rebate - Rundle Mall
REBRE	Rebate - Residential
INSL-P	Previous Period Instalment Interest

Search Profile

Transaction Type

Description

Search Select Close

Transaction Type Pop Up Form

Type

This field contains a 10 character Transaction Type code.

Description

This field contains a fifty character Description that more fully describes the Transaction Type.

Search Profile – Transaction Type

To search for a particular Transaction Type Code, enter the Transaction Type Code and click search.

The field can also be used to conduct a wildcard search for all existing Transaction Type Codes in the System fitting a particular naming criteria. (e.g., Fin* will return all Transaction Type Codes that start with the letters "Fin" such as Fine, FinA, Fin2, Fines etc)

Search Profile - Description

To search for a particular Transaction Type Description, enter the Transaction Type Description and click search.

If only part of the description is known, then a wildcard search can be made for all existing Transaction Type Descriptions in the System containing a particular word. (e.g., *Arrears* will return all Transaction Types with a description that contains the word "Arrears" such as Arrears Fine, Current Arrears Fine, Rate Arrears etc)

Note: This field is case sensitive.

Transaction Type Selection Form

This form enables you to select an option to either enter a new Transaction Type or to select an existing Transaction Type to maintain.

Note: If on this form the System checkbox is checked on, it indicates that the Transaction Type is a pre-released system Transaction Type. If the System checkbox is checked off, it indicates that the Transaction Type is a user created Transaction Type.

Transaction	Description	System Type	System	Active
WTR UNIT	Water Unit Charges	GENR	☐	☒
WTR UNIT-R	Water Unit Charge Reversal	GENR-R	☐	☒
FINE-PRR	Fine Remission reversal	FINE-PR	☐	☒
REBI	Inner City Rebate	REBA	☐	☒
REBI-R	Inner City Rebate Reversal	REBA-R	☐	☒
REMARR	NZ FINE-A Remission	FINE-PR	☐	☒
REBRM	Rebate - Rundle Mall	REBA	☐	☒
REBRE	Rebate - Residential	REBC	☐	☒
INSI-P	Previous Period Instalment Interest	INSI-P	☒	☒

Buttons: Overpayment Account, Sequence, New, Modify, Close

Transaction Type Selection Form

Transaction

This field contains a ten-character code representing the Transaction Type. This field is display only and cannot be maintained.

Description

This field contains a fifty character Description that more fully describes the Transaction Type. This field is display only and cannot be maintained.

System Type

This field contains the System Transaction Type related to this Transaction Type code

System

If this checkbox is checked on, it indicates that the Transaction Type is a pre-released system Transaction Type.

Active

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

Overpayment Account Button

Selecting this button will display the Overpayment Account Maintenance Form

Sequence Button

This button enables the display sequence of transaction types to be determined.

New

This button will allow you to create a User Defined transaction type.

Modify

This button will allow you to modify an existing transaction type.

Overpayment Account Maintenance Form

Overpayment Account Maintenance Form

Transaction Type

This field displays the System Transaction Type for overpayment. This transaction type cannot be modified or a user transaction type defined. This Transaction Type is used to control what accounts are used when an assessment is in credit due to an overpayment of rates.

If this field is checked on then the Class will be Taxable. The Tax Code is entered in the next field.

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 be calculated on 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

Note: This field will not be available unless the Taxable check box in the Rates System Parameters is checked on.

Non-Taxable Type

If the Taxable field has not been flagged on, therefore making it Non Taxable, then a Non-taxable Type needs to be defined. There are 3 options available in the Dropdown List. These are GST Free, GST Exempt and Division 81. It is expected that Australian sites will use GST Free and Division 81 only. Financial systems can use these values, as the applicable codes (N - GST Free, X - GST Exempt and 8 - Division 81) are output in the Pathway Financial Transaction File in place of the previous 'N' value.

Tax Code

The Tax Code defaults from the Rates System Parameters if the Taxable check box is checked ON. Select the Pop-up to access the Tax Code Pop-up should an alternate code be required.

Note: This field will not be available unless the Taxable check box in the Rates System Parameters is checked on.

Ledger

This field will default with the Ledger code of the accounts selected.

Accounts

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

Transaction Type Sequence Maintenance Form

This form enables the user transaction type sequence to be modified. The sequence will determine the order that transaction types are displayed on forms.

Transaction	Description	System	Active
WTR UNIT	Water Unit Charges	☐	☒
WTR UNIT-R	Water Unit Charge Reversal	☐	☒
FINE-PRR	Fine Remission reversal	☐	☒
REBI	Inner City Rebate	☐	☒
REBI-R	Inner City Rebate Reversal	☐	☒
REMARR	NZ FINE-A Remission	☐	☒
REBRM	Rebate - Rundle Mall	☐	☒
REBRE	Rebate - Residential	☐	☒
INSL-P	Previous Period Instalment Interest	☒	☒

Transaction Type Sequence Maintenance Form

Transaction

This field contains a transaction type code that is available for sequencing. The field is display only and cannot be maintained. The move buttons may be utilised to re-sequence the transaction types as required.

Description

This field contains the description associated with each listed transaction type code. The field is display only and cannot be maintained. The move buttons may be utilised to re-sequence the transaction types as required.

System

If this checkbox is checked on, it indicates that the listed Transaction Type was created as a System Type (pre-issued), rather than council specific.

Active

If this checkbox is checked on, it indicates that the listed Transaction Type is available for selection via Batch and Maintenance functions.

Move Buttons

By pressing the Move buttons, the sequence of this listed Transaction Types may be amended as required. The Transaction Type that is highlighted will be moved (either Up or Down).

Transaction Type Maintenance Form

This form enables the addition of (user) Transaction Types or the maintenance of existing ones.

A default set of User Transaction Types defined by INFOR have been supplied and consist of one single (user) Transaction Type for each System Transaction Type. The code used for each of these user Transaction Types will be the same as the code used for the System Transaction Type that it represents. For example, there would be a (user) Transaction Type of GENR representing the System Transaction Type of GENR.

If required, Council can added extra (user) Transaction Types so that transactions generated on-line could be treated differently to those generated by bulk processes (e.g. update a different set of accounts, etc.).

For example, Council may want to make the distinction between those Rebates generated by the Bulk Rates Generation and those generated via the On-line Rebate Calculation function. In this case a new (user) Transaction Type 'REBCL' with a Description 'Council Rebate - Late application' could be entered.

Note that before the Transaction Type can be added, its 'reversing' Transaction Type must be added for the Transaction Type to reference.

Transaction Type Maintenance Form

Transaction Type

This field contains a 10 character (user) Transaction Type code. This field can only be maintained if you are creating a new transaction type, or you are maintaining a previously entered user transaction type. Pre-release user transaction types cannot be maintained.

Description

This field contains a fifty character Description that more fully describes the (user) Transaction Type. A user-defined transaction description can be entered or the description on a pre-release user transaction type can be changed to further qualify its use.

System Type

This field contains the System Transaction Type related to this (user) Transaction Type code. A reversal transaction type should be selected if a user-defined reversal code is being created. If this is a pre-release user transaction type this field cannot be maintained. If a new transaction is being created, either enter in the System Transaction Type Code or use the Pop Up Button to display a selection of codes. This field is mandatory and is used to control the characteristics of the new transaction type e.g. where it is displayed on screens and printed on reports.

Description

This field contains up to a fifty-character description of the System Type Transaction type that the User defined transaction will be linked.

Taxable

Click on the check box if this Transaction Type is to be subject to GST tax.

Non-Taxable Type

If the Taxable field has not been flagged on, therefore making it Non Taxable, then a Non-taxable Type needs to be defined. There are 3 options available in the Dropdown List. These are GST Free, GST Exempt and Division 81. It is expected that Australian sites will use GST Free and Division 81 only. Financial systems can use these values, as the applicable codes (N - GST Free, X - GST Exempt and 8 - Division 81) are output in the Pathway Financial Transaction File in place of the previous 'N' value.

Reverse Transaction Type

This field contains the user-created reversal transaction type that will be used when reversals are processed via journal entry.

The description field contains a description of the Reverse Transaction Type. It can contain up to 50 characters.

Click on the Pop Up Button to enable the selection of a previously created User Reverse Transaction Type.

Note: This reversal transaction type must be created prior the creation of the user type transaction type.

System

If this checkbox is checked on, it indicates that the Transaction Type is a pre-released system transaction type. This checkbox will not be accessible when creating your own user defined Transaction Types.

Active

If this checkbox is checked on, the (user) Transaction Type may be selected during maintenance functions

Purpose

This field is used to indicate the purpose of the Transaction type. The Purpose is used to distinguish transactions between those created 'normally' (i.e. at Rates Generation), and those created as Adjustments or as Write-offs. The following options are available

- **Levied** – This should be used if the transaction is to be used via a Rates/Supplementary or Interest Generation.
- **Adjustment** – This should be selected if the transaction is to be used in journal entry only.
- **Write-off** – This will be set on automatically when a System Reversal Transaction Type is selected.

This field is mandatory when creating a new user defined Transaction Type.

Payment Sequence

Enter the Payment Sequence Number that will be used by the Apportionment process to determine the order that the Transaction is paid. Both this number and the Payment Sequence number held against the Rate Type determine the transaction payment sequence.

Fineable

Tick the tick box on if the particular transaction type is to be considered in the fines/interest calculations. When creating new transactions, the fineable flag will default to the status the system transaction type has.

Override Debit Roll Forward Type

This field will only be available if the 'Roll Fines Forward as Rates' field is OFF in the Rates System Parameters. It allows an override user Transaction Type that a given Transaction Type will roll forward into during the End of Period Roll process. This then allows the rolled Transaction Type to be marked as non-fineable. This field is only available for 'FINE(*)' Transaction Types that allow debit transaction amounts. Note: - 'FINE(*)' Transaction Types are those based on System Transaction Types of FINC, FINI, FINA, FINE-A, FINE-B or FINE-P.

Override Credit Roll Forward Type

This field will only be available if the 'Roll Fines Forward as Rates' field is OFF in the Rates System Parameters. It allows an override user Transaction Type that a given Transaction Type will roll forward into

during the End of Period Roll process. This then allows the rolled Transaction Type to be marked as non-fineable. This field is only available for 'FINE(*)' Transaction Types that allow credit transaction amounts. Note: - 'FINE(*)' Transaction Types are those based on System Transaction Types of FINC, FINI, FINA, FINE-A, FINE-B or FINE-P.

Accounts Button

Selecting this button will display the Default Account Maintenance Form.

Default Account Maintenance Form

This form provides the functionality to link General Ledger account number to the transaction types for eventual transmission of the transaction details to the accounting ledgers.

Transaction Type	Water Unit Charges
WTR UNIT	Water Unit Charges

Ledger	QL
Control Account	LRA-RATES CONTROL ACCOUNT
Revenue Account	LRA-RATES REVENUE ACCOUNT
Receipt Bank Account	LRA-RATES BANK ACCOUNT
Receipt Control Account	LRA-RATES CONTROL RECEIPTS

Control Account	Revenue Account	Receipt Bank Account	Receipt Control Account
Rates Control Account - Outstanding Balan	Rates Revenue Account	Rates Bank Account	Rates Control Receipts Account

OK Cancel

Default Account Maintenance Form

Transaction Type

This field is populated with the transaction type code and description of the transaction type selected

Ledger

This field will default with the Ledger code associated with the accounts that are selected.

Details Defaulted From

This field indicates that the GL account numbers have been defaulted.

Accounts

Four Accounts will be required. They are:-

- Control Account
- Revenue Account
- Receipt Bank Account
- Receipt Control Account

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

Default Account Maintenance Form

This form provides the functionality to link General Ledger account number to the transaction types for eventual transmission of the transaction details to the accounting ledgers.

Default Account Maintenance Form

Transaction Type

This field is populated with the transaction type code and description of the transaction type selected

Ledger

This field will default with the Ledger code associated with the accounts that are selected.

Details Defaulted From

This field indicates that the GL account numbers have been defaulted.

Accounts

Two Accounts will be required. They are:-

- Control Account
- Rates Revenue / Expense Account

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

Default Small Balance Account Maintenance Form

This form provides the functionality to link General Ledger account number to the transaction types for eventual transmission of the transaction details to the accounting ledgers.

Default Small Balance Account Maintenance Form

Transaction Type

This field is populated with the transaction type code and description of the transaction type selected

Ledger

This field will default with the Ledger code associated with the accounts that are selected.

Accounts

Three Accounts will be required. They are:-

- Small Balance Suspense Account
- Small balance Write-off Account
- Receipt Bank Account

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

Default Refund Account Maintenance Form

This form provides the functionality to link General Ledger account number to the transaction types for eventual transmission of the transaction details to the accounting ledgers.

Default Refund Account Maintenance Form

Transaction Type

This field is populated with the transaction type code and description of the transaction type selected

Ledger

This field will default with the Ledger code associated with the accounts that are selected.

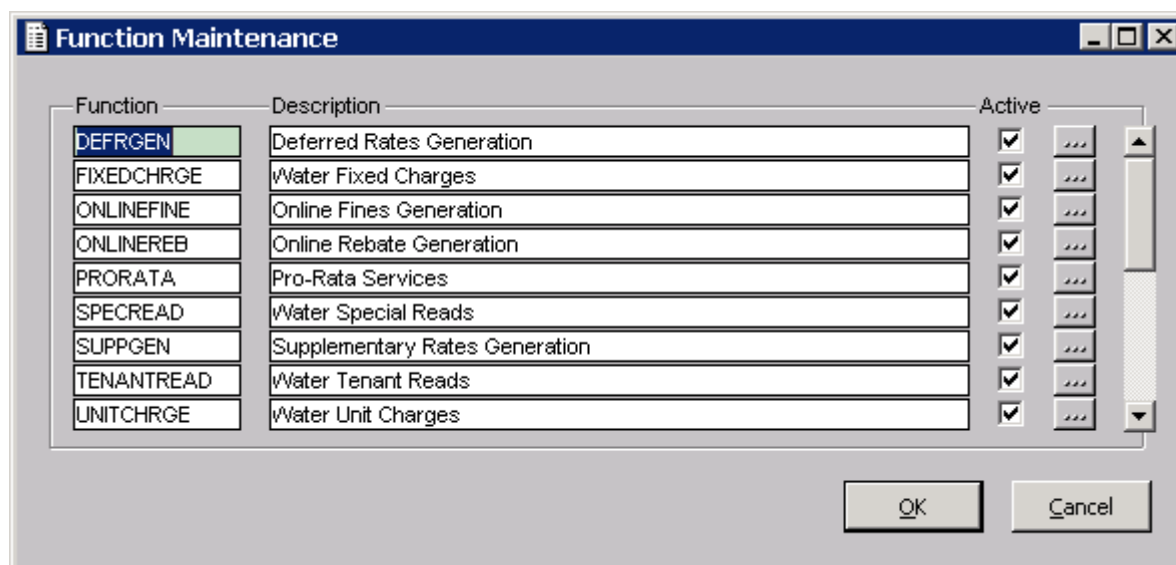
Accounts

Four Accounts will be required. They are:-

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

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

Function Maintenance Form



The Function Maintenance Form displays a list of functions with their descriptions and active status. The 'Function' column is highlighted in green for the selected row.

Function	Description	Active
DEFRGEN	Deferred Rates Generation	☒
FIXEDCHRG	Water Fixed Charges	☒
ONLINEFINE	Online Fines Generation	☒
ONLINEREB	Online Rebate Generation	☒
PRORATA	Pro-Rata Services	☒
SPECREAD	Water Special Reads	☒
SUPPGEN	Supplementary Rates Generation	☒
TENANTREAD	Water Tenant Reads	☒
UNITCHRG	Water Unit Charges	☒

Buttons: OK, Cancel

Function Maintenance Form

Function

This field contains a code description of the function. This field is not maintainable.

Description

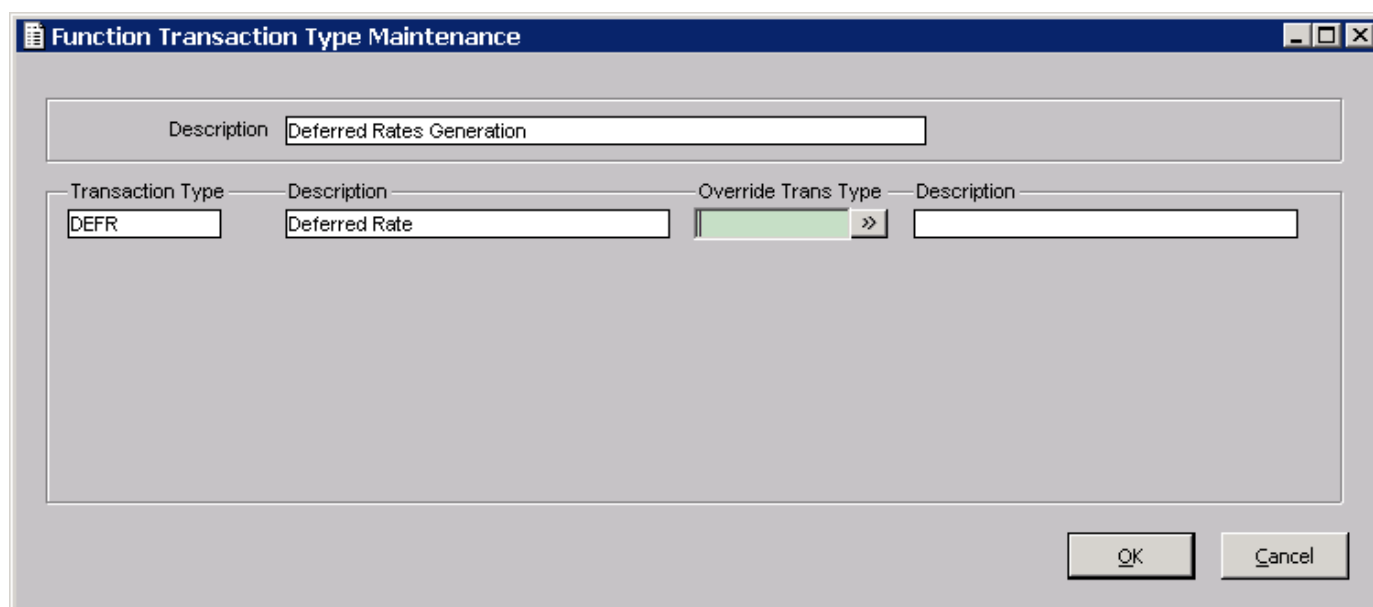
This field contains a fifty-character description of the function. This field is not maintainable.

Active

This check box indicates the active status of the Function. This box is not maintainable.

Detail Button

Detail out on the Button to access the Function Transaction Type Maintenance Form.

Function Transaction Type Maintenance Form


The Function Transaction Type Maintenance Form displays the description of the selected function and allows for transaction type overrides.

Description: Deferred Rates Generation

Transaction Type	Description	Override Trans Type	Description
DEFR	Deferred Rate	☒	

Buttons: OK, Cancel

Function Transaction Type Maintenance Form

Description

This field is populated with the description of the selected Function

Transaction Type

This field is populated with the transaction type code associated with the Function.

Description

This field is populated with the description of the transaction type associated with the Function.

Override Transaction Type

Select the Pop-up to access the transaction type pop-up to select a transaction type code that will override the system transaction type.

Description

The field will be populated with the description of the transaction type selected.

Rebate Parameters

This Chapter describes the parameters that are required in order to generate via the Rates Accounting system. Rebates may be used to reduce the balance of an assessment due to special circumstances. The system is designed to cater for different methods of calculating rebates and includes the ability to calculate rebates based on tiered ranges.

Beneficiary Type Maintenance Form

This form enables the addition of Beneficiary Types or the maintenance of existing ones. Beneficiary Types describe the type of person receiving the rebate and are used in claiming Centrelink, Dept. of Veteran Affairs or other types of rebates for Rates.

Beneficiary	Description	Authority	Active
DEV	Development	Other	☒
EDU	Education	Other	☒
OTHER	Other	Other	☒
PENSIONER	PENSIONER	Centrelink	☒
RESI	Residential	Dept. of Veteran Affairs	☒
RUN	Rundle Mall	Centrelink	☒
WIDOW	War Veterans Widow	Dept. of Veteran Affairs	☒

Buttons: Insert, OK, Cancel

Beneficiary Type Maintenance Form

Beneficiary Type

This field contains a ten character code representing the Beneficiary Type (e.g. Aged, WarWid, TPI, Disab, Before1940 etc)

Description

This field contains a fifty character Description to more fully describe the Beneficiary Type (e.g. War Widow, Totally & Permanently Incapacitated, Disabled, Ratepayer resident prior to 1940)

Authority

Click on the Drop down list to select an Authority Type related to this type of Beneficiary.

This Authority Type will be used in the checking of the validity of claims for rebates. The following options are available from the drop-down list

- Dept of Centrelink
- Dept of Veteran Affairs
- Other

Active

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

Rebate Group Maintenance Form

This form enables the addition of Rebate Groups or the maintenance of existing ones.

Rebate Groups are used to describe a Group of related Rebate Types and assist you to automate the entry of a rebate concession.

Rebate Group	Description	Beneficiary Required	Active	Types
100%	100% Pension Rebate (\$250)	☐	☒	...
100%A	Pension Rebate (KT)	☒	☒	...
20.00	Pensioner Concession 20%	☒	☒	...
3	Pine Rivers 123456	☒	☒	...
30	30% Rebate	☐	☒	...
30.00	Pensioner Concession 30%	☒	☒	...
40.00	Pensioner Concession 40%	☐	☒	...
60	Pensioner Concession 60%	☒	☒	...
BANKSTOWN	Bankstown	☒	☒	...

Buttons: Insert, OK, Cancel

Beneficiary Groups Maintenance Form

Rebate Group

This field contains a ten-character code representing the Rebate Group.

Examples of Rebate Groups typically would be FULL, HALF, 100%, 50% etc and would generally indicate the percentage of the rebate being claimed for the assessment.

Description

This field contains a fifty character Description to more fully describe the Rebate Group.

Beneficiary Required

Click on this check box if a Beneficiary is required so that a rebate can be granted.

The Centrelink and Department of Veteran Affairs require beneficiaries when verifying the validity of a rebate claim.

Active

If this checkbox is checked on, the Rebate Group may be selected during maintenance functions

Types Detail Button

By pressing the detail button, the addition or maintenance of Rebate Types for the selected Rebate Group may be performed.

Rebate Type Maintenance Form

This form enables the addition of Rebate Types or the maintenance of existing ones.

Rebate Types are used to describe the different components (Council, Government, Other, rebate calculation methods and limits etc) that make up the rebate calculation. There can be multiple Rebate Types per Rebate Group.

Rebate Type Maintenance

Rebate Group: 100% Description: 100% Pension Rebate (\$250)

Rebate Type	Description	Active
100% - NSW	100% Pension Rebate	☒
WTR REBA	Water Rebate (NSW)	☐

Rebate Type: 100% - NSW Gross or Nett Rates: Gross Rates

Description: 100% Pension Rebate

Transaction Type: REBG Government Rebate

Previous Period Transaction Type:

Calculation Method: Percentage Value Tier Lower Limit: 0.00

Percentage: 50.00 Tier Upper Limit: 0.00

Fixed Amount: 0.00 Maximum Rebate Limit: 455.00

Ownership Usage: Not Used Share Limit: ☒

Active: ☒

Buttons: All Periods Rate Types Insert OK Cancel

Rebate Type Maintenance Form

Rebate Group

This field contains a ten-character code representing the Rebate Group you are adding Rebate Types to. This field is display only and cannot be maintained.

Rebate Type

This field contains a ten-character code representing the Rebate Type that is linked to the Rebate Group. If you wish to amend the Rebate Type Code, click on the appropriate Rebate Type and alter the code (or any other data associated with the code) in the bottom part of the screen.

Active

If this checkbox is checked on, the Rebate Type may be selected during maintenance functions. If you wish to amend the Active checkbox value, click on the appropriate Rebate Type and alter the checkbox value (or any other data associated with the code) in the bottom part of the screen.

Rebate Type

This field contains a ten-character code representing the Rebate Type that is to be linked to the Rebate Group.

Examples of Rebate Types typically would be FULLC, FULLG, FULLA, 100%C, 50%G, 50%A etc and would generally indicate the Rebate Group that this Rebate Type relates to, whether it is a Council, Government or an Additional rebate and the percentage rebate being claimed for this type.

Gross or Nett Rates

Click on the drop down list to select whether each Rebate Type is to be calculated on Gross or Nett rates. This option may be used in conjunction with the % Calculation Method (including tiered ranges).

Consider the following example

Rebate Group	FULL		
Rebate Type	1	15%	Gross
Rebate Type	2	10%	Gross

Rebate Type 3 2% Nett

A Rateable Valuation of 150,000 and Rate in the \$ of 0.0034 would calculate the following rebate

Gross Rates - $150,000 \times 0.0034 = 510.00$

Rebate Type 1 $510.00 \times 15\% = 76.50$

Rebate Type 2 $510.00 \times 10\% = 51.00$

Rebates calculated on Gross $76.50 + 51.00 = 127.50$

Nett Rates (for rebate calculation purposes) $510.00 - 127.50 = 382.50$

Rebate Type 3 $382.50 \times 2\% = 7.65$

Total Rebate $127.50 + 7.65 = 135.15$

Description

This field contains a fifty character Description to more fully describe the Rebate Type

Transaction Type

This field contains the Transaction Type that is associated with the Rebate transaction. Click on the Transaction Type Pop Up to select a Transaction Type. (These transaction types must previously have been set up in "Transaction Type Maintenance").

Previous Period Transaction Type

This field is only displayed when the Rates Ssystem Parameter "Calculate Restrospective Reabtes" is set ON. A Previous Period Rebate Transaction Type must be entered. (Make sure that if a Transaction Type of REBG is entered then the Previous Period Rebate Transaction Type should be REBG-P). The details on this form are those for the current Rating Period. If details are to be entered for the Rebate Type for other Rating Periods, press the new [All Periods] button.

Calculation Method

This field indicates the method utilised to calculate the rebate. The following options are available from the drop-down list

Percentage Value	The rebate is calculated as a percentage of the rates levied taking into account the value of the Maximum Rebate Limit
Fixed Amount	The rebate calculated on the assessment is a fixed amount. Where a Fixed Rebate is against a Victorian Fire Service Levy Rate Type: 1. The Fixed amount is only ever calculated once. This ensures that when a Supp is processed that the fixed amount is only applied once NOT once per Generation Run. 2. The Fixed Amount is never pro-rata'd. This ensures that the full \$50 ia applied per Rating Period.
Difference	Indicates that this rebate is computed by the system. The rebate calculated is the difference between the calculated rebates of the rebate group and their corresponding rebate limit amounts.

Percentage

This field contains the percentage of the Rate that will be applied to this Rebate Type.

The sum of the percentages of all Rebate Types relating to a particular Rebate Group should be taken into account when calculating the percentage rebate for a particular Rebate Type.

Consider the example of the percentages that could be entered in this field (based on the circumstances described)

Your Council grants a 50% rebate to its Ratepayers.

Of this 50%, Council grants half & the Government grants half.

If all Ratepayers on an Assessment are pensioners, then you would enter 25% (representing 25% of the Rates) for the Council share and on an associated Rebate Type within that Rebate Group, 25% for the Government share. The sum of these two percentages is 50%, which is the total rebate you wish to grant.

Another example would be where only one of the two Ratepayers on an assessment is a pensioner.

You would enter 12.5% (representing 12.5% of the Rates) for the Council share and on an associated Rebate Type within that Rebate Group, 12.5% for the Government share. The sum of these two percentages is 25% that is the total rebate you wish to grant

Percentages are only valid for certain Calculation Methods.

Fixed Amount

This field contains the Fixed Amount that will be applied to this Rebate Type. Fixed Amounts are only valid for certain Calculation Methods.

Ownership Usage

This field is mandatory and will only be displayed when Rebates Consider Ownership is checked on under System Parameters.

The options available will differ depending on the Rebate Legislation Group selected. For non-Western Australian sites the choices are "Maximum Beneficiaries only", "Non-Maximum Beneficiaries only", "All Beneficiaries" and "Not Used". For Western Australian sites the choices are "Pensioners only", "Seniors only", "All Beneficiaries" and "Not Used".

Tier Lower Limit

This field contains an amount representing the lower limit of a Rateable Value range. This value in conjunction with the Tier Upper Limit value is used to designate the percentage applicable to this Rate Type. Tier Ranges may be defined for the % Calculation Method.

Note: To ensure accurate calculation, there should be no overlapping of Valuation Tiers. The amount of valuation being considered is inclusive e.g. 100,000 to 200,000 = 100,001 or 100,001 to 200,000 = 100,000.

Consider the following example

Rebate Group	FULL			
Rebate Type	1	Tiered Range	0 - 100,000	15%
Rebate Type	2	Tiered Range	100,001 - 200,000	10%
Rebate Type	3	Tiered Range	200,001 - 999,999	2%

A Rateable Valuation of 150,000 and Rate in the \$ of 0.0034 would calculate the following rebates

Rates	150,000 x 0.0034 =	\$510.00
Rebate Type 1	100,000 x 0.0034 x 15%	\$51.00
Rebate Type 2	(150,000 - 100,001 + 1) x .0034 x 10%	\$17.00

Total Rebate 51.00 + 17.00 = \$68.00

Tier Upper Limit

This field contains an amount representing the upper limit of a Rateable Value range. This value in conjunction with the Tier Lower Limit value is used to designate the percentage applicable to this Rate Type. Tier Ranges may be defined for the % Calculation Method.

Note: To ensure accurate calculation, there should be no overlapping of Valuation Tiers. The amount of valuation being considered is inclusive e.g. 100,000 to 200,000 = 100,001 or 100,001 to 200,000 = 100,000.

Consider the following example

Rebate Group	FULL			
Rebate Type	1	Tiered Range	0 – 100,000	15%
Rebate Type	2	Tiered Range	100,001 – 200,000	10%
Rebate Type	3	Tiered Range	200,001 - 999,999	2%

A Rateable Valuation of 150,000 and Rate in the \$ of 0.0034 would calculate the following rebates

Rates	150,000 x 0.0034 =	\$510.00
Rebate Type 1	100,000 x 0.0034 x 15%	\$51.00
Rebate Type 2	(150,000 - 100,001+1) x .0034 x 10%	\$17.00

Total Rebate 51.00 + 17.00 = \$68.00

Maximum Rebate Limit

This field contains an amount representing the maximum amount of rebate allowable for this Rebate Type.

Share Limit

Check this flag on if it intended that the maximum rebate limit is to be proportionally shared over the rate types that this particular rebate type is addressing.

If the flag is not checked on, the rebate will be calculated against the first rate type and then against the second and subsequent rate types until the limit is exhausted or the calculated rebate limits are reached.

Allow Deferral

This check box will only display when "Pending Rebates" are turned on under Rebate Parameter Maintenance. Check this flag on if the rebate is to be considered when deferred rates (WA requirement) are being processed.

Active

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

All Periods Button

Press this button to display the Rebate Type Rating Period Maintenance form. It is here that Previous Period Rebate details must be entered.

Rate Type Button

By pressing the Rate Type button, you are able to apply specific Rate Types to a selected Rebate Type. Rebates will only be created or allowed on this selected Rate Type.

Rebate Type Rating Period Maintenance Form

This form allows for the entry of Rebate parameters for Previous Periods. These parameters must be set up to enable the On-Line Rebate Calculation form calculate retrospective rebates. Only the fields relevant to the Rebate Type's Calculation Method are shown. The details for the current Rating Period can also be maintained on this form.

Rebate Type Rating Period Maintenance

Rebate Group	100%	100% Pension Rebate (\$250)
Rebate Type	100% - NSW	100% Pension Rebate

Rating Period	Percentage	Maximum Rebate Limit	Share Limit	Tier Lower Limit	Tier Upper Limit
2009/2010 >>	50.00	455.00	☒	0.00	0.00

Insert OK Cancel

Rebate Type Rating Period Maintenance Form

Rebate Group

This field contains a ten-character code representing the Rebate Group you are adding Rebate Types to. This field is display only and cannot be maintained.

Rebate Type

This field contains a ten-character code representing the Rebate Type that is linked to the Rebate Group. If you wish to amend the Rebate Type Code, click on the appropriate Rebate Type and alter the code (or any other data associated with the code) in the bottom part of the screen.

Rating Period

Enter or select from the pop-up the Rating Period for the Rebate Type details to be entered.

Percentage

This field contains the percentage of the Rate that will be applied to this Rebate Type. The sum of the percentages of all Rebate Types relating to a particular Rebate Group should be taken into account when calculating the percentage rebate for a particular Rebate Type.

Fixed Amount

This field contains the Fixed Amount that will be applied to this Rebate Type. Fixed Amounts are only valid for certain Calculation Methods.

Maximum Rebate Limit

This field contains an amount representing the maximum amount of rebate allowable for this Rebate Type.

Share Limit

Check this flag on if it intended that the maximum rebate limit is to be proportionally shared over the rate types that this particular rebate type is addressing.

If the flag is not checked on, the rebate will be calculated against the first rate type and then against the second and subsequent rate types until the limit is exhausted or the calculated rebate limits are reached.

Tier Lower Limit

This field contains an amount representing the upper limit of a Rateable Value range. This value in conjunction with the Tier Lower Limit value is used to designate the percentage applicable to this Rate Type. Tier Ranges may be defined for the % Calculation Method.

Note: To ensure accurate calculation, there should be no overlapping of Valuation Tiers. The amount of valuation being considered is inclusive e.g. 100,000 to 200,000 = 100,001 or 100,001 to 200,000 = 100,000.

Tier Upper Limit

This field contains an amount representing the upper limit of a Rateable Value range. This value in conjunction with the Tier Lower Limit value is used to designate the percentage applicable to this Rate Type. Tier Ranges may be defined for the % Calculation Method.

Rebate Rate Type Maintenance Form

This form enables the selection of Rate Types to be applied to a selected Rate Type.

A Rebate Group may have multiple Rebate Types, with selected Rebate Types being relevant only to a specific Rate Type. Rebates in this case will be allocated directly to the nominated Rate Type.

For those Rebate Types that are not related to a specific Rate Type, the rebate will be spread over the other Rate Types on the assessment.

Rebate Rate Types Maintenance

Rebate Type: 100% - NSW
Description: 100% Pension Rebate

Available Fields

(JM)GEN	JM's General Rate
25	Access Fee- Caves Wtr - Meterec
INVGENERAL	Investigation General
PDVMM140A	PDVMM140A NWTEST
CRESA	CRESA - NW TEST
NWRES	NW RES COPY
NWINACTIVE	NW Inactive Rate Type
PDVMM140B	PDVMM140B NWTEST
PDVMM140XB	PDVMM140XB NWTEST
NWFAKE	NW Not defined in RPRT

Assigned Fields

RES	Residential Rate Type KT
120L	120L Bin Type KT
240L	240L Bin Type KT
ENV	Environment Type

Search Profile

Rate Type:
Description:

Search OK Cancel

Rebate Rate Type Maintenance Form

Consider the following example

Rebate Group	FULL	
Rebate Type	1	Rate Type 200 (Residential)
Rebate Type	2	None
Rebate Type	3	None

A Rates Assessment has 3 Rate Types used to calculate rates

Residential (200)

Garbage (400)

Sewerage (600)

Rebates will be applied as per the following

Rebate Type	1	Residential (200)
Rebate Type	2	Garbage (400), Sewerage (600)
Rebate Type	3	Garbage (400), Sewerage (600)

Where multiple Rebate Groups (with multiple Rebate Types per group) are applied to an assessment, the specified Rate Type is only applied ONCE.

Consider the following example

Rebate Group	FULL	
Rebate Type	1	Rate Type 200 (Residential)
Rebate Type	2	None
Rebate Type	3	None

Rebate Group	SPECIAL	
Rebate Type	1	None
Rebate Type	2	None
Rebate Type	3	None

A Rates Assessment has 3 Rate Types used to calculate rates

Residential (200)

Garbage (400)

Sewerage (600)

Rebates will be applied as per the following

Rebate Group	FULL	
Rebate Type	1	Residential (200)
Rebate Type	2	Garbage (400), Sewerage (600)
Rebate Type	3	Garbage (400), Sewerage (600)
Rebate Group	SPECIAL	
Rebate Type	1	Garbage (400), Sewerage (600)
Rebate Type	2	Garbage (400), Sewerage (600)
Rebate Type	3	Garbage (400), Sewerage (600)

Rebate Type

This field will display the Rebate Type and its associated description that Rate Type(s) are to be allocated.

Available Fields

This field contains a list of available Rate Type codes with their associated descriptions. Use the Select/Remove buttons to assign the required Rate Types to a selected Rebate Type.

Assigned Fields

This field contains a list of assigned Rate Type codes with their associated descriptions. These Rate Types have been assigned to the selected Rebate Type.

Select/Remove Buttons

By pressing the select and remove buttons, Rate Types may be allocated to a particular Rebate Type, or removed from allocation.

Rate Type

Enter the Rate Type Code and click on Search to find the required Rate Type.

Description

Enter the Rate Type Description and click on Search to find the required Rate Type.

System Parameters

This Chapter describes the parameters that may be defined to determine how the Rates System will function. A number of areas will be included in the System Parameter, including the following :

- Direct Debiting
- Rebates
- Fines
- Instalments

The Rates System parameter enables the Rates application to be linked with the Responsibility system (to control the user security over the application). The System parameter also enables a number of default values to be defined. This will assist in future input generation processes.

System Parameter Maintenance Form

This form enables the entry or maintenance of System Parameters that control the way the Rate System functions.

Rates System Parameter Maintenance

☒ Direct Debit In Use Format: **New Zealand**

Rates Capping In Use: **Rates less Rebate**

Transaction Rounding Method: **None** Rounding Level: **0.05**

Validate Check Digit: ☐ Local Government Warning: ☐ Create Minimum Rate: ☐ Apply Minimum across Related Assms: ☐ Set Fully Paid Flag: ☐ Tolerance: **1.00**

Retrieved Receipt Amount: **Full Amount** Notice Display Format: **Title and Parcel** Notice List Format: **Comma Separated** Summary Screen in Use: **Format A** Bank for Notice Deposit: **National Australia Bank** Bank User: **17195** Show Owners or Ratepayers: **Ratepayer** Apportionment Method: **Rating Period-Mthd 2** Consolidation Level: **Full by Rating Period** Roll Fines Forward as Rates: ☐ Next Assessment Number: **32397** Use Separate Assessments: ☐ Separate Notice by Category: **Upper/Lower**

Arrangement to Pay: **ARRANGE** Direct Debit: **DIRDEBIT** Rates Capping: **RATESCAP**

Current Rating Period: **2008/2009** Last End of Period Date: **30-Jun-2008** Annual Billing: ☒ Discount Applies: ☒ Discount Level: **Assessment** Discount Tolerance: **0.00** Discount Applicable Functions: **Rates and Supp. Rates Gen.** Fixed Discount in Use: ☐ Fixed Discount Days: **0** Rateable Valuation Type: **CIV** Taxable: ☒ Non-taxable Type: **GST Free** Tax Code: **LRASYS** Notice Group: **GENERAL** Responsibility Structure: **RATES**

Postponed Rates in Use: **IISW** Postponed Rates Calculation Method: **Method 1** Instalment Interest Percentage: Administration Fee: Admin. Fee Rate Type: Capital Improved Value: Rates System Tax Code: **Mrs Gail Cook** Rates Structure: **Rates Structure**

Buttons: SA Post Rates, More, Supplementary, Instalments, Direct Debit, Fines, Rebates, OK, Cancel

Rates System Parameter Maintenance Form

Direct Debit In Use

If this checkbox is checked on, the Direct Debit facility can be used to directly Debit Ratepayers Bank Accounts for payment of Rates etc.

A button will appear at the bottom of this form to allow further Direct Debit Information to be entered.

Format

Click on the Drop down list to select a Direct Debit Format Type (Australia or New Zealand)

Rates Capping in Use

Select from the pick list the correct option. Options are:

- None – no capping to be performed. Must be selected if the “More Parameters Maintenance – Tiered Rating Method” is set to “No Base Amount”.

- Capped Amount – If the amount of rates generated is capped there will be no separate capped transaction.
- Rates less Rebates – Only available when the Rates Amount Less Rebate Capping authorised function is set active. Under this method of capping a separate capped transaction will be generated. When set, the “Rates Capping – Capping Rebate Transaction” and “Rates Capping – Capping Rebate Group” on the More Parameters Maintenance form must be set also.

Transaction Rounding Method

Click on the Drop down list to select a method of rounding the odd cents. This will be used to control the way rounding is performed for Rates Generations, Fines Generations and Discount calculations etc. The following options are available from the drop-down list

- None - do not round any odd cents
- Nearest - round to the nearest Rounding Level value
- Up Only - round up to the next Rounding Level value
- Down Only - round down to the next Rounding Level value

Rounding Level

This field contains an amount that in conjunction with the “Transaction Rounding Method” is used to determine the amount to round odd cents to during Rate Generations, Fines Generations and discounting. For example, if you wish to round to 5 cents, enter .05 in this field.

Validate Check Digit

If this checkbox is checked on, the Check Digit entry for the Rates Assessment Number will be verified for accuracy for functions such as Rates Transaction Entry, Maintain Assessments, Receipt Entry etc

Local Government Warning

If this checkbox is checked on, a warning message will be displayed when adding a Rate Type to an Assessment and the Local Government Code attached to that Rate Type doesn't match the Local Government Code on the Assessment.

Create Minimum Rate

If this checkbox is checked on, then Minimum Rates will be levied for Assessments that have a Zero Valuation.

Apply Minimum Across Related Assessments

Check on this check box if you wish to apply Minimum rates across assessments that are related. That is, if two or more assessments have been linked as “Related Assessments”, the assessments will be regarded as a group. Any minimum rate that may be invoked will be across the group as a whole, in lieu of the full minimum rate applicable to each assessment.

If the total rates calculated for all Related Assessments is less than the minimum rate, the minimum rate will be applied to each assessment on a proportionate valuation basis. If the total rates calculated for all Related Assessments are in excess of the minimum rate, all assessments will be rated at valuation only (i.e. no minimum applies).

The Rates Generation Detail Report, Supplementary Rates Detail Report and Rates Prediction Detail Report will indicate any rates that have had minimums applied across Related Assessments by placing the word 'Min' after the rate amount.

Set Fully Paid Flag

Where multiple rates generations are processed within a rating year e.g. annual generation followed by supplementary or water billing, the option is available to control the apportionment of payments to the assessment. Effectively, if a payment has been made against an assessment prior to any subsequent supplementary or water billing generation, the payment will not be re-apportioned over the new debts if the flag is checked on. Alternatively, if the flag is not checked on, any payments will be apportioned against the entire debt when further rates are generated.

If the flag is set on, the Assessment details Maintenance Screen will display the Fully Paid Assessment Flag. Click on the Flag to set the Fully Paid Assessment option.

Set Fully Paid Flag - Tolerance

Insert an amount that will be the tolerance level against which payments will be validated prior to invoking the Fully Paid Assessment process.

Retrieved Receipt Amount

This option provides the ability to select the amounts to be retrieved at the point of receipting. Select the dropdown to access the options that are available. The options are:-

- Full Amount
- Instalment Amount

Notice Display Format

This field controls the way that the Property Links function will display Titles and/or Parcels that belong to the Property (This will also control the details/format that will be shown on Notices. The following options are available from the drop-down list.

- Title
- Parcel
- Title and Parcel

Notice List Format

This field determines how the Title and/or Parcel details are to be shown on Notices as well as enquiry screens (e.g. Property Links). The following options are available from the drop-down list: -

- Comma Separated
- List

Summary Screen Format

Click on the Drop down list to select a Summary Screen Format to display. The valid options are:

- Format A – Original transaction summary. See the Assessment Summary form for further details.
- Format B – Breaks down transactions into levies and adjustments. See the Assessment Summary form for further details.

Bank For Notice Deposit

This field contains the name of the Bank that the Rates Department uses for collections.

Bank User

This field contains the Bank “User” or “Customer” number. This number is important for certain Bank customers as it is used in the Check Digit Calculation.

Show Owners or Ratepayers

Click on the Drop down list to select either Owners or Ratepayers to display on Rates Summary screens

Apportionment

Click on the Drop down list to select a method for Rates Receipts to apportion against debts. Available Options are:

- Payment Sequence
- Generation Run and then payment Sequence
- Rating Period - Mtd 1 - Rating Period and then Payment Sequence
- Rating Period - Mtd 2 - All Arrears Charges to be paid prior to any non-interest bearing charges as detailed below.

If processing a Special Rates and Charges Assessment it applies Apportionment Method 'Rating Period – Method 1'.

If processing other than a Special Rates and Charges Assessment it apportions to both non-installed debts and installed debts, neither takes priority over the other in the following order :

- 1) Arrears Transactions (*-A but excluding POST-A)
Rating Period / Payment Sequence
- 2) Current Transactions
Rating Period / Payment Sequence

Apportionment will be made to the transactions in the order of the date they are considered due – as follows:-

- FINA, FINC and FINI transactions will be considered due on the Posting Date of the transaction – regardless of whether the transaction is allocated to an Instalment or not.
- For an LFEE transaction that is allocated to an Instalment, it's due date will be the Instalment date of the Instalment to which it is allocated
- For any other transaction that is installed, it's due date will be the Instalment date of the Instalment to which it is allocated

- For all other types of transactions, the due date will be the Pay-by-Date of the Generation Run for which the transaction was created

For multiple debts due on the same date, the Payment Sequence will be used to determine the apportionment order. If there are multiple debts due on the same date and having the same Payment Sequence, apportionment will be made proportionally to all the transactions according to their amount – regardless of whether they are installed or non-installed.

Note: All other rules of apportionment will be as currently occurs for the 'Rating Period – Method 1' Apportionment Method. This includes not initially apportioning a Receipt to Fines or Legal Fees that were received after the Receipt – only where all other debts are paid will the Receipt apportion to these Fines and Legal Fees.

Consolidation Level

Click on the dropdown to select the appropriate consolidation level. The options are:-

- Full – When performing an End of Period Roll this option will consolidate arrears transactions per rate type.
- Full by Rating Period – When performing an End of Period Roll this option will consolidate arrears transactions per rate type per rating period.

Roll Fines Forward as Rates

Check on the Check Box if you require any unpaid interest/fines to be rolled forward as rates at End of Year processing.

Next Assessment Number

This field contains the Assessment number that will be assigned to the next Rates Assessment that is created. This number increments each time a Rate Assessment is created.

Use Separate Assessments

Tick this Box if it is required to generate separate Assessments for Rates and Water Billing

Separate Notice by Category

The drop down list will only be available when the 'Use Separate Assessments' parameter is checked on. If a value other than None is selected in the 'Separate Notice by Category' parameter, an additional column will be displayed on the Rate Category Maintenance form to allow the separation of transactions by Rate Category. The options are:-

- None – the Rate Notice will not be split into sections
- Upper/Lower – the Rate Notice (Australia) will be split into Upper and Lower sections as determined by the setting of the Notice Section on the Rate Category assigned to each Rate Type.
- Council/External – (Rate Notice NZ only) transactions relating to 'Council' Rate Types will be output to the 'Council' section of the Notice and transactions relating to the 'External' Rate Types will be output to the 'External' section of the Notice. In addition, the output of the New Zealand total fields on the Extract File (LRPRA14) will be controlled by this setting. Refer to the Rate and Instalment Reminder Notice Fields spreadsheet for field definitions

This parameter will be used by the Rate Notice Report to control the population of data within the DATASTRING fields on the Notice Extract entity (LRPRA14)

Arrangement To Pay

These fields contain an Activity Code and Description that will be used to identify Assessments that are on Arrangements to Pay schemes. Click on the Pop Up to select an Activity to represent Arrangements To Pay. (These Activities must previously have been set up in "Activity Maintenance")

Direct Debit

These fields contain an Activity Code and Description that will be used to identify Assessments that are on Direct Debit schemes. Click on the Pop Up to select an Activity to represent Direct Debits. (These Activities must previously have been set up in "Activity Maintenance")

Rates Capping

Click on the Pop-up to access the Activity Codes Profile and select the activity code created for this specific purpose.

The activity code will be displayed together with the description.

Current Rating Period

This field contains the Current Rating Period and its description. This Rating Period will be used as the default when creating new Rating Period Rate Types or performing generation functions that use the Rating Period. Click on the Pop Up to select a Rating Period to represent the Current Rating Period (These Rating Periods must previously have been set up in "Rating Period Maintenance")

Last End Of Period Date

This field contains the Date that the last End Of Period took place in the Rates Accounting System. The end of year function will automatically update this date.

The date entered here must not be later than the Start Date of the Current Rating Period.

Pressing F2 or double clicking on this field displays a calendar that can be used to choose the required date from.

Annual Billing

This field should be set to OFF if multiple Rating Periods are used during the one Financial Year. If only one (1) Rating Period is used during each Financial Year, then this field should be ticked ON.

Discount Applies

Check this on if Discount applies to Rates. Discount Application Functions is available when checked on.

Discount Level

Click on the Drop down list to select whether Discount should be allowed at a Rate Category or an Assessment Level.

If Rate Category is chosen, then discount will be allowed when the Rate Category is paid in full.

If Assessment is chosen, then discount will not be allowed until the Assessment is paid in full.

Discount Tolerance

This field contains the amount a ratepayer can underpay and still be entitled to receive discount. The amount underpaid will be translated into an increased discount amount.

Discount Application Functions

Select if discount is going to apply to Rates only or to Rates and Supplementary Rates Generations. If Rates is selected a separate check box parameter will appear against the Generation Run Maintenance parameter.

Fixed Discount in Use

Check this on if Fixed Discounts are to be applied.

Fixed Discount Days

This field is mandatory when Fixed Discount In Use is checked on. It contains the number of days before or after the "Pay By Date" that a payment is received to allow discount to be applied.

The field can be zero or a positive or negative number of days. If negative days are entered, discount will be granted for that number of days after the pay by date.

Rateable Valuation Type

This field contains a code representing the Rateable Valuation Type that Rates will use in the Rates Generation process and its description. Click on the Pop Up to select a Rateable Valuation Type. (These Rateable Valuation Types must previously have been set up in "Rateable Valuation Type Maintenance").

WARNING: Do not select a Rateable Valuation Type that does not have a formula defined.

Taxable

For more information refer to the section on Tax Processing in the Overview. **3.**

Non-Taxable Type

If the Taxable field has not been flagged on, therefore making it Non Taxable, then a Non-taxable Type needs to be defined. There are 3 options available in the Dropdown List. These are GST Free, GST Exempt and Division 81. It is expected that Australian sites will use GST Free and Division 81 only. Financial systems can use these values, as the applicable codes (N - GST Free, X - GST Exempt and 8 - Division 81) are output in the Pathway Financial Transaction File in place of the previous 'N' value.

Tax Code

This field contains a code representing the default Tax Code. If tax is to be calculated, then a valid tax code must be entered that will be the default (unless a system Rate Type has an override Tax code). Click on the Pop Up to select a Tax Code. (These Tax Codes must previously have been set up in "Tax Codes Maintenance")

For more information refer to the section on Tax Processing in the Overview. **3.**

Notice Group

These fields contain a code and description representing the Notice Group that will be used as a default when an assessment is created. The Notice Group can be overridden at an individual Assessment level. Notice Groups are used in Rates Notice selection & reporting. Click on the Pop Up to select a Notice Group to use as a default. (These Notice Groups must previously have been set up in "Notice/Agent Group Maintenance")

Responsibility Structure Code

This field contains a code representing the Responsibility Structure that can be selected to define user security when accessing Rates options and its description. Click on the Pop Up to select a Responsibility Structure. (These Responsibility Structures must previously have been set up in "Responsibility Structure Maintenance").

Postponed Rates In Use

There are three valid selections:

- None
Postponed Rates is not in use
- NSW
Select NSW for the NSW method of Postponing Rates using Adjusted Valuations
- SA
Select SA for the SA method of Postponing Rates for Seniors.

This must be set to None if the "More Parameters Maintenance – Tiered Rating Method" is set to "No Base Amount".

Postponed Rates Calculation Method

NSW requirement only. Please note that Method 2 for Postponed Rates cannot be used in conjunction with Method 2 for Mixed Developments at this stage. The options are:-

- Method 1
- Method 2

Examine the examples below to determine which method you wish to use.

Both these examples use the following scenario for a Billing :-

Rateable Valuation = \$65,000
 Adjusted Valuation = \$22,000
 (Postponed Valuation) = \$43,000
 Rate Types cents in \$ = .25774
 Minimum Rate for Rate Type = \$126.19

Method 1:

Calculate Amount to Pay.
 Calculated on Adjusted Valuation:
 $22,000 \times .25774 = \$ 56.70$

Consider minimums:

\$56.70 is below the Minimum so use the minimum amount, so now we get :

Apply Final Amt

Min Rate

$22,000 \times .25774 = \$ 56.70$ \$126.19 \$126.19 (To Pay)

Calculate Postponed Rate amount.

Calculated on Postponed Valuation (and minimums are not considered).

$43,000 \times .25774 = \$110.83$

Final Result:

Apply Final Amt
Min Rate

$22,000 \times .25774 = \$56.70$ \$126.19 \$126.19 (To pay)
 $43,000 \times .25774 = \$110.83$ n/a \$110.83 (Postponed)

Total \$237.02

So Rates amount is \$126.19 and Postponed amount is \$110.83.

Method 2:

Calculate the overall amount to generate.
 Calculated on Rateable Valuation - apply minimums if req'd.

Final Amt

$65,000 \times .25774 = \$167.53$ \$167.53 (Overall)

Calculate Amount to Pay.
 Calculated on the Adjusted Valuation (and minimums are considered).

Apply Final Amt
Min Rate

$22,000 \times .25774 = \$56.70$ \$126.19 \$126.19 (To Pay)

Final Result:

Subtract the Amount to Pay from the Overall amount giving us the Postponed amount.

Apply Final Amt
Min Rate

$65,000 \times .25774 = \$167.53$ n/a \$167.53 (Overall)
 $22,000 \times .25774 = \$56.70$ \$126.19 - \$126.19 (To Pay)

Postponed Rates = \$41.34

Total of Rates = \$167.53

So Rates amount is \$126.19 and Postponed amount is \$41.34

Comment on Methods

It can be seen that Method 1 results in Total Rates of \$237.02 and Method 2 with \$167.53.

Instalment Interest Percentage

Insert in this field the percentage interest to be charged to the ratepayer for the provision of instalments (WA site requirement only)

Administration Fee

Insert in this field the amount of the Administration Fee to be applied to the assessment for the provision of instalments. (WA site requirement only)

Admin. Fee Rate Type

Click on the Pop-Up to select the rate type specifically created for the application of the Administration Fee. (WA site requirement only).

SA Post Rates

The SA Post Rates button will only be available when the Postponed Rates in Use parameter is set to SA. Press this button to access the SA Postponed Rates Parameter Maintenance form.

More Button

Click on the Button to access additional Rates System Parameters.

Supplementary Button

Click on the Button to access the Supplementary Maintenance Form

Instalments Button

Click on the Button to access the Instalments Maintenance Form

Direct Debit Button

Click on the Button to access the Direct Debit Maintenance Form.

Fines Button

Click on the Button to access the Fines Parameter Maintenance Form.

Rebates Button

Click on the Button to access the Rebates Maintenance Form.

Activity Pop Up Form

This form enables the selection of an Activity that can be used to:

- Track the progress of an 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 an Assessment as a certain type of Assessment. (e.g. the assessment is using Direct Debit, the assessment is on an Arrangements To Pay scheme, Debt Recovery Action pending, Owner unlocatable, Politicians property, etc)
- Qualify an 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	Description
10102	DRN10102 Debt Recovery Notice
10102A	DRN10102 Debt Recovery Notice in Feb '03
10321	DRN10321 Receipt Reactivation
11651	DRN 11651 KT
11839	DRN 11839 Rental Assessment
131156	Mackay 131156
13825	DRN 13825
2000/2001	Rates for the Year Ending 30/06/2001
6487	DRN6487

Search Profile

Activity

Description

Search Select Close

Activity Code Pop Up

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* which will return Activities such as "FinGen1, FineGen2, Fines, GenFin etc

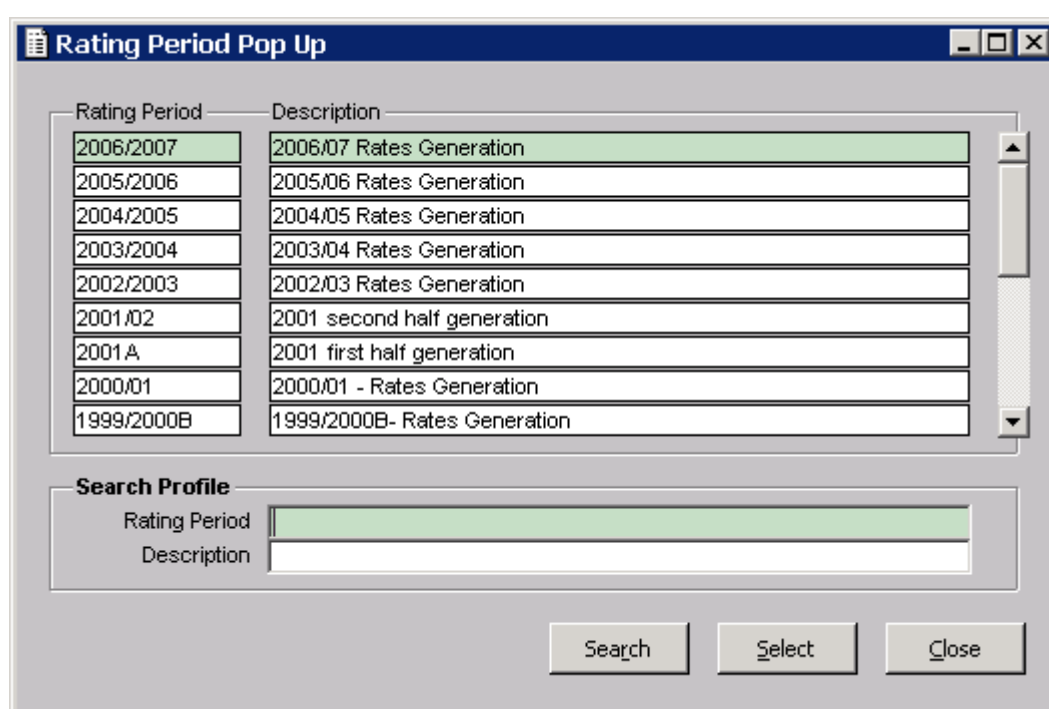
Description

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* which will return Activities such as "Land Revalued, Parklands Private, Sale Of Land For Rates" etc

Rating Period Pop Up Form

This form enables the selection of a Rating Period that is used to manage Rate Generations & collections.



The screenshot shows a window titled "Rating Period Pop Up". It contains a table with two columns: "Rating Period" and "Description". The table lists several rating periods, with "2006/2007" selected. Below the table is a "Search Profile" section with input fields for "Rating Period" and "Description". At the bottom are three buttons: "Search", "Select", and "Close".

Rating Period	Description
2006/2007	2006/07 Rates Generation
2005/2006	2005/06 Rates Generation
2004/2005	2004/05 Rates Generation
2003/2004	2003/04 Rates Generation
2002/2003	2002/03 Rates Generation
2001/02	2001 second half generation
2001A	2001 first half generation
2000/01	2000/01 - Rates Generation
1999/2000B	1999/2000B- Rates Generation

Search Profile

Rating Period:

Description:

Search Select Close

Rating Period Pop Up Form

Rating Period

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

Description

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

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. E.g., enter *1997* and click search to have all periods returned with 1997 somewhere in that code.

Description

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

For example, to select all Rating Periods where one of the words in the Description is Supplementary, enter *Supp* which will return Rating periods with a Description such as Supplementary Levy 1, Second Supplementary Levy", Supp Levy 3 etc

Rateable Valuation Type Pop Up Form

This form enables the selection of a Rateable Valuation Type that is used in the Rates Generation function.

Rateable Valuation Type	Description
COMMON	Commercial Non Rateable
COM	Commercial
LEVY	Special Levy
RESAV	Residential AV
COMAV	Commercial AV
LV	Land Value (Auck)
CV	Capital Value (Auck)
AV	Annual Value (Auck)
CIV	Capital Improved Value

Search Profile

Rateable Valuation Type:

Description:

Search Select Close

Rateable Valuation Type Pop Up Form

Rateable Valuation Type

This field contains a ten-character code representing the Rateable Valuation Type. (These Rateable Valuation Types must previously have been set up in "Rateable Valuation Types Maintenance").

Description

This field contains a fifty character Description to more fully describe the Rateable Valuation Type.

Rateable Valuation Type

This field contains a ten-character code representing the Rateable Valuation Type. The field can be used to conduct a wildcard search for all existing Rateable Valuation Types in the System, fitting a particular naming criteria.

For example, to select all Rateable Valuation Types containing the word Land, enter *Land* which will return Rateable Value Types such as "LandVal, PrimeLand, UnimpLand" etc

Description

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

For example, to select all Rateable Value Types where one of the words in the Description is Improved, enter *Impro* which will return Rateable Value Types with Descriptions such as "Capital Improved Value, Improved Capital Value" etc

Notice Group Type Pop Up Form

This form enables the selection of a Notice Group that is used to group Assessments together so that they can be selected or printed together as a batch. E.g., a particular Notice Group may be set up for Overseas Ratepayers. When the Rate Notices are printed, an option can be taken to print them off in Notice Group sequence (or in a special run altogether) making it easier to put those Notices aside for later action.

Notice Group	Description
126	WHITESANDS PROPERTIES PTY LTD
128	Ms Julia Mitchell
1369993	1369993
ADE19	Adelaide Computer Superstore
ADR00	ADRIAN SLAPE
BEL02	BELLSIDE NOMINEES P/L
BIG02	BIGGS & ASSOCIATES
BLA00	BLACKFORDS MANAGEMENT SERVICES
BOW00	BOWMAN PROPERTY MANAGEMENT

Search Profile

Notice Group

Description

Search Select Close

Notice Group Type Pop Up Form

Notice Group

This field contains a ten-character code representing a Notice Group that will be used as a default when creating a new Assessment. (These Notice Groups must previously have been set up in "Notice Groups Maintenance").

Description

This field contains a fifty character Description to more fully describe the Notice Group

Notice Group

This field contains a ten-character code representing a Notice Group. The field can be used to conduct a wildcard search for all existing Notice Groups in the System fitting a particular naming criteria.

For example, to select all Notice Groups starting with the letter G, enter G* which will return Notice Groups such as "G, G1, General," etc

Description

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

For example, to select all Notice Groups where one of the words in the Description is "Return", enter *Return*. This will select Notice Groups that contain the word "Return" somewhere in the Descriptions such as "Return to Rate Clerk, Previous Notice Returned" etc.

SA Postponed Rates Parameter Maintenance

This form allows for the entry or maintenance of the SA Postponed Rates Parameters.

SA Post Postponed Rates Parameter Maintenance form

Minimum Payment Amount

This field is mandatory when Postponed Rates in Use is set to SA. This field will be the default Minimum Payment Amount to be used by the Postponed Rates Generation process and is the minimum amount of Rates to be paid by the Ratepayer.

Postponed Rate Type

This popup will allow selection of an existing Rates Rate Type that is not flagged as Postponed. This field is mandatory when Postponed Rates in Use is set to SA and will be used by the following processes:

- Assessment Detail Postponed Rates check box
- End of Period Roll
- Rates Generation

Activity Type

This popup field will allow the selection of an existing Activity. This field will be used by the Assessment Detail Postponed Rates check box to automatically add the Activity to an assessment.

Notice Group

This popup field will allow selection of an existing Notice Group. This field will be used by the Assessment Detail Postponed Rates check box to automatically update the Notice Group of the assessment.

More Parameters Maintenance Form

This form allows for the entry of additional Rates Parameters in particular in relation to the Housing Notice Extract and the Debt Collection processes.

More Parameters Maintenance form

Housing Notice Extract - Authority ID Number

This is the Authority ID as supplied by either the Office of Housing (Victoria) or Department of Housing (Queensland) also known as the Queensland Housing Commission.

For Victoria the Office of Housing will supply a 5 digit Authority ID.

For Queensland the Queensland Housing Commission will supply up to a 10 digit Authority ID.

Housing Notice Extract - Authority Description

This is the Authority Description as supplied by either the Office of Housing (Victoria) or the Queensland Housing Commission (Queensland).

For Victoria the Office of Housing will supply up to 30 characters of Authority Description.

For Queensland the Department of Housing will supply up to 40 characters of Authority Description.

Housing Notice Extract - Notice Extract Format

Select the Notice Extract Format from the pick list. The choices are Vic (Office of Housing), QLD (Department of Housing) or NSW (Department of Housing).

Housing Notice Extract - DOH Last reading Date

This field is only available when the Water Billing module is turned ON. It controls the consumption data extracted by the Housing Notice Extract process. The Housing Notice Extract process also automatically populates this field to indicate the last time that the process was run.

Note: If Water Billing is in use this field will need to be set to the date when the Water Notices were last extracted before running the Housing Notice Extract process for the first time.

VG District Number

This field is provided to council by their Valuer-General's Department. In NSW, this field is the first 3 digits of any valuer-general number.

Emergency Services Levy – Residential Property Use

Nominate the Property Use that will be used for Residential Properties. This field and the Multiple Residential Property Use field are used by the ESL Monthly Remittance Report to combine their amounts into one figure on the report.

Emergency Services Levy – Multiple Residential Property Use

Nominate the Property Use that will be used for Multiple Residential Properties. This field and the Residential Property Use field are used by the ESL Monthly Remittance Report to combine their amounts into one figure on the report.

The Multiple Residential Property Use is also used to apply the correct maximum charge for the Assessment based on the number of sub-properties defined.

Emergency Services Levy – Default ESL Category

Nominate the Emergency Services Levy Category that is to be used as the default within Pathway.

Search Status Default

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

- (any)
- Current
- Proposed
- Current & Proposed
- Historic

Rates Capping – Capping Rebate Transaction

This field is only available when “Rates Capping in Use” is set to “Rates less Rebates”.

Enter or select from the pop up the User Defined Transaction Type to be used by the Rates Generation process to show the amount of capped rates. This Transaction Type will also be used by the “Perform Previous Years Rates and Projected Rates Capping Generation” to calculate Rate Amounts for the previous year. For these reasons, this Transaction Type should NOT be used for any other purpose.

Rates Capping – Capping Rebate Group

This field is only available when “Rates Capping in Use” is set to “Rates less Rebates”.

Enter or select from the pop up the Rebate Group to be used in the Rates Generation process to create Rebate Transactions. The first Rebate Type assigned to this Rebate Group will be assigned to any Rebate Transaction created as part of the capping functionality. It is suggested that this Rebate Group be unique to the capping processes.

Use During Upload

Check this flag on if you wish to use Legacy Reference Types to be considered during Bank Tape uploads.

Legacy Reference Type

Select the Pop-up to access the Reference Type Pop-up to select the appropriate Legacy reference.

Apportion to Disputed Debts

Check this box on if payments are permitted to be allocated against transactions flagged as Disputed. If let off payments will never be apportioned against transactions flagged as Disputed.

Disputed Action E-mail

Detail out to enter automatic e-mail parameters for an e-mail message to be sent to an appropriate officer when cashiers have performed Disputed Debt Maintenance.

Mixed Development Minimum Calculation Method

Use the drop down to select None, Method 1 or Method 2. Please note that Method 2 for Mixed Developments cannot be used in conjunction with Method 2 for Postponed Rates at this stage.

Method 1 applies in the following manner:

Calculate

(a) the amount to be charged for the Rate Type

Calculate

(b) the Pro-rata Minimum Charge amount - BEFORE applying the MDAF % (i.e the Minimum Rate x the % of the Rating Period applicable)

If

(a) is less than (b), calculate the Pro-rata Minimum Charge amount x MDAF % and apply that amount.

Method 2 applies in the following manner:

This method will use the highest minimum for all applicable Rates in \$ Rate Types and apply it to the total calculated rates for all Rate in the \$ Rate Types for the Assessment.

The Rate Calculations for both methods are quite different, so some examples are below:

Example 1 – Method 1 – Minimum Applied

Land Value=\$60,000	60% Residential	40% Business
Residential Rate in \$	0.008256	Minimum rate = \$350
Business Rate in \$	0.013728	Minimum rate = \$500

(a) Rate Calculations:

$$(60000 \times 60\%) \times 0.008256 = 297.22$$

$$(60000 \times 40\%) \times 0.013728 = 329.47$$

(b) Minimum Rates:

Residential Rate in \$ minimum is \$350. Rates Levied \$297.22 is less than \$350, therefore $\$350 \times 60\% = \$210$

Business Rate in \$ minimum is \$500. Rates Levied \$329.47 is less than \$500, therefore $\$500 \times 40\% = \$200$

Therefore Total Rates for this assessment would be: $\$210 + \$200 = \$410$

This will be shown on the Rates Generation Report like this:

$$36000 \times 0.008256 = \$210.00 \text{ M}$$

$$24000 \times 0.013728 = \$200.00 \text{ M}$$

$$\text{Total Rates} = \$410.00$$

Example 2 – Method 1 – Minimum Not Applied

Land Value=\$150,000 60% Residential 40% Business

Residential Rate in \$ 0.008256 Minimum rate = \$350

Business Rate in \$ 0.013728 Minimum rate = \$500

(a) Rate Calculations:

Rate Calculations:

$$(150000 \times 60\%) \times 0.008256 = 495.35$$

$$(150000 \times 40\%) \times 0.008256 = 1235.50$$

(b) Minimum Rates:

Residential Rate in \$ minimum is \$350. Rates Levied \$495.35 is more than \$350, therefore no minimum applied

Business Rate in \$ minimum is \$500. Rates Levied \$1235.50 is more than \$500, therefore no minimum applied

Therefore Total Rates for this assessment would be: $\$495.35 + \$1235.50 = \$1730.85$

The next examples will show the differences between Method 1 & 2

Example 3 – Method 2

Land Value=\$30,000 40% Residential 60% Business

Residential Rate in \$ 0.008256 Minimum rate = \$350

Business Rate in \$ 0.013728 Minimum rate = \$500

Rate Calculations:

$$30000 \times 40\% \times 0.008256 = 99.07$$

$$30000 \times 60\% \times 0.013728 = 247.10$$

$99.07 + 247.10 = 346.17$ (as the amount of the 2 added together is less than the highest minimum, the minimum of \$500.00 applies)

This will be shown on the Rates Generation Report like this:

$$30000 \times 40\% \times 0.008256 = \$99.05$$

$$30000 \times 60\% \times 0.013728 = \$400.95 \text{ M}$$

$$\text{Total Rates} = \$500.00$$

The amount of \$400.95 is achieved by subtracting \$99.05 from the highest minimum, which in this case is \$500.00

So as you can see, the 2 methods have quite different ways of achieving their results.

Tiered Rating Method

This will default to a single option 'Use Base Amount' which simply indicates that Tiered Rating using a Base Amount functionality will be implemented. This method of Tiering uses the Rateable Valuation and applies the Tiered Rate applicable for the Rateable Valuation. Only one transaction will be generated using this tiering method.

If the new Authorised Function 'Tiered Rating – No Base Amount' is authorised, then an additional option 'No Base Amount' will be available. This method of Tiering uses the Rateable Valuation and applies the Rateable Valuation over the applicable tiers. Multiple transactions may be generated using this tiering method.

Number of Notice Charge Lines

Enter the number of Charge Lines required for Rate Notices. Please consider the following rules:-

- If Separate Notice by Category is ON, then the number entered must be an even number (ie divisible by 2). This allows for the consideration of Upper, Lower, Council and External notice sections. (Note: Council/External is used in the NZ Rate Notice Report)
- If Separate Notice by Category is OFF, then the number does not have to be an even number, but it must be greater than 2.
- If Number of Charge Lines is equal to an odd number, users cannot set ON Separate Notice by Category without firstly changing the Number of Charge Lines to an even number.

Auto Create VG

This parameter is only valid if the "Valuation Module in Use" parameter is set to "Rates" in Valuations >> Maintain System Parameters.

When checked on, a VG Number is automatically created and linked when a Rates Assessment is created. The new VG Number is assigned the same Number and Status (Current or Proposed) as the Assessment.

Reason is Mandatory for Rates Transactions

Tick ON this option if you wish for reasons to be entered against all transactions entered through the Rates Journal Entry and Rates Batch Journal Entry form. This means entering a Reason Code will be mandatory when:-

- The Assessment entered is a Rates Assessment and;
- The Transaction Type is GENR, GENR-R, GENR-P, GENR-PR, EXGR, EXGR-R, EXGR-P, EXGR-PR or a user transaction type based on any of these system transaction types.

Separate Additional Charge

Tick on for the Additional Charge amount on a Rate Type with a Calculation Method of '(Rateable Value X Rate in Dollar) + Additional Charge' to be loaded to the 'Fixed_Charge_AmountN' item of the 'datastring' field in the Rates Notice Extraction entity LRPA14.

Victorian Fire Services Levy in Use

This check box controls functionality for the Victorian Fire Services Levy. This must be set ON for Victorian sites. A new Pathway session should be started after changing this parameter.

Use Override Accounts

Tick ON this option if you wish to enable Council Code Override Account functionality. By default, this parameter is OFF. If ticked on, 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 Rate Type. (i.e Overpayment, Small Balance Write-Off, Refunds).

Recovery Groups – Default Recovery Group

Select the Default Recovery Group from the Pop Up. When adding Recovery Groups during the processing of Reminder Notices, any Assessment with a current Recovery Group will not have the new Recovery Group added unless the current Recovery Group is the Default Recovery Group selected here. In this case, the Default Recovery Group will be made historic and the specified Recovery Group added.

Recovery Groups – Arrangement Default Recovery Group

This field contains a Recovery Group Code and Description that will be used to identify Assessments that have Arrangements. Click on the Pop up to select a Recovery Group to represent Arrangements. (These Recovery Groups must previously have been set up in "Recovery Group Maintenance")

Recovery Groups – Pensioner Recovery Group with extension of discount

Select the Recovery Group from the Pop Up that is to be used for Pensioners flagged to have an extension of Discount. This should be the Recovery Group that is added to assessment via the Rate Notice Report as the default for pensioners with an extension of discount and will be used by the Debt Recovery process to progress through the Activities.

Recovery Groups – Pensioner Recovery Group without extension of discount

Select the Recovery Group from the Pop Up that is to be used for Pensioners not flagged to have an extension of Discount. This should be the Recovery Group that is added to assessment via the Rate Notice Report as the default for pensioners without an extension of discount and will be used by the Debt Recovery process to progress through the Activities.

Recovery Groups – Exception Recovery Group – Legal Action previously taken

Select the Recovery Group from the Pop Up that is to be used as an Exception Recovery Group where Legal Action has previously been taken.

Recovery Groups – Exception Recovery Group – Pensioner with outstanding rates

Select the Recovery Group from the Pop Up that is to be used as an Exception Recovery Group where a pensioner has outstanding rates.

Victorian FSL

This button is only displayed when the Victorian Fire Service Levy in use check box is set ON.

Environ. Upgrade

Press this button to display the Environmental Upgrade Charge Parameter Maintenance form.

Assessment Summary

Press this button to display the Assessment Summary Field Maintenance form.

More Button

Click on the Button to access additional Rates System Parameters.

Assessment Summary Fields Maintenance

This form is used to select which fields are to be displayed on the Assessment Summary form, and in what order. Different choices can be made for Rates and Special Rates/Charges Assessments

Assessment Summary Fields Maintenance Form

Application

Select 'Rates' to maintain the display of fields to be shown on Rates Assessment Summary forms. Select 'Special Rates and Charges' to maintain the display of fields to be shown on Special Rates and Charges Assessment Summary forms.

Upper Field Label

This field is available for display in the upper section of the Assessment Summary form.

Active

The 'Active' checkbox should be checked on if the field is to be displayed on the Assessment Summary form and checked off if it is not to be displayed.

Lower Field Label

This field is available for display in the lower section of the Assessment Summary form.

Second More Rates System Parameter Maintenance

This form is used to define parameters that enable the change of the rate of tax applied part way through a Rating Period.

Rates System Parameter Maintenance (3 of 3)

Tax

Council Tax Rate Types

First Tax Rate: [dropdown] [text field]
 Second Tax Rate: GST2 [dropdown] GST Rate Type (Council, second tax rate) [text field]

External Tax Rate Types

First Tax Rate: GSTEXT1 [dropdown] GST Rate Type (External, first tax rate) [text field]
 Second Tax Rate: GSTEXT2 [dropdown] GST Rate Type (External, second tax rate) [text field]

Current Period Tax Transaction Types

First Tax Rate: GST12 [dropdown] GST12 [text field]
 Second Tax Rate: GST15 [dropdown] GST15 [text field]

Previous Period Tax Transaction Types

First Tax Rate: GST12.P [dropdown] GST12 Previous Period Adjustment [text field]
 Second Tax Rate: GST15.P [dropdown] GST15 Previous Period Adjustment [text field]

Tax rate-change Rating Period: 2010/2011 [dropdown] 2010/11 Rates Generation [text field]
 Instalment Separation Date: [text field]
 Request Tax Generation Update Anytime: ☐

General Parameters

Display warning for Historic Associated Assessments: ☐
 Part Non-Rateable Activity: PNR [dropdown] Part Non-Rateable [text field]

OK Cancel

Rates System Parameter Maintenance Form

Tax – Council Tax Rate Types – First Tax Rate

This field is used to define the Rates Type that will be used for Council Tax. Where a Council wishes to separate General Ledger postings to different Ledgers for the two different Tax Rates, then both the First and Second Council Tax Rates must be defined. Select a Rate Type from the popup to be used as the first Council tax rate Rate Type.

Tax – Council Tax Rate Types – Second Tax Rate

This field is used to define the second Tax Rate Type where a Council wishes to separate General Ledger postings to different Ledgers. Select a Rate Type from the popup to be used as the second Council tax rate Rate Type.

Tax – External Tax Rate Types – First Tax Rate

This field and the External Tax Rate Types – Second Tax Rate are used to separate the Tax Rates and the External Council Tax charges from the Council Tax charges. Select a Rate Type from the popup to be used as the the first External tax rate Rate Type.

Tax – External Tax Rate Types – Second Tax Rate

This field is used to define the External second Tax Rate Type where a Council wishes to separate General Ledger postings to different Ledgers for the different Tax Rates and for the Council and external charges. Select a Rate Type from the popup to be used as the second External tax rate Rate Type.

Tax – Current Period Tax Transaction Types – First Tax Rate

This field is used to separate the Transaction Types used for the different Tax Rates in the Current Rating Period. Select a Transaction Type from the popup to be used for transactions on the first tax rate.

Tax – Current Period Tax Transaction Types – Second Tax Rate

This field is used to separate the Transaction Types used for the different Tax Rates in the Current Rating Period. Select a Transaction Type from the popup to be used for transactions on the second tax rate.

Tax – Previous Period Tax Transaction Types – First Tax Rate

This field is used to separate the Transaction Types used for the different Tax Rates in the Previous Rating Period. Select a Transaction Type from the popup to be used for transactions on the first tax rate.

Tax – Previous Period Tax Transaction Types – Second Tax Rate

This field is used to separate the Transaction Types used for the different Tax Rates in the Previous Rating Period. Select a Transaction Type from the popup to be used for transactions on the second tax rate.

Tax – Tax rate-change Rating Period

Select the Rating Period that the rate of tax changed in.

Tax – Instalment Separation Date

If an instalment is issued before the tax rate change date but is not due until after the tax rate change date, that instalment may need to attract the old tax rate. If so, this can be achieved by nominating the Instalment Separation Date. When nominated the Instalment Separation Date will be used in lieu of the tax rate change

date. If all instalments are issued and due before the tax rate change date no Instalment Separation Date needs to be nominated.

Tax – Request Tax Generation Update Anytime

Set this checkbox ON if the Tax Generation Update is to be run independently of the Tax Generation. When set on the Tax Generation and Tax Generation Update jobs can be requested as Permanent End of Day jobs.

General Parameters – Display warning for Historic Associated Assessments

General Parameters – Part Non-Rateable Activity

Select from the pop up the Activity Code to be used as the Part Non-Rateable Activity to be added to an assessment via the QVEDEPlus Import Control form. The QVEDEPlus Import Control form is currently only used by Otago Regional Council.

Supplementary Rates Parameter Maintenance Form

This form enables the entry or maintenance of Supplementary Parameters. These are used in the Rates Supplementary processing.

Supplementary Rates Parameter Maintenance Form

Calculate Rebate for Existing Assessments

Check this ON if Rebates are to be re-calculated through the Supplementary Generation. Please note that the effective date must still be the start of the billing period for this to work.

New Assessments on Instalments default

This controls if new assessments are to have the New Assessments on Instalments set to Create on Instalments or Not on Instalments on the Supplementary Entry Maintenance form.

Change Valuations via Supplementary Rates

If Victorian Valuations is active use this check box to control the ability to change Valuations through the Supplementary Entry Maintenance form. If Victorian Valuations is not active this check box has no effect on the ability to change Valuations through the Supplementary Entry Maintenance form.

Online Supplementary Calculation

This check box controls if the Supplementary Process is in On-line or Batch mode. Only turn this ON if Supplementary rates are to be calculated on-line and transactions updated to the assessment at a later date.

Allow Date Effective for Rate Types

This check box controls if the Supplementary process can have different From and To Dates from the Effective Date entered on the assessment for “Added” or “Added/Suspended” rate types.

Allow Earlier Date Effective

If this checkbox is ticked ON, new supplementary entries can pre-date existing supplementary entries on an assessment. The previous entries must already be updated on the assessment. If this checkbox is ticked OFF, and an entry of this nature is attempted, an error message will appear on screen.

Separate Supplementary Rates on Certificate

This parameter governs whether or not Supplementary Rates and Water Billing transactions are to be separated from Annual Rates and placed into Supplementary Rates extract fields that are available for extraction on Property Certificates.

For new Assessments treat existing Rate Types as Added

When the parameter is checked on and the Assessment has no current Rating Period transactions (New Assessment), the records will have an Action of Added and a Status of Added. In this case the rates will be calculated by the Supplementary Rates Generation as if the user had added the Rate Types manually. Rates for Fixed Charge Rate Types and the Additional Charge of 'Rateable Value x Rate in Dollar + Additional Charge' will be generated.

Instalment Parameter Maintenance Form

This form enables the entry or maintenance of Instalment Parameters. Instalment Parameters are used in the Instalment Rounding and Payment Process and are also used by those councils running the Instalment Selection process. (WA)

Instalment Parameter Maintenance form

Instalment Rounding Factor

This field contains the amount that you wish your instalments to be rounded to at rate generation time. E.g., full dollars, ten Dollars, Five Dollars etc

Instalment Odd Amount

Click the First Instalment checkbox to indicate that any odd amounts left after rounding the Instalments (as per the Instalment Rounding Factor) will be applied to the First Instalment

Click the Last Instalment checkbox to indicate that any odd amounts left after rounding the Instalments (as per the Instalment Rounding Factor) will be applied to the Last Instalment.

Payment Check Variance Amount

The field provides Council with the ability to enter a variance amount that the payment must be within when compared to the 1st instalment of the Plans attaching to the assessment.

The variance amount will be utilised when Councils use the Instalment Selection process (WA) and the Payment Check process prior to the deletion of Instalment Plans from assessments.

Last Instalment Amount Extraction

Check this box on so that the Last Instalment Amount Extraction job under End of Period Functions is available. It also makes available the following fields on the Assessment Details Maintenance form:

- Last Instalment Amount
- Last Instalment Amount Part Paid

Direct Debiting Parameter Maintenance Form

There are different versions of this form depending on the Format (Australia or New Zealand) selected on the Rates System Parameter Maintenance form. These forms enable the entry or maintenance of Direct Debiting details in respect to Council's Bank Account.

Direct Debiting is a facility whereby Ratepayers Bank Accounts (after the appropriate authorities have been arranged) are debited directly for Rates and other Payments.

Direct Debiting Parameter Maintenance Form in Australian mode

The screenshot shows a window titled "Direct Debiting Parameter Maintenance". Inside, there are several input fields and a checkbox. The fields are arranged in two columns. The left column contains: "Last Extract From Date" with value "01-Dec-2004", "Last Update Date" with value "19-Oct-2004", "Bank Abbreviation" with value "COM", "Trace BSB" with value "000123", "Account Number" with value "275", "Preferred Specification" with value "GEAC Great Council", and "APCA ID" with value "52589". The right column contains: "Last Extract To Date" with value "02-Dec-2004". At the bottom left is a "Validate BSB" checkbox which is unchecked. At the bottom right are "OK" and "Cancel" buttons.

Direct Debit Parameter Maintenance Form (Australian mode)

Last Extract From

This field contains the From Date of the last Direct Debit Extract. This field is updated every time a Direct Debit run is performed.

The field is maintainable by entering the required date. Alternatively, pressing F2 or double clicking on this field displays a calendar that can be used to alter the required date.

Last Extract To Date

This field contains the To Date of the last Direct Debit Extract. This field is updated every time a Direct Debit run is performed.

The field is maintainable by entering the required date. Alternatively, pressing F2 or double clicking on this field displays a calendar that can be used to alter the required date.

Last Update Date

This field contains the Date of the last Update. This field is updated every time a Direct Debit run is performed.

The field is maintainable by entering the required date. Alternatively, pressing F2 or double clicking on this field displays a calendar that can be used to alter the required date.

Bank Abbreviation

This field is only available in Australian mode and contains a three character approved Financial Institution Abbreviation for the bank your Organisation uses (e.g., WBC for Westpac)

Trace BSB

This field is only available in Australian mode and contains the six-digit code representing the trace Bank/State/Branch (BSB) code of Council's Bank to be used for Direct Debit payments. e.g. 025136

Account Number

This field is only available in Australian mode and contains the nine-digit code representing the Council's Bank Account Number used for Direct Debit payments.

The Account Number will be left justified and any blanks removed. Leading Zeroes are accepted. Do NOT enter hyphens '-' into the Account Number field as these are invalid. E.g. 200017555 or 001758000.

Preferred Specification

This field is only available in Australian mode and contains an approved User Preferred Specification (UPS), as advised when applying to the bank for a Direct Debit facility. If in doubt, please contact your bank.

APCA ID

This field is only available in Australian mode and contains an approved User Identification Number allocated by APCA. If in doubt, please contact your bank.

Validate BSB

When checked on the 'BSB Code' entered on the Direct Debit Maintenance form will be validated against the Receipting module Bank Details. When checked off the 'BSB Code' entered isn't validated against the Bank Details.

Direct Debiting Parameter Maintenance Form in New Zealand mode

Direct Debiting Parameter Maintenance

Direct Debit Format: **Westpac Deskbank**

Bank Check Digit Routine: **Routine 9 - No check digit routine performed**

Validate Bank and Branch: ☐

Default Ratepayer: ☒

Last Extract From Date: **01-Dec-2004**

Last Extract To Date: **02-Dec-2004**

Last Update Date: **19-Oct-2004**

Batch Number:

Council Details

Council Name: **NORTH SHORE CITY**

Council Account Number: **0001234**

Council Bank: **01**

Council Branch: **1234**

Council Suffix: **1111**

Payer Details

Payer Particulars: **AK CITY RATE**

Payer Code:

Payer Reference:

Default Payer Information: ☒

OK **Cancel**

Direct Debit Parameter Maintenance Form (New Zealand mode)

Format

Choose from the drop down the Format of direct debit being used. The available options are:

- Westpac Deskbank
- Bank of New Zealand

Bank Check Digit Routine

Choose from the drop down the correct check digit routine. The bank used by Council for Direct Debit will determine this. The selected routine will validate the Direct Debit details entered on an assessment. The available options are:

- Routine 1 – Branch & Account number
Used only by banks with bank identifiers of 01, 02, 03, 06, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 27, 30 and 31.
- Routine 2 – Account number only

Used only by banks with bank identifier of 08.

- Routine 3 – Account number & one digit suffix
Used only by banks with bank identifiers of 09.
- Routine 4 – Account number & suffix
Used only by banks with bank identifiers of 29.
- Routine 5 – Account number only
Used only by banks with bank identifiers of 25 and 33.
- Routine 9 – No check digit routine performed.

Validate Bank and Branch

When checked on the 'Bank Number' and 'Branch Number' entered on the Direct Debit Maintenance form will be validated against the Receipting module Bank Details if the 'Validate Bank and Branch' system parameter is checked on. If the 'Validate Bank and Branch' checkbox is checked off then these details aren't validated against the Bank Details.

BNZ Connectivity Format

This checkbox is only displayed when Bank of New Zealand Format is chosen. This specific format is for those sites in New Zealand which have large volumes of Direct Debits.

Default Ratepayer

This check box is only available when Direct Debit is in New Zealand mode. Check it on and leave the Payer Reference blank if the first 12 characters of the Property Address are to be populated in the Payer Reference when adding a Direct Debit to an assessment. The assessment/debtor number will also be automatically added to the Payer Code when adding a Direct Debit to an assessment/debtor.

If this is left off and values exist in the Payer Reference and Payer Code fields then these values will be automatically added to the Payer Reference and Payer Code fields when a Direct Debit is added to an assessment or debtor.

Last Extract From Date

This field contains the From Date of the last Direct Debit Extract. This field is updated every time a Direct Debit run is performed.

The field is maintainable by entering the required date. Alternatively, pressing F2 or double clicking on this field displays a calendar that can be used to alter the required date.

Last Extract To Date

This field contains the To Date of the last Direct Debit Extract. This field is updated every time a Direct Debit run is performed.

The field is maintainable by entering the required date. Alternatively, pressing F2 or double clicking on this field displays a calendar that can be used to alter the required date.

Last Update Date

This field contains the Date of the last Update. This field is updated every time a Direct Debit run is performed.

The field is maintainable by entering the required date. Alternatively, pressing F2 or double clicking on this field displays a calendar that can be used to alter the required date.

Batch Number

Payer Details – Payer Particulars

Enter the Council Payer Particulars. The entry here will be used on the Direct Debit Maintenance form when adding a Direct Debit to an assessment. This field is then used as part of the extract of details given to the bank.

Payer Details – Payer Code

Enter the Council Payer Code. The entry here will be used on the Direct Debit Maintenance form when adding a Direct Debit to an assessment. This field is then used as part of the extract of details given to the bank.

Payer Details – Payer Reference

Enter the Council Payer Reference. The entry here will be used on the Direct Debit Maintenance form when adding a Direct Debit to an assessment. This field is then used as part of the extract of details given to the bank.

Payer Details – Default Payer Information

Check this check box on to default the Payer Code field on the Direct Debit Maintenance form to the Assessment or Debtor number. Also if no Payer Reference is present, default the first 12 characters of the default address into the Payer Reference field when adding a new Direct Debit to an assessment for Rates assessments only. For Debtors if no Payer Reference is present the Payer Reference field will not be populated when adding a Direct Debit to a Debtor.

When this check box is off the values in the Payer Code and Payer Reference will be defaulted into the Payer Code and Payer Reference when adding a Direct Debit to an assessment or a Debtor.

Council Details – Council Name

This field is mandatory when Westpac Deskbank format is selected. Enter the Council name as defined by Westpac Deskbank. This will form part of the Direct Debit extract.

Council Details – Council Account Number

This field is mandatory when Westpac Deskbank format is selected. Enter the Council Account number with Westpac Deskbank. This will form part of the Direct Debit extract.

Council Details – Council Bank

This field is mandatory when Westpac Deskbank format is selected. Enter the two digit Council Bank Number if required by Westpac Deskbank. This will form part of the Direct Debit extract.

Council Details – Council Branch

This field is mandatory when Westpac Deskbank format is selected. Enter the four digit Council Branch Number if required by Westpac Deskbank. This will form part of the Direct Debit extract.

Council Details – Council Suffix

This field is mandatory when Westpac Deskbank format is selected. Enter up to four digits of the Council Suffix number as required by Westpac Deskbank. This will form part of the Direct Debit extract.

Fine Parameter Maintenance Form

This Form enables the entry or maintenance of Fine Parameters.

Fines/Interest/ Penalties functions calculate amounts that will be raised on an assessment for late payment of rates.

The function requires the nomination of the percentage to be levied; the rate that the calculation is to be applied e.g. flat or daily and the method egg, simple or compound.

Note: Together with the setting of these parameters, Councils will need to set parameters for each Rate Type that will be fineable, and every Transaction Type that will be fineable.

The Form also provides the ability to set parameters for the calculation of Pending Interest/Fines and also if those pending Fines/Interest are to be considered at point of receipting.

Fine/Interest/Penalty Parameter Maintenance Form

Application

Click on the dropdown to select the appropriate application type that fines are to be calculated. The options are:-

- Rates
- Spec Rate/Charge

Note. The Spec Rate/Charge application type relates to Schemes and the specific method of the calculation of fines/interest in respect to schemes. On selecting an Application type of Spec Rate/Charge, the Current Fines on Instalment Level will default to FULL. This can be overridden if required.

Fine Terminology

This field contains the terminology your Organisation uses for Fines. E.g.. NSW uses the term “Interest” while SA uses the terms “Fines” and “Interest”, and New Zealand uses the term “Penalties” etc. By amending the wording in this field, all forms will assume this terminology.

Minimum Fine Level

These two options provide the ability to direct the level the minimum fines calculation is to be performed. The minimum fine amount is utilised when processing fines via the batch system and this minimum will be calculated at a rate type level or an assessment level.

- Rate Type - to indicate that minimum Fines/Interest/Penalties are to be raised at a Rate Type Level.
- Assessment Level - indicate that minimum Fines/Interest/Penalties are to be raised at an Assessment Level.

Current Fines - Percentage

Current Fines applies to current years rates (non-installed amounts), or individual instalments, as they fall due.

Insert in this field the percentage that Interest/Fines, to be levied against the outstanding rates, are to be calculated.

Current Fines - Rate

This option relates to whether Interest/Fines are to be calculated using Flat rate or Daily rate. South Australia would currently set this option to ‘Flat’ whilst other states would set it to ‘Daily’. Click on the Drop-down to select the appropriate method of calculation. The option are:-

- Daily
- Flat
- None

Current Fines – Method

This option relates to the method for the calculation of Interest/Fines.

Click on the Drop down to select the appropriate method of calculation. The options are:-

- Simple
- Compound

Simple interest calculation comprises the Balance outstanding against the Rate Type (or instalment) multiplied by the percentage factor. This calculation is further modified by the number of days if Daily mode has been selected.

Compound interest calculation comprises the Balance outstanding against the Rate Type (or instalment) multiplied by the percentage factor each day. This interest/fine is added back to the balance to create a new calculation for the next day, over the period of the calculation.

Current Arrears Fines – Percentage

Current Arrears Fines applies to individual instalments that have fallen overdue.

Insert in this field the percentage that Interest/Fines, to be levied against the outstanding rates, are to be calculated.

Current Arrears Fines – Rate

This option relates to whether Interest/Fines are to be calculated using Flat rate or Daily rate.

South Australia would currently set this option to 'Flat' whilst other states would set it to 'Daily'.

Click on the Drop-down to select the appropriate method of calculation. The option are:-

- Daily
- Flat
- None

Current Arrears Fines – Method

This option relates to the method for the calculation of Interest/Fines.

Click on the Drop down to select the appropriate method of calculation. The options are:-

- Simple
- Compound

Simple interest calculation comprises the Balance outstanding against the Rate Type (or instalment) multiplied by the percentage factor. This calculation is further modified by the number of days if Daily mode has been selected.

Compound interest calculation comprises the Balance outstanding against the Rate Type (or instalment) multiplied by the percentage factor each day. This interest/fine is added back to the balance to create a new calculation for the next day, over the period of the calculation.

Arrears Fines – Percentage

Arrears Fines applies to previous year's arrears (non-installed amounts).

Insert in this field the percentage that Interest/Fines, to be levied against the outstanding rates, are to be calculated.

Arrears Fines – Rates

This option relates to whether Interest/Fines are to be calculated using Flat rate or Daily rate.

South Australia would currently set this option to 'Flat' whilst other states would set it to 'Daily'.

Click on the Drop-down to select the appropriate method of calculation. The option are:-

- Daily
- Flat
- None

Arrears Fines – Method

This option relates to the method for the calculation of Interest/Fines.

Click on the Drop down to select the appropriate method of calculation. The options are:-

- Simple
- Compound

Simple interest calculation comprises the Balance outstanding against the Rate Type (or instalment) multiplied by the percentage factor. This calculation is further modified by the number of days if Daily mode has been selected.

Compound interest calculation comprises the Balance outstanding against the Rate Type (or instalment) multiplied by the percentage factor each day. This interest/fine is added back to the balance to create a new calculation for the next day, over the period of the calculation.

Postponed Fines – Percentage

This field will only be displayed for the Rates Application when Postponed Rates in Use is set to SA.

Postponed Rates are the amount of Rates that the ratepayer has opted to defer payment on and pay interest on.

Insert in this field the percentage that Interest/Fines, to be levied against the outstanding Postponed Rates, are to be calculated.

Postponed Fines – Rate

This field will only be displayed for the Rates Application when Postponed Rates in Use is set to SA.

This option relates to whether Interest/Fines are to be calculated using Flat rate or Daily rate.

South Australia would currently set this option to 'Flat' whilst other states would set it to 'Daily'.

Click on the Drop-down to select the appropriate method of calculation. The options are:-

- Daily
- Flat
- None

Postponed Fines – Method

This field will only be displayed for the Rates Application when Postponed Rates in Use is set to SA.

This option relates to the method for the calculation of Interest/Fines.

Click on the Drop down to select the appropriate method of calculation. The options are:-

- Simple
- Compound

Simple interest calculation comprises the Balance outstanding against the Rate Type (or instalment) multiplied by the percentage factor. This calculation is further modified by the number of days if Daily mode has been selected.

Compound interest calculation comprises the Balance outstanding against the Rate Type (or instalment) multiplied by the percentage factor each day. This interest/fine is added back to the balance to create a new calculation for the next day, over the period of the calculation.

Current Fines on Instalments Level

Click on the Radio Button to select the appropriate Level. The options are:-

- Instalment – The calculation of Interest/Fines will address the outstanding amount against the rate Type being uninstalled debts &/or the Instalment amounts overdue. With the Application type set to rates, the default will be INSTALMENT however, full may be selected if required.
- Full (generally utilised for Schemes) – The calculation of Interest/Fines will address the outstanding amount against the rate type disregarding any instalments. Effectively the full amount of the debt is used for the calculation only nett any payments received. With the Application type set to Spec rate/Charge, the default will be FULL however, instalment may be selected if required.

Calculate Pending Fines for Rates

Check on the check box if you require that all Fines/Interest transactions be initially generated as Pending transactions.

Calculate Pending Fines for Receipting

Check on the check box if you require that all pending Fines/Interest transactions be considered at point of receipting. That is, the amount of any pending fines/interest transaction on the assessment will be advised when a receipt is intended on the assessment. Subsequent to the receipt being transacted, the pending fine/interest transaction will be deleted and an actual fine/interest transaction generated.

Note: This check box cannot be checked on unless the Calculate Pending Fines for Rates check box is also checked on.

Allow Nomination of Number of Days

The option provides the ability to set the number of days that the calculation of interest/fines will be performed. The system will automatically calculate from the last date of fines to the Fine to Date however, the override exists to allow Councils to nominate a certain number of days.

Click on the check box to ensure the provision is made available on the Interest/fines generation forms.

Allow use of Generation Run Last Interest Date

Check this on to indicate that Rates Arrears / Water Arrears fines can be raised starting from a date in the previous Rating Period. Not available if "Allow nomination of Number of Days" is chosen.

Generate Fines for Full Payment as per Instalments

Checking this parameter on allows the Rates Accounting module to generate interest for Full Payment assessments as if they were on instalments as well as governing various functions within the Rates Accounting system on how Assessment instalment plans are treated. This parameter is only available when the Application is set to Rates.

Last Interest Write-Back Payment Date Range

Displays the Payment Date Range used in the last updated Fines Write-Back Generation. Is displayed when the 'Rates' application Fines parameters are shown.

Although this Last Fines Payment Date Range is maintainable, the dates should never need to be altered and are for information only. This range will initially be blank until the first Fines Write-Back Generation Update is performed and write-back transactions are created.

Arrangement Interest Override Date

Enter a date in this field if the Current Interest (Fine/Penalty etc), Current Arrears Interest (Fine/Penalty etc) or the Arrears Interest (Fine/Penalty etc) is to be updated upon entry of an Automatic Payment Arrangement to an assessment.

The use of an override date will enable the generation of Interest to be restricted for the Assessment whilst an Automatic Payment Plan is present.

For NZ Sites:-

When adding a new Arrangement to Pay to an assessment, if the Automatic Payment Checkbox is ticked ON, then the Current Interest Override Date, Current Arrears Interest Override Date and the Arrears Interest Override Date fields will be automatically updated with the date entered in the Arrangement Interest Override Date field.

Use Interest Calculation Defaults

Tick ON this option to use the defaults for interest generation (as set in the System Parameters).

Generate Interest Transactions

Tick ON these options to actually generate the Interest Transactions for Current, Current Arrears, Arrears or Postponed or for ALL transaction types.

Generate Interest Transactions for Assessments with a Rebate Group

Tick ON this option to have Interest (fines, penalties etc) generate on those assessments which have a rebate group attached.

Annual Rates Generation Run

Click on the Pop Up Button to select a Generation Run from the Pop Up Form. Alternatively the Generation Run may be manually typed in (if already known).

Minimum Interest Amount

Enter the lowest amount of interest to be charged on each assessment.

For example if you enter 0.40, when interest is being generated for an assessment, if the total interest charges do not exceed 0.40, then interest will not be generated for the assessment at that time.

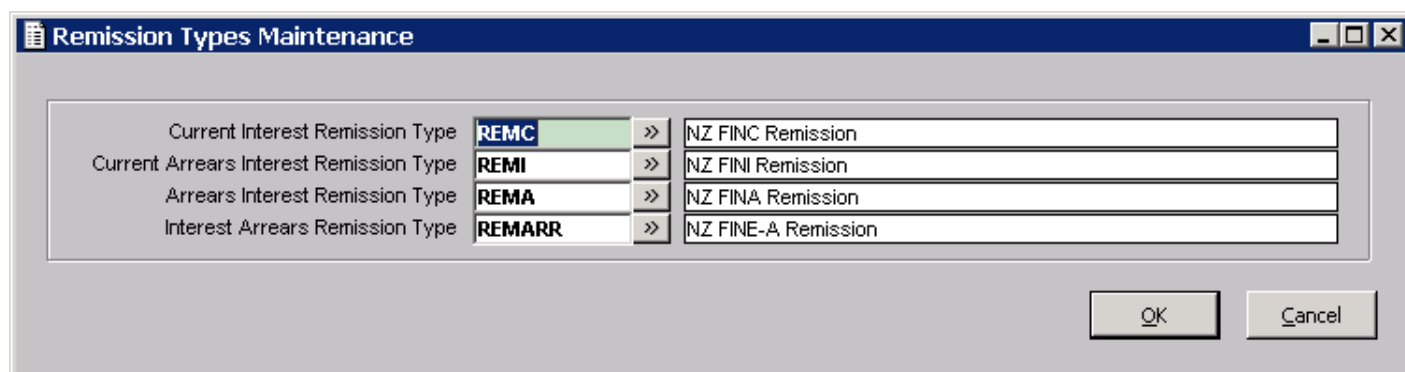
Number of Grace Days

Enter a Number of Grace Days to be considered when generating interest. This field is not mandatory.

Remission Types Button

Click on this button to go to the Remission Types Maintenance Form

Remission Types Maintenance Form



The screenshot shows a software window titled "Remission Types Maintenance". It contains a table with four rows, each representing a different remission type. The first column lists the remission type name, the second column shows a code in a green box, and the third column shows a description. The codes are REMC, REMI, REMA, and REMARR. The descriptions are NZ FINC Remission, NZ FINI Remission, NZ FINA Remission, and NZ FINE-A Remission. There are right-pointing arrows between the code boxes and the description boxes. At the bottom right of the window are "OK" and "Cancel" buttons.

Current Interest Remission Type	REMC	>>	NZ FINC Remission
Current Arrears Interest Remission Type	REMI	>>	NZ FINI Remission
Arrears Interest Remission Type	REMA	>>	NZ FINA Remission
Interest Arrears Remission Type	REMARR	>>	NZ FINE-A Remission

Remission Types Maintenance Form

Current Interest Remission Type

Choose from the pop up the transaction type nominated as the remission type for Current Penalty (FINC) transactions. (Must be based on the Current Penalty Reversal (FINC-R) system type.)

Current Arrears Interest Remission Type

Choose from the pop up the transaction type nominated as the remission type for Current Arrears Penalty (FINI) transactions. (Must be based on the Current Arrears Penalty Reversal (FINI-R) system type.)

Arrears Interest Remission Type

Choose from the pop up the transaction type nominated as the remission type for Arrears Penalty (FINA) transactions. (Must be based on the Arrears Penalty Reversal (FINA-R) system type.)

Interest Arrears Remission Type

Choose from the pop up the transaction type nominated as the remission type for Penalty Arrears (i.e. rolled forward penalties - FINE-A) transactions. (Must be based on the Penalty Previous Period Adjustment (FINE-PR) system type.)

Rebate Parameter Maintenance Form

This form enables the entry or maintenance of Rebate System Parameters. Details must be completed in the Rebate Validation and Matching section if the "xml" format is being used for Validation of pensioner/beneficiary numbers.

Rebate Parameter Maintenance Form

Beneficiary Terminology

The specific terminology that a Council may wish to employ, or that is required by specific Government Departments, may be utilised. E.g. Pensioner, Applicant, Rebate, etc. All forms and headings associated with the Rebate facility will be amended accordingly.

Rebate Terminology

The specific terminology that a Council may wish to employ, or that is required by specific Government Departments, may be utilised. E.g. Rebate, Applicant, Pensioner, etc. All forms and headings associated with the Rebate facility will be amended accordingly.

Format Beneficiary Name

If this checkbox is checked on, the Beneficiary Name will need to be formatted in a specific way (within the Assessment Rebate Maintenance function).

Rebates Reduce Discount Amount

If this checkbox is checked on, any Rebates given will reduce the amount of Discount applied for early payment. i.e. Rebates will be deducted from the Rates Levied before Discount is calculated

Pro-rata Rebate On-line

Check on this flag if you wish the functionality of calculating Pro-rata Rebates On-line.

When first entering the On-line Rebate Calculation Form, the Date Applicable field will default the Start Date of the Rating Period. Amend this date to the appropriate date to calculate the Proportional Rebate.

Pending Rebates

This facility provides the option to have all rebate transactions generated as Pending Rebate transactions e.g. REBC-D. With payment of the full amount of the rates due on the assessment, the Pending rebate transaction is deleted and an actual rebate transaction generated. e.g. REBC

Check on the check box if pending rebate transactions are to be generated.

Extended Discount Requires Flagged Assessment

Set this flag on so that individual assessments can be selected to have the extended discount date. If the flag is off the discount date will be determined in the usual manner.

Rebates Consider Ownership

If this checkbox is turned on, an Ownership percentage must be entered for each beneficiary (pensioner). All rebate calculations will then consider the Ownership percentage. (If this option is selected the number of Rebate groups may be reduced.)

Calculate Retrospective Rebates

Turning this check box on allows for the retrospective calculation of on-line rebates. It also allows for the parameters behind the calculation to be added via the Rebate Group Maintenance form.

Rebate Timing Range

This field indicates when rebates are to be calculated from. The following options are available for selection:

- Days - rebates are pro-rated from a nominated date
- Quarter - rebates are pro-rated from the start of a nominated quarter

Rebate Legislation Group

Click on the dropdown to select the appropriate State legislation to govern the rebate process. The options are:-

- South Australia
- Victoria
- New South Wales
- Western Australia
- Tasmania
- Queensland
- New Zealand

Shire Number

Insert the relevant Shire Number. This identification number will appear on the Rebate Reports and the Extract file to be sent to the relevant Government Department (WA only)

Apply Maximum Rebate Limit across Rates and Water Billing

This check box is only available when all three of the following conditions are met:

- The Water Billing Application is licensed and active
- The rates System Parameter 'Use Separate Assessments' check box is checked on
- The Water billing system parameter 'Generation of Water Billing Rebates' is set to Water Billing Generation.

When checked on this parameter allows the maximum Rebate Limit (specified against a Rebate Type) to be shared across a Rates and a Water Billing assessment that are both linked to the same Primary Property. Exception or warning messages will be displayed if there is more than one Rates or Water assessment linked to the same Primary Property.

Rebate Validation and Matching – Centrelink User ID

The council's Centrelink User ID must be completed if the "xml" format is being used for validation.

Rebate Validation and Matching – Centrelink DTD Version

The Centrelink DTD Version must be populated with the version number of the Document Type Definition (DTD) being used for validation of the file if the "xml" format is being used for validation.

Rebate Validation and Matching – Council ABN

The council's ABN number must be populated if the "xml" format is being used for validation.

Environmental Upgrade Charge Parameter Maintenance Form

This form controls the Environmental Upgrade Transactions and Rate Types that are being used.

Parameter	Value
Council Administration Charge Transaction Type	EUCAD
Council Amendment Charge Transaction Type	EUCAM
Council Late Payment Fee Transaction Type	EUCLA
Council Rate Type	EUC
Financial Provider Rate Type	EUCFP

OK Cancel

Environmental Upgrade Charge Parameter Maintenance Form

Council Administration Charge Transaction Type

Enter or select from the pop-up the Transaction Type that is being used as the Council Administrative Charge Transaction Type.

Council Amendment Charge Transaction Type

Enter or select from the pop-up the Transaction Type that is being used as the Council Amendment Charge Transaction Type.

Council Late Payment Fee Transaction Type

Enter or select from the pop-up the Transaction Type that is being used as the Council Late Payment Fee Transaction Type.

Council Rate Type

Enter or select from the pop-up the Rate Type that is being used as the Council Rate Type.

Financial Provider Rate Type

Enter or select from the pop-up the Rate Type that is being used as the Financial Provider Rate Type.

Victorian Fire Services Levy Parameters Maintenance Form

This form controls the Victorian Fires Services parameters that are used for Assessment Maintenance and Reporting to the SRO (State Revenue Office).

Default Fire Authority: MFB

Waiver Transaction Type: WAIVER

Deferral Transaction Type: DEFERRAL

FSL Warnings: ☒

Local Government Authority: Infor

XML Schema Location: <http://www.sro.vic.gov.au/fspl>

XML Schema Version: v1

Web Service Location: <https://testing1.e-business.sro.vic.gov.au/fsplservice/FireServicesPrope>

Excel Workbook Path: \\Adefil01\groups\Local Government\Develop\GWood\Pathway\Testing\

SRO Server Certificate Validation

Certificate Organization (O=): State Revenue Office

Certificate Location (L=): Melbourne

Certificate State (S=): Victoria

Certificate Country (C=): AU

OK Cancel

Victorian Fire Services Levy Parameters Maintenance Form

Default Fire Authority

This is the Default Fire Authority that will be used when creating new Rates Assessments. Valid choices are:

- CFA
- MFB

Waiver Transaction Type

This field is mandatory. Select from the pop up the Transaction Type used as the FSL Waiver Transaction Type.

Deferral Transaction Type

This field is Mandatory. Select from the pop up the Deferral Transaction Type.

FSL Warnings

This check box controls whether or not warning messages are displayed during Assessment Maintenance. When set on a warning will be displayed if the Assessment FSL Category and the Rate Type FSL Category are different.

Local Government Authority

This field should be set to the name of the Authority to appear on the Reports submitted to the Victorian State Revenue Office (SRO). This appears in the Excel workbook only.

XML Schema Location

This field is used by Pathway when compiling and submitting the XML report documents to the SRO, and should only be changed in consultation with, or following advice from, Infor.

XML Schema Version

This field is used by Pathway when compiling and submitting the XML report documents to the SRO, and should only be changed in consultation with, or following advice from, Infor.

Web Service Location

This field is used by Pathway when compiling and submitting the XML report documents to the SRO, and should only be changed in consultation with, or following advice from, Infor.

Excel Workbook Path

This field should be set to the default file location where the reports will be generated as an Excel workbook. A warning will be given if the specified location is on a local (or locally-mapped) PC drive. The specified location may be overridden when the workbooks are generated.

SRO Server Certificate Validation – Certificate Organization (O=)

The SRO (State Revenue Office) Server Certificate Organisation. The value in this field should not be changed without first consulting the Infor Public Sector Helpdesk.

SRO Server Certificate Validation – Certificate Location (L=)

The SRO (State Revenue Office) Server Certificate Location. The value in this field should not be changed without first consulting the Infor Public Sector Helpdesk.

SRO Server Certificate Validation – Certificate State (S=)

The SRO (State Revenue Office) Server Certificate State. The value in this field should not be changed without first consulting the Infor Public Sector Helpdesk.

SRO Server Certificate Validation – Certificate Country (C=)

The SRO (State Revenue Office) Server Certificate Country. The value in this field should not be changed without first consulting the Infor Public Sector Helpdesk.

Generation Parameters

This Section describes those parameters that define the types of debts that are generated for assessments (Rate Types) and the Rating Periods that they apply. A number of different calculation methods for generation of rates are supported.

The Generation Run Parameters control the dates associated with the rates generation processes. Dates are held for due dates, instalment dates and fining dates. Full instalment plan details may be recorded via the Generation Run parameter.

Rate Category Maintenance Form

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

Rate Categories are used to group similar Rate Types together for display purposes. E.g., there may be three types of garbage bins your Council collects, a 120-litre wheelie bin, a 240-litre wheelie bin and a garbage skip. All of these may have the one Rate Category of Waste Disposal.

Category	Description	Rebate Claim	Notice Section	Active
GEN	General Rates	☒	Upper	☒
MUNICIPAL	Municipal	☐	Upper	☒
GARBAGE	Garbage	☐	Upper	☒
ENVDIRHO	Environmental Levy	☐	Upper	☒
DEB RENT	Debtor Rents	☐	Upper	☒
WASTE	Trade Waste	☐	Upper	☒
CLEANSING	Cleansing	☐	Upper	☒
SEWER	Sewer	☐	Lower	☒
FIRE	Fire	☐	Lower	☒

Rate Category Maintenance Form

Category

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

Description

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

Active

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

Rebate Claim

This check box indicates the Rate Category that will be included in Rebate claims to government bodies for re-imbursement. (WA requirement)

Check on the check box of the appropriate rate Category. Only one Category may be checked on at a time.

Notice Section

This parameter will be used by the Rate Notice Report to control the population of data within the DATASTRING fields on the Notice Extract entity (LRPRA14). The default is Upper if the System Parameter 'Separate Notice by Category' is set to Upper/Lower. Data string fields 1 to 9 will be populated for Categories flagged as Upper and data string fields 10 to 18 will be populated for Categories flagged as Lower.

If the System Parameter 'Separate Notice by Category' is set to Council/External, the default is Council. For the NZ Rate Notice Report this parameter will control the population of data in the DATASTRING and NZ*X fields for the NZ Rate Notice.

This field is only displayed when the System Parameter 'Separate Notice by Category' is ticked ON.

Move Buttons

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

Rate Type Maintenance Form

This form enables the addition of Rate Types or the maintenance of existing ones. Rate Types are used to define all charges that can be levied on an Assessment (e.g. General Rates, Garbage Collection Charges, Sewerage Charges etc).

Rate Type	Internal Description
(JM)GEN	JM's General Rate
25	Access Fee- Caves Wtr - Metered Prop
INVGENERAL	Investigation General
PDWM140A	PDWM140A NWTEST
CRESA	CRESA - NW TEST
NWRES	NW RES COPY
NWInactive	NW Inactive Rate Type
PDWM140B	PDWM140B NWTEST
PDWM140XB	PDWM140XB NWTEST

Rate Type	(JM)GEN	Application	Rates	Active	☒
Internal Description	JM's General Rate			Class	General
External Description	JM's General Rate			Payment Sequence	0
Category	GEN	General Rates	Fire Service Levy	☐	
Local Gov. Code	OTHER	OTHER	Zero/Non Rateable	☐	
Calculation Method	Rateable Value x Rate in Dollar			Capping Applies	☐
Taxable	☐	Non-taxable	Division 81	Capping Percentage	110.00
Tax Code	LRASYS	Rates System Tax Code		Postponed Rates Apply	☐
Discount Method	No Discount	Ignore when Granting Discount	☐	Rebate Applies	☒
		Fineable	☒	Installed	☒
		Fineable for Pensioners	☒		

More Fines Insert OK Cancel

Rate Type Maintenance Form

Rate Type

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

Rate Type

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

If in insert mode and you are creating a new Rate Type, insert in this field a code of up to 10 characters.

Application

Click on the Drop Down to select the Application type applicable. The option are:-

- Rates
- Spec Rate/Charge
- Water Billing

Active

If this checkbox is checked on, the Rate Type may be selected during maintenance functions. Alternatively, the check box may checked OFF thereby ensuring that the particular rate Type is not used during processing.

If in insert mode, the check box will default to ON.

Internal Description

This field contains the Description of the Rate Type that Council staff uses to describe the Rate Type (i.e. it is used internally in the organisation.) This Internal Rate Type description will be displayed on all enquiry & maintenance forms. E.g., the Internal Description that appears on enquiry & maintenance forms may be "120 Litre Wheelie Bin" while the external description that appears on Rate Notices, letters etc may be "Waste Management Charge".

If in insert mode, enter in the field an appropriate description of the Rate Type.

Class

This field indicates whether the Rate Type is of a General or Services nature. The following options are available from the drop-down list

- General (e.g. Residential Rates)
- Services (e.g. Garbage Services)

External Description

This field contains the Description of the Rate Type that will be printed on all notices, letters etc. e.g., the Internal Description that appears on enquiry & maintenance forms may be "120 Litre Wheelie Bin" while the external description that appears on Rate Notices, letters etc may be "Waste Management Charge")

If in insert mode, enter in the field an appropriate description of the Rate Type.

Payment Sequence

This field contains a numeric value relating to the order that Rates or Charges levied against this Rate Type are to be paid off compared to other Rate Types on this Assessment. The lowest payment sequence & therefore the first Rate Type to be paid off is 1.

Note - all non-Installable Rate Types must have lower payment sequences than Installable Rate Types.

Category

This field contains the Rate Category code that the Rate Type belongs to. Click on the Category Pop Up button to select a Rate Category. (These Rate Categories must previously have been set up in "Rate Category Maintenance")

Fire Service Levy

Ticking on this option will cause this Rate Type to be printed on a separate line on the Outstanding Balances Report. Additionally, any rate type with this flag active will be printed LAST for the Rate Notice extraction. This check box is not displayed when the "Victorian Fire Services Levy in use" checkbox is set on.

Local Government Code

This field contains the Local Government Code that applies to this Rate Type. Click on the Local Government Code Pop Up button to select a Local Government Code. (These Local Government Codes must previously have been set up in "Local Government Code Maintenance").

The Local Government code is used to indicate the land use of the assessment. Entry of a Local Government Code against a Rate Type will result in a check being performed during the addition of that Rate Type to an Assessment. The system checks that Local Government Code on the Rate Type being added is equal to the Local Government Code on the Assessment. The description contains a fifty character Description that fully describes the Local Government Code. This field is display only and cannot be maintained.

Zero/Non Rateable

This field is available only for Rate Types of the Rates application. When this check box is set on for a Rate Type, the Rate Type will not create any transactions but is extractable for Rates Notices.

Calculation Method

Click on the Drop Down to select the rate calculation method appropriate. If the Application is either Rates or Spec Rate/Charge the options are:-

- Rateable Value x Rate in the Dollar
- (Rateable Value x Rate in the Dollar) + Additional Charge
- Number of Units x Units Charge
- Fixed Charge

If the Application is Water Billing the options are:-

- Water Consumption
- Fixed Charge
- Fixed Charge based on Previous Consumption
- Trade Waste Usage Discharge

Capping Applies

Tick the Capping Applies box to register the particular Rate Type as eligible for Rate Capping.

The Capping Applies tick box will not be available if the check box at the System Parameter level has not been ticked on.

Taxable

Check this flag on if the Rate Type is to have tax calculated.

For more information refer to the section on Tax Processing in the Overview. **3.**

Non-Taxable Type

If the Taxable field has not been flagged on, therefore making it Non Taxable, then a Non-taxable Type needs to be defined. There are 3 options available in the dropdown list. These are GST Free, GST Exempt and Division 81. It is expected that Australian sites will use GST Free and Division 81 only. Financial systems can use these values, as the applicable codes (N - GST Free, X - GST Exempt and 8 - Division 81) are output in the Pathway Financial Transaction File in place of the previous 'N' value.

Capping Percentage

Insert the required Rate capping percentage. The percentage must be greater than 0.00 and would be expressed as 100.00 to achieve at least the previous years rates. A percentage figure of 110.00 would achieve a figure representing the rates for the previous year plus 10.00 percent. A percentage figure of 75.00 would achieve a figure representing $\frac{3}{4}$ of the rate of the previous year.

The Capping Percentage is mandatory if the Capping Applies tick box is checked on.

The Capping Percentage option will not be available if the check box at the System Parameter level has not been checked on.

Tax Code

This field will default with the Tax Code that has been defined in the System Parameters Form.

This field may be used to enter an override tax code for this particular Rate Type, if required.

Note This field will not be available if Tax Codes have not been defined and a default Tax Code allocated via the Rates System Parameters

For more information refer to the section on Tax Processing in the Overview. **3.**

Dept. Housing Rate Category

This field appears if the System Parameter Notice Extract Format is set to Vic (Office of Housing), QLD (Department of Housing) or NSW (Department of Housing). Rate Types can be categorised into groups determined by each state's Department of Housing. The categories are used in the Housing Notice Extract process for QLD and NSW and the Grants Commission Report in Victoria. The categories vary and are listed below. Simply select the category to which the Rate Type belongs:

QLD Categories

- (none)
- Access transfer station levy
- Bush/Park levy

- Consumption Water Charge
- Environment Amount
- Excess Water Charge
- Garbage Amount
- General Amount
- Infrastructure replacement/purchase levy
- Loan liquidity rate
- Office levy
- Ownership Transfer Fee
- Road levy
- Rural Fire levy
- Satellite levy
- Sewerage Amount
- State Fire Levy
- Swimming pool levy
- Water Levy

NSW Categories

- (none)
- Domestic Waste Management
- Ordinary Rates 100
- Ordinary Rates 101
- Ordinary Rates 102
- Ordinary Rates 103
- Sewerage Services
- Sundry Charge 1
- Sundry Charge 2
- Sundry Charge 3
- Sundry Charge 4
- Sundry Charge 5
- Water Supply Service

Vic Categories

- (none)
- 04000 – Municipal Charge
- 04050 – General Rate
- 04100 – Cultural & Rec Land
- 04200 – Spec Rates & Chgs
- 04250 – In Lieu of Rates
- 04300 - Other
- 04460 - Garage
- 04470 - Recycling
- 04480 – Other Waste Man

The Dept. Housing Category selected against the Rate Types will determine the rows that the Gross Rates Assessed are broken into on the A4 schedule of the Grants Commission Report.

NOTE: These codes do not relate to the Rating Categories set up in Rate Category Maintenance. They are Rate Categories defined by the Department of Housing for their own reconciliation purposes and are required to be written on the file provided to them. The Department of Housing won't accept charges for some types of rates on the tape, therefore some Rate Types may not have a code entered against them.

Rebate Applies

If this checkbox is checked on, then Rebates can be applied to rates levied against this Rate Type

Fineable

Check on this check box if it is intended that Rates levied against this Rate Type will attract Fines/Interest/Penalties if paid late.

Postponed Rates Apply

This check box will only be displayed when the System Parameter Postponed Rates in Use is set to SA or NSW.

When the Rates System Parameter Postponed Rates in Use is set to NSW:

- Check on this check box if it is intended that Postponed Rates can apply to this Rate Type. Postponed Rates will be calculated via the Rates Generation process.
- This check box will only be available when the Application Type is "Rates" and the calculation method is "rateable value X rate in the dollar".

When the Rates System Parameter Postponed Rates in Use is set to SA:

- Check on this check box if it is intended that Postponed Rates can apply to this Rate Type. Postponed Rates will be calculated via the Postponed Rates Generation and Update processes.
- This check box will be available for all "Rates" Rate Types regardless of calculation method.

Discount Method

Select from the list the Discount Method if it is intended that Rates or Charges levied against this Rate Type will attract a Discount either by way of Pending Discount transactions or actual discount transactions.

Available options are:

- No Discount
- Fixed Discount
- Percentage Discount

Ignore when Granting Discount

This check box is only available if the Rates System parameter Discount Level is set to Assessment and if the Rate Type does not have discount applicable. Check this on if the Rate Type is to be ignored when converting pending to actual discount.

Fineable for Pensioners

Check on this check box if outstanding rates levied against this rate type on assessments associated with pensioners are to be the subject of Interest / Fines calculations.

Installed

If this checkbox is checked on, then Instalments may be applied to this Rate Type

Move Buttons

By pressing the move buttons, the Rate Types may be sequenced within the list.

More Button

Select this button to display the More Rate Type Maintenance form where additional parameters can be maintained.

Fines Button

Select this Button will access the Rate Type Fine Override Maintenance Form.

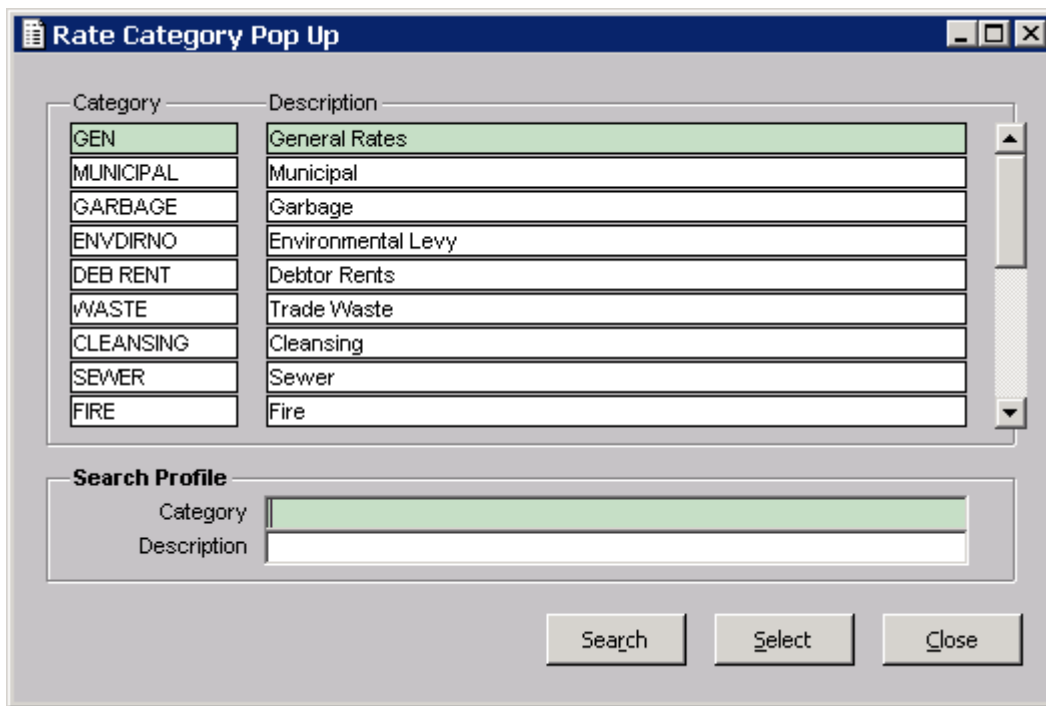
Note: The Fine Button will not be available if the Fineable check box is not checked on.

Insert Button

Select the insert button if you wish to create a new Rate Type record

Rate Category Pop Up Form

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



The image shows a software window titled "Rate Category Pop Up". It contains a table with two columns: "Category" and "Description". The table lists several categories, with "GEN" and "General Rates" highlighted in green. Below the table is a "Search Profile" section with two input fields: "Category" and "Description". At the bottom right are three buttons: "Search", "Select", and "Close".

Category	Description
GEN	General Rates
MUNICIPAL	Municipal
GARBAGE	Garbage
ENVDIRNO	Environmental Levy
DEB RENT	Debtor Rents
WASTE	Trade Waste
CLEANSING	Cleansing
SEWER	Sewer
FIRE	Fire

Search Profile

Category:

Description:

Search Select Close

Rate Category Pop Up Form

Category

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

Description

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

Search Profile - Category

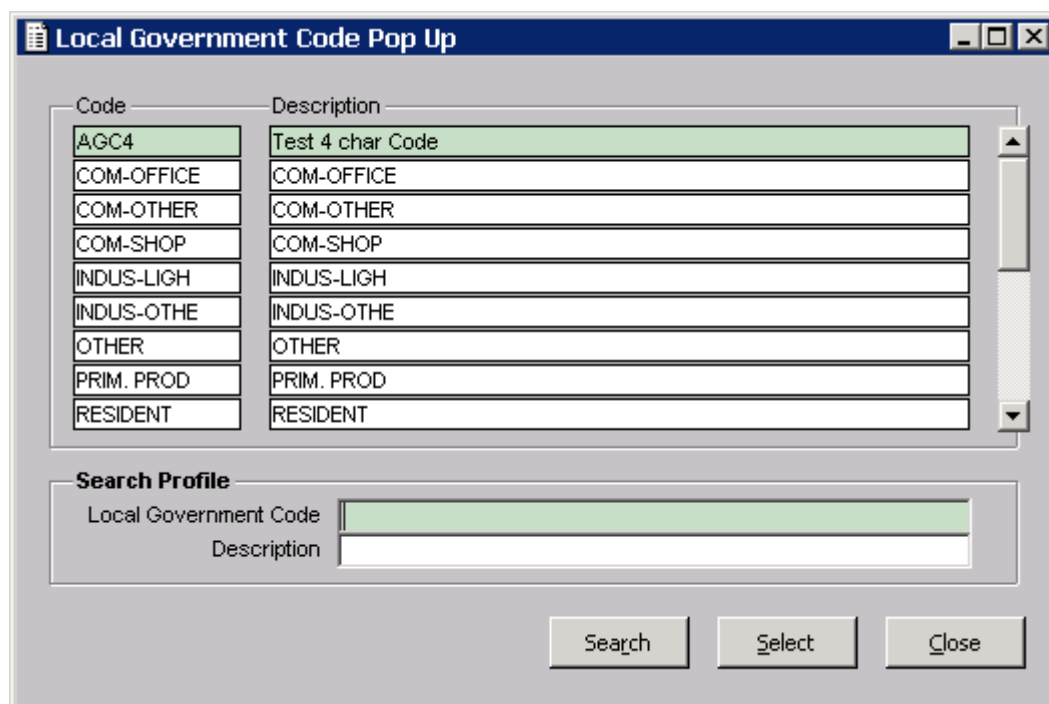
Enter a Rate Category Code to base your search and press the Search button to initiate the search for a particular code. Wildcard searching is available on this field.

Search Profile - Description

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

Local Government Code Pop Up Form

This form enables the selection of a Local Government Code to be linked to a Rate Type.



The 'Local Government Code Pop Up' form displays a table of codes and descriptions. The 'Code' column lists: AGC4, COM-OFFICE, COM-OTHER, COM-SHOP, INDUS-LIGH, INDUS-OTHE, OTHER, PRIM. PROD, and RESIDENT. The 'Description' column lists: Test 4 char Code, COM-OFFICE, COM-OTHER, COM-SHOP, INDUS-LIGH, INDUS-OTHE, OTHER, PRIM. PROD, and RESIDENT. Below the table is a 'Search Profile' section with two input fields: 'Local Government Code' and 'Description'. At the bottom are three buttons: 'Search', 'Select', and 'Close'.

Code	Description
AGC4	Test 4 char Code
COM-OFFICE	COM-OFFICE
COM-OTHER	COM-OTHER
COM-SHOP	COM-SHOP
INDUS-LIGH	INDUS-LIGH
INDUS-OTHE	INDUS-OTHE
OTHER	OTHER
PRIM. PROD	PRIM. PROD
RESIDENT	RESIDENT

Search Profile

Local Government Code

Description

Search Select Close

Local Government Code Pop Up Form

Code

This field contains a list of Local Government Codes. (These Local Government Codes must previously have been set up in "Local Government Code Maintenance")

Description

This field contains a Description that fully describes the Local Government Code

Code

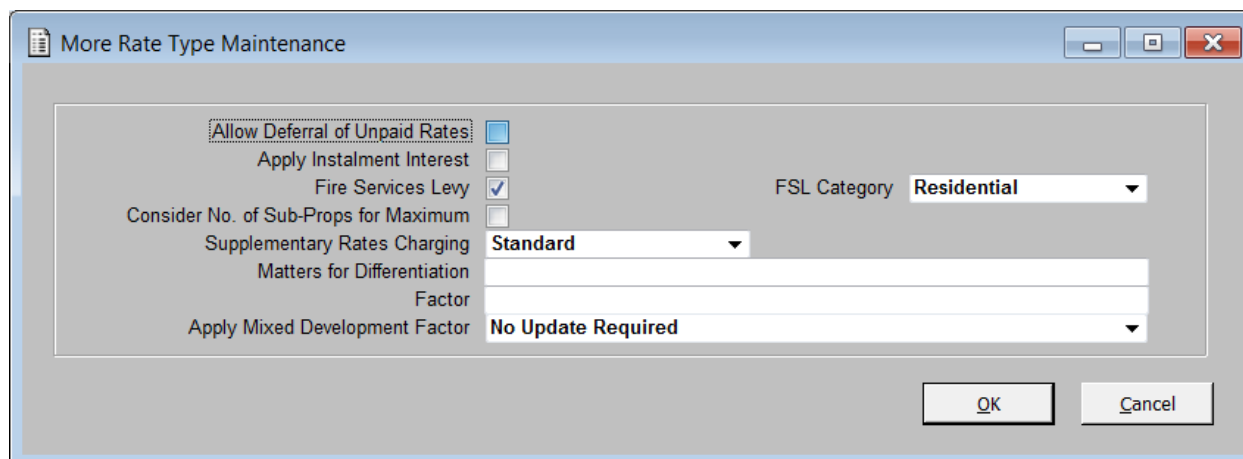
Enter a Local Government Code to base your search and use the Search button to initiate the search. Wildcard searching is available on this field.

Description

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

More Rate Type Maintenance Form

This form provides additional Rate Type parameters.



The 'More Rate Type Maintenance' form contains several checkboxes and dropdown menus. The checkboxes are: 'Allow Deferral of Unpaid Rates' (unchecked), 'Apply Instalment Interest' (unchecked), 'Fire Services Levy' (checked), and 'Consider No. of Sub-Props for Maximum Supplementary Rates Charging' (unchecked). The dropdown menus are: 'FSL Category' (set to 'Residential'), 'Standard' (set to 'Standard'), and 'No Update Required' (set to 'No Update Required'). At the bottom are 'OK' and 'Cancel' buttons.

Allow Deferral of Unpaid Rates ☐

Apply Instalment Interest ☐

Fire Services Levy ☒

Consider No. of Sub-Props for Maximum Supplementary Rates Charging ☐

FSL Category Residential

Standard

No Update Required

OK Cancel

More Rate Type Maintenance Form

Allow Deferral of Unpaid Rates

Check on this check box if this rate type will be subjected to deferral of rates.

This option will only be displayed when the Pending Rebate checkbox in the Rebate Parameter Maintenance Form under System Parameters is ticked ON.

Apply Instalment Interest

Click on this check box if interest is to apply on this Rate Type for the provision of instalments. (WA requirement only).

Emergency Services Levy

Select this option for Rate Types that are used to raise Emergency Services Levy charges. When the "Victorian Fire Services Levy in use" checkbox is set on, the "Emergency Services Levy" checkbox will display as "Fire Services Levy".

FSL Category

The "FSL Category" will be visible when the "Victorian Fire Services Levy in use" checkbox is set on. It will only be available and is mandatory when the "Fire Services Levy" checkbox is set on. The choices are:

- (none)
- Residential
- Commercial
- Industrial
- Primary Production
- Public Benefit
- Vacant Land
- Exempt

Consider No. of Sub-Props for Maximum

Select this option for Rate Types that pertain to the Multiple Residential Property Use so that the correct maximum charge is applied according to the Number of Sub-Properties specified on the Assessment.

Supplementary Rates Charging

This parameter can be used to determine if a charge should be increased or reduced for a particular Rate Type during a Supplementary Rates Generation. The options valid options are:

- Charge Full Period – Choose this option if a Rate Type that has changes taking place part way through the Rating Period is to have charges increased for the full Rating Period
- Ignore Part Period – Choose this option if a Rate Type that has changes taking place part way through the Rating Period is not to have charges increased/reduced.
- Standard – Choose this option if a Rate Type that has changes taking place part way through the Rating Period is to have charges increased for the portion of time that the changes are for

Matters for Differentiation

Enter up to 100 characters of text that the Rate Notice Report will extract for each charge line.

Factor

Enter up to 100 characters of text that the Rate Notice Report will extract for each charge line.

Apply Mixed Development Factor

This option relates to how Mixed Development Factors are dealt with during the import of the Valuation File. There are 3 options to choose from:-

- No Update Required
- Update with Mixed Development Apportionment Factor
- Calculate Mixed Development Apportionment Factor

If your council does not utilise Mixed Developments for Rating then this field does not show. Any new Rate Type added to the system will automatically default to No Update Required if Mixed Developments are Active.

If your council does use Mixed Developments, then you will need to decide how you would like the system to apply the Apportionment Factor.

If Update with Mixed Development Apportionment Factor is selected, then the factor shown in the Valuation File will be inserted against the rate type.

If Calculate Mixed Development Apportionment Factor is selected, then the factor inserted against the rate type will be calculated against the other rate type of the same variety.

For Example:

As the factor provided to Councils is the Business component, then for the Business Rate Types affected by Mixed Developments, this option should be set to 'Update', therefore for the corresponding Residential Rate Type this option must be set to 'Calculate'. The component for residential will be calculated by the system using a simple algorithm ($100 - \text{Updated Factor} = \text{Calculated Factor}$).

Rate Type Fine Override Maintenance Form

This form provides options to override the parameters set at the System Parameter Level with specific setting that will apply at the rate type level. If overrides are utilised, all assessments carrying the particular rate Type will have the fines calculated in keeping with the overrides.

Note: The Fine Button accessing this Form will not be available unless the Fineable check box on the Rate Type Maintenance Form is checked on.

Rates Type Fine Override Maintenance Form

Current Fines – Percentage

Insert the percentage amount that will be used as the override percentage for this rate type.

Current Fines – Rate

Click on the Drop Down to select the appropriate rate that will be used as the override for this particular rate type. The Option are:-

- None
- Daily
- Flat

Current Fines – Method

Click on the Drop Down to select the appropriate method that will be used as the override for the particular rate type. The options are:-

- Simple
- Compound

Current Arrears Fines – Percentage

Insert the percentage amount that will be used as the override percentage for this rate type.

Current Arrears Fines – Rates

Click on the Drop Down to select the appropriate rate that will be used as the override for this particular rate type. The Option are:-

- None
- Daily
- Flat

Current Arrears Fines – Method

Click on the Drop Down to select the appropriate method that will be used as the override for the particular rate type. The options are:-

- Simple
- Compound

Arrears Fines – Percentage

Insert the percentage amount that will be used as the override percentage for this rate type.

Arrears Fines – Rate

Click on the Drop Down to select the appropriate rate that will be used as the override for this particular rate type. The Option are:-

- None
- Daily
- Flat

Arrears Fines – Method

Click on the Drop Down to select the appropriate method that will be used as the override for the particular rate type. The options are:-

- Simple
- Compound

Postponed Fines – Percentage

This field will only be displayed for the Rates Application when Postponed Rates in Use is set to SA.

Postponed Rates are the amount of Rates that the ratepayer has opted to defer payment on and pay interest on.

Insert in this field the percentage that Interest/Fines, to be levied against the outstanding Postponed Rates, are to be calculated.

Postponed Fines – Rate

This field will only be displayed for the Rates Application when Postponed Rates in Use is set to SA.

This option relates to whether Interest/Fines are to be calculated using Flat rate or Daily rate.

South Australia would currently set this option to 'Flat' whilst other states would set it to 'Daily'.

Click on the Drop-down to select the appropriate method of calculation. The option are:-

- Daily
- Flat
- None

Postponed Fines – Method

This field will only be displayed for the Rates Application when Postponed Rates in Use is set to SA.

This option relates to the method for the calculation of Interest/Fines.

Click on the Drop down to select the appropriate method of calculation. The options are:-

- Simple
- Compound

Simple interest calculation comprises the Balance outstanding against the Rate Type (or instalment) multiplied by the percentage factor. This calculation is further modified by the number of days if Daily mode has been selected.

Compound interest calculation comprises the Balance outstanding against the Rate Type (or instalment) multiplied by the percentage factor each day. This interest/fine is added back to the balance to create a new calculation for the next day, over the period of the calculation.

Current Fines on Instalments Level

Click on the Radio Button to select the appropriate Level to override the parameter set in the System parameters. The options are:-

- Instalment – Clicking this radio button will override, for this particular rate type, the parameters previously set generally at the System Parameter level

- Full (generally utilised for Schemes) – Clicking this radio button will override, for this particular rate type, the parameters previously set generally at the System Parameter level

Clear Button

Select the Clear button to clear all exiting data from the form.

Rating Period Parameter Maintenance

This form enables the addition of new Rating Periods or the maintenance of existing ones.

Rating Periods are used to manage Rate Generations aligning all transactions generated within a particular rating period to that rating period.

An established Rating Period is required prior to End of year Roll in order that transactions rolled into the next year are associated with that Rating Period.

The generation of rates and collection is carried out in cycles (usually one per year) although sometimes a Rating period is less than a year. This can occur when legislation decrees that Rating periods should change to be in line with End of Financial Year dates, etc.

E.g..

Period 1: from 1/01/95 to 31/12/95

Period 2: from 1/01/96 to 30/6/96

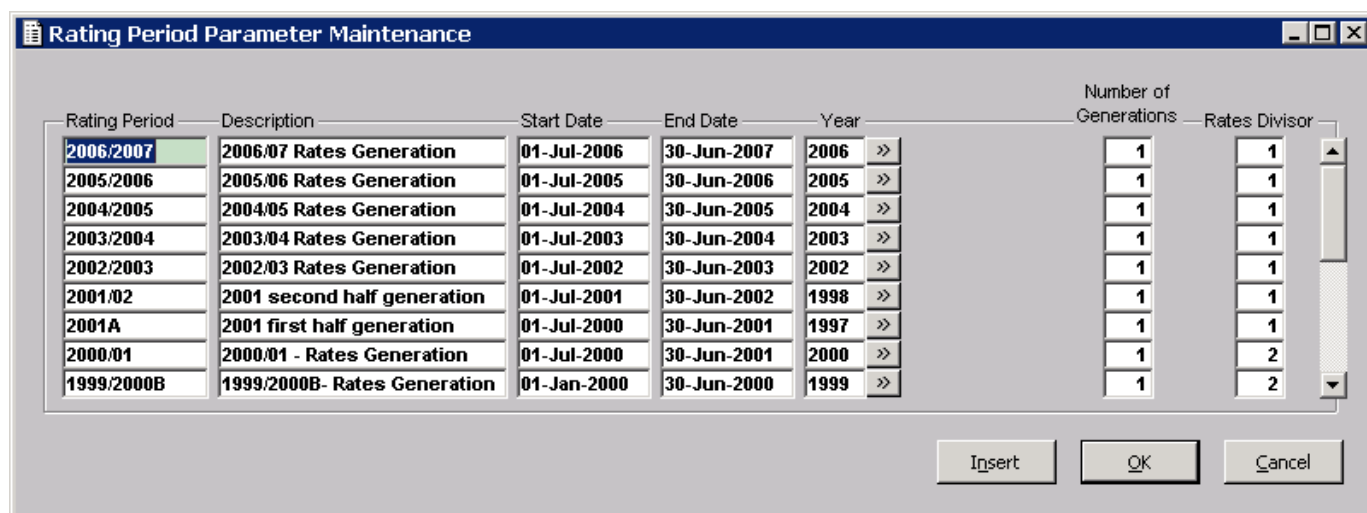
Period 3: from 1/7/96 to 30/6/97

Half Yearly Billing – Should the Council wish to use Half Yearly Billing (i.e. two separate Rates Generation and End of Period Roll) two Rating Periods should be set up, one for the first half year and the other for the second half year each having the same Year allocated to them. The Rates Divisor column should be set to 2 for Half Yearly Billing.

Rating Period	Description	Start Date	End Date	Year	Financial Year	Number of Generations	Rates Divisor
2006/2007	2006/07 Rates Generation	01-Jul-2006	30-Jun-2007	2006 >>	2006/2007 >>	1	1
2005/2006	2005/06 Rates Generation	01-Jul-2005	30-Jun-2006	2005 >>	2005/2006 >>	1	1
2004/2005	2004/05 Rates Generation	01-Jul-2004	30-Jun-2005	2004 >>	2004/2005 >>	1	1
2003/2004	2003/04 Rates Generation	01-Jul-2003	30-Jun-2004	2003 >>	2003/2004 >>	1	1
2002/2003	2002/03 Rates Generation	01-Jul-2002	30-Jun-2003	2002 >>	2003/2004 >>	1	1
2001/02	2001 second half generation	01-Jul-2001	30-Jun-2002	1998 >>	2003/2004 >>	1	1
2001A	2001 first half generation	01-Jul-2000	30-Jun-2001	1997 >>	2003/2004 >>	1	1
2000/01	2000/01 - Rates Generation	01-Jul-2000	30-Jun-2001	2000 >>	2003/2004 >>	1	2
1999/2000B	1999/2000B- Rates Generation	01-Jan-2000	30-Jun-2000	1999 >>	2003/2004 >>	1	2

Buttons: Insert, OK, Cancel

Rating Period Parameter Maintenance Form (where Annual Billing System Parameter is turned OFF)



The screenshot shows a software window titled "Rating Period Parameter Maintenance". It contains a table with the following columns: Rating Period, Description, Start Date, End Date, Year, Number of Generations, and Rates Divisor. The table lists ten rating periods from 2006/2007 down to 1999/2000B. Each row has a corresponding "Year" column with a pop-up button (indicated by two right-pointing arrows) and "Number of Generations" and "Rates Divisor" columns with input fields. At the bottom of the window are three buttons: "Insert", "OK", and "Cancel".

Rating Period	Description	Start Date	End Date	Year	Number of Generations	Rates Divisor
2006/2007	2006/07 Rates Generation	01-Jul-2006	30-Jun-2007	2006 >>	1	1
2005/2006	2005/06 Rates Generation	01-Jul-2005	30-Jun-2006	2005 >>	1	1
2004/2005	2004/05 Rates Generation	01-Jul-2004	30-Jun-2005	2004 >>	1	1
2003/2004	2003/04 Rates Generation	01-Jul-2003	30-Jun-2004	2003 >>	1	1
2002/2003	2002/03 Rates Generation	01-Jul-2002	30-Jun-2003	2002 >>	1	1
2001/02	2001 second half generation	01-Jul-2001	30-Jun-2002	1998 >>	1	1
2001A	2001 first half generation	01-Jul-2000	30-Jun-2001	1997 >>	1	1
2000/01	2000/01 - Rates Generation	01-Jul-2000	30-Jun-2001	2000 >>	1	2
1999/2000B	1999/2000B- Rates Generation	01-Jan-2000	30-Jun-2000	1999 >>	1	2

Rating Period Parameter Maintenance Form (where Annual Billing System Parameter is turned ON)

Rating Period

This field contains a ten-character code representing the Rating Period. E.g. 1997, 1998 etc.

Description

This field contains a fifty character Description that more fully describes the Rating Period. e.g. 01/07/95 to 30/06/96 etc

Start Date

This field contains the Date that the Rating Period starts

Pressing F2 or double clicking on this field displays the default calendar that can be utilised to select the required date.

End Date

This field contains the Date that the Rating Period ends

Pressing F2 or double clicking on this field displays the default calendar that can be utilised to select the required date.

Year

This field contains the Rateable Valuation Year pertinent to this Rating Period. Click on the Year Pop Up button to select a Rateable Values Year pertinent to this Rating Period. (These Rateable Values Years must previously have been set up in "Rateable Value Year Maintenance")

Financial Year

This field will only show when the Annual Billing System Parameter is set to OFF.

Select a Financial Year from the pop up form. Alternatively, the Year may be entered by typing.

Number Of Generations

This field contains the number of Generations allowed during that Rating Period.

It is used to manipulate the Rebate amount calculated in the Rates Generation (i.e. if two Generations per Period are nominated, then the Rebates calculated in each Rates Generation is half that for the period).

Rates Divisor

For those Councils who are using Quarterly / Half Yearly Billing the Rates Divisor option will ensure each Rates Generation will generate the same amount of Rates. The Rates Divisor should be set to four for those councils using Quarterly Billing, two for those Councils using Half-Yearly Billing, otherwise it should be set to 1.

Insert Button

Select the insert button if you require to create a new rating Period.

Rateable Valuation Year Pop Up Form

This form enables the selection of a Rateable Valuation Year to be associated with that Rating Period

 A screenshot of a software window titled "Rateable Valuation Year P...". Inside the window, there is a list box labeled "Year" containing the years 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, and 2003. To the right of the list box are three buttons: "Search", "Select", and "Close". Below the list box is a section titled "Search Profile" which contains a label "Year" followed by a small text input field.

Rateable Valuation Year Pop up form

Year

This field contains a list of the available Rateable Valuation Years. This field is display only and cannot be maintained. (The Rateable Valuation Years must previously have been set up in Rateable Valuation Years Maintenance.)

Search Profile - Year

This field can be used to search for a specific year. Enter the required year and use the Search button to initiate the search.

Rating Period Rate Type Search Profile Form

This form enables you to select an option to either enter a new Rate Type for a particular Rating Period or search existing Rate Types in a Rating Period.

To enter a new Rate Type for a Rating Period, Click on the Rating Period Pop Up to select the relevant Rating Period and then click "New".

To search for all Rate Types in a Rating Period, Click on the Rating Period Pop Up to select the relevant Rating Period and then click "Search".

To search for a particular Rate Type in a Rating Year, Click on the Rating Period Pop Up to select the relevant Rating Period, click on the Rate Type Pop Up to select the relevant Rate Type and then click "Search".

 A screenshot of a software window titled "Rating Period Rate Type Search Profile". The window contains two input fields on the left: "Rating Period" with the value "2004/2005" and "Rate Type" which is empty. Each field has a small button with two right-pointing arrows. To the right of these fields is a large text area containing the text "2004/05 Rates Generation". At the bottom right of the window are three buttons: "New", "Search", and "Close".

Rating Period Rate Type Search Profile Form

Rating Period

This field contains a code representing the Rating Period you are assigning Rate Types to. Where a default Rating Period has been nominated via the Rates System Parameters, this default will appear in this field

Click on the Rating period Pop Up to select a Rating Period. (These Rating Periods must previously have been set up in "Rating Periods Maintenance").

Use the Search button to perform a search based on the entered or selected Rating Period.

Description

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

Rate Type

This field contains a code representing the Rate Type. Click on the Rate Type Pop Up to select a Rate Type. (These Rate Types must previously have been set up in "Rate Type Maintenance").

Use the Search button to perform a search based on the entered or selected Rate Type.

Description

This field contains the Description of the Rate Type that Council staff uses to describe the Rate Type (i.e. it is used internally in the organisation.) This field is display only and cannot be maintained.

Rate Type Pop Up Form

This form enables the selection of a Rate Type that can be used to tailor the Rating Period Rate Type searching process.

Rate Type	Description
(JM)BIN	JM's Garbage Bin
(JM)GEN	JM's General Rate
101	101-Residential Rate KT
11	Monash & Mackay Rate Type 11
120L	120L Bin Type KT
1372733	Auckland City 1372733
200	Mackay Garbage
201	201-Business Rate KT
2020	Toowoomba helpdesk case 1298305

Search Profile

Rate Type

Description

Search Select Close

Rate Type Pop Up Form

Rate Type

This field contains a list of all available Rate Types codes that have been defined via the Rating Period Rate Type parameter. This field is display only and cannot be maintained.

Description

This field contains a list of the descriptions that are associated with each Rating Period Rate Type parameter. This field is display only and cannot be maintained.

Search Profile - Rate Type

Enter a Rate Type code to base your search and use the Search button to initiate the search.

Search Profile - Description

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

Rating Period Rate Type Selection Form

This form is displayed if multiple Rate Types exist matching the search criteria. You can select one of these rate Types to view or modify.

Rate Type	Description
(JM)BIN	JM's Garbage Bin
(JM)GEN	JM's General Rate
101	101-Residential Rate KT
11	Monash & Mackay Rate Type 11
120L	120L Bin Type KT
1372733	Auckland City 1372733
200	Mackay Garbage
201	201-Business Rate KT
2020	Toowoomba helpdesk case 1298305

Rating Period Rate Type Selection Form

Rating Period

This field contains the Rating Period that you are maintaining Rate Type details.

Description

This field contains the Description of the Rating Period you are maintaining Rate Type details for.

Rate Type

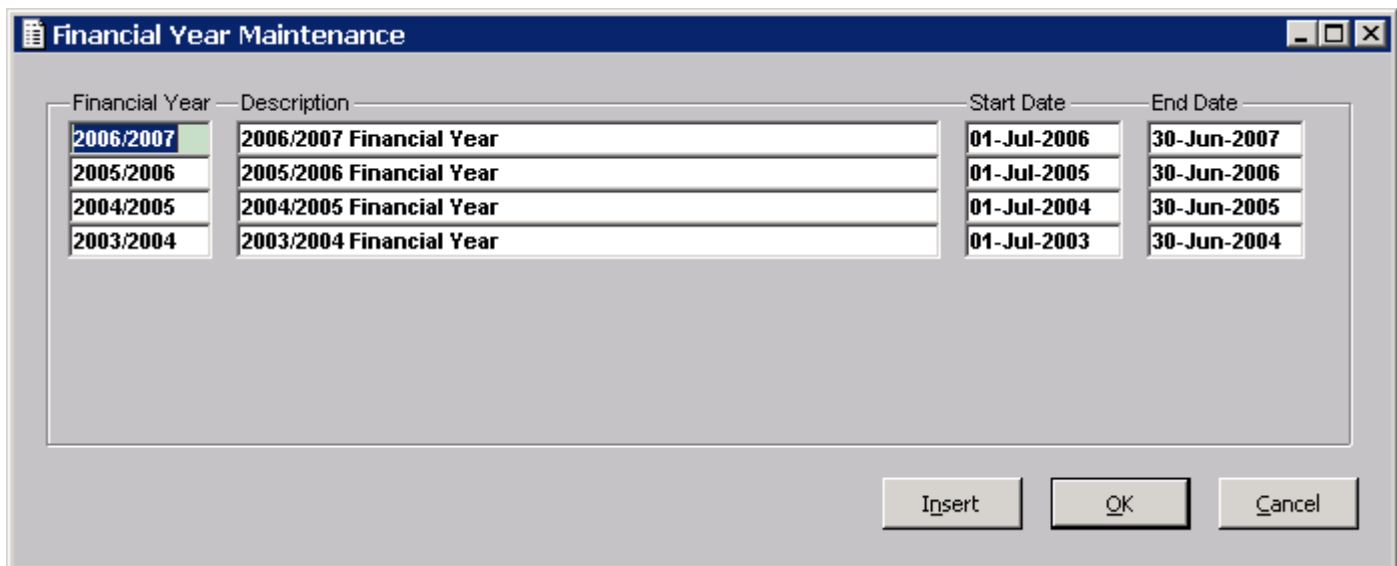
This field contains the Rate Types that are related to the selected Rating period. This field is display only and cannot be maintained.

Description

This field contains the Description of the Rate Type that Council staff uses to describe the Rate Type (i.e. it is used internally in the organisation). This field is display only and cannot be maintained.

Financial Year Maintenance Form

This form enables Financial Years to be added, modified or deleted. The Financial Year will be used by sites that have more than one rating period in a financial year to group rating periods for use in the Aged Period Report. To Insert a new line, simply click the Insert Button. To Delete a row, simply highlight the row and press F11, and click Yes to delete.



The screenshot shows a window titled "Financial Year Maintenance". It contains a table with four columns: "Financial Year", "Description", "Start Date", and "End Date". The table lists four financial years from 2003/2004 to 2006/2007. The "2006/2007" row is highlighted. Below the table are three buttons: "Insert", "OK", and "Cancel".

Financial Year	Description	Start Date	End Date
2006/2007	2006/2007 Financial Year	01-Jul-2006	30-Jun-2007
2005/2006	2005/2006 Financial Year	01-Jul-2005	30-Jun-2006
2004/2005	2004/2005 Financial Year	01-Jul-2004	30-Jun-2005
2003/2004	2003/2004 Financial Year	01-Jul-2003	30-Jun-2004

Financial Year Maintenance Form

Financial Year

Enter a code to identify the Financial Year. Up to 10 alpha/numeric characters may be used.

Description

Enter a description to identify the Financial Year. Up to 50 alpha/numeric characters may be used.

Start Date

Enter a Start Date for the Financial Year. The date must be before the End Date.

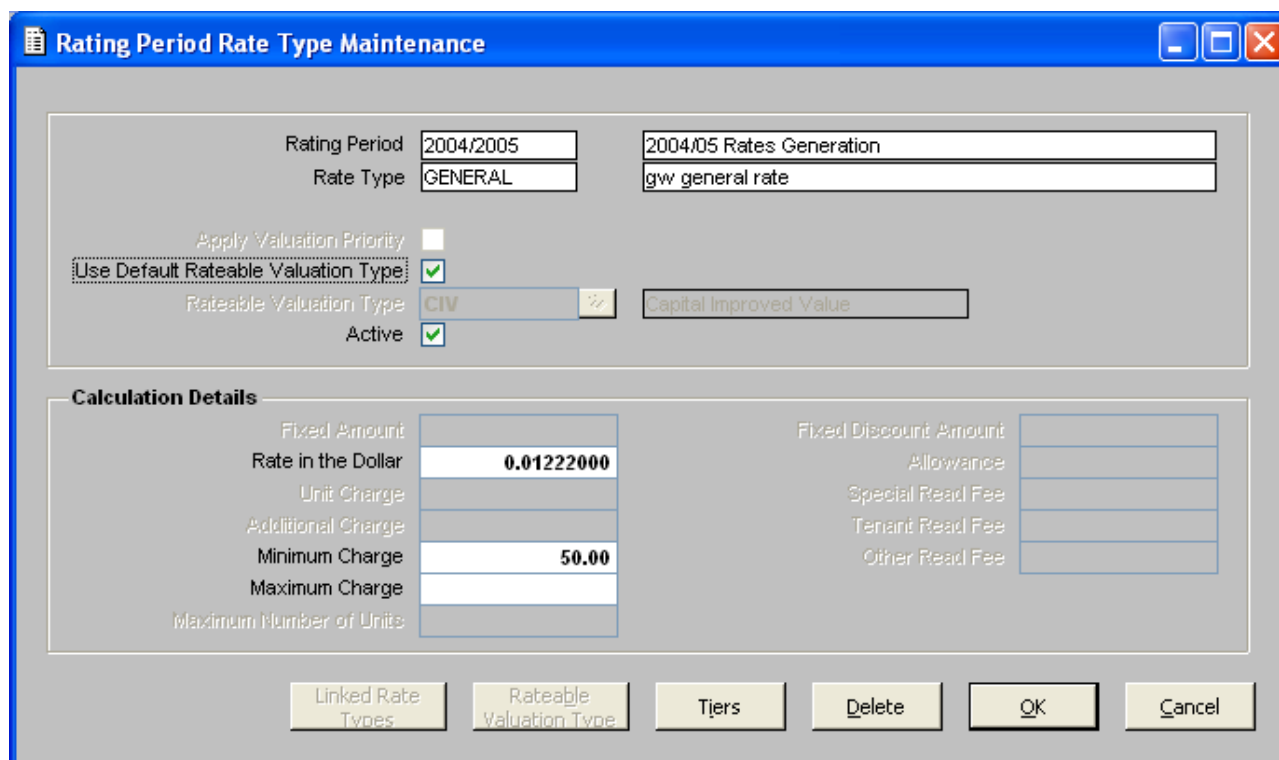
End Date

Enter an End Date for the Financial Year. The date must be after the Start Date.

Rating Period Rate Type Maintenance Form

This form enables the addition of Rating Period Rate Types or the maintenance of existing ones. Rating Period Rate Types are used to define all the charges that can be raised on an assessment in that Rating period. (E.g. General Rates, Garbage Collection charges, Sewerage Charges, etc.).

If a "Water Cons" Category Rate Type has been selected then the form will appear with the Allowance, Special Read Fee, Tenant Read Fee, and Other Read Fee fields available for entry.



Rating Period Rate Type Maintenance

Rating Period: 2004/2005 2004/05 Rates Generation

Rate Type: GENERAL gw general rate

Apply Valuation Priority: ☐

Use Default Rateable Valuation Type: ☒

Rateable Valuation Type: CIV Capital Improved Value

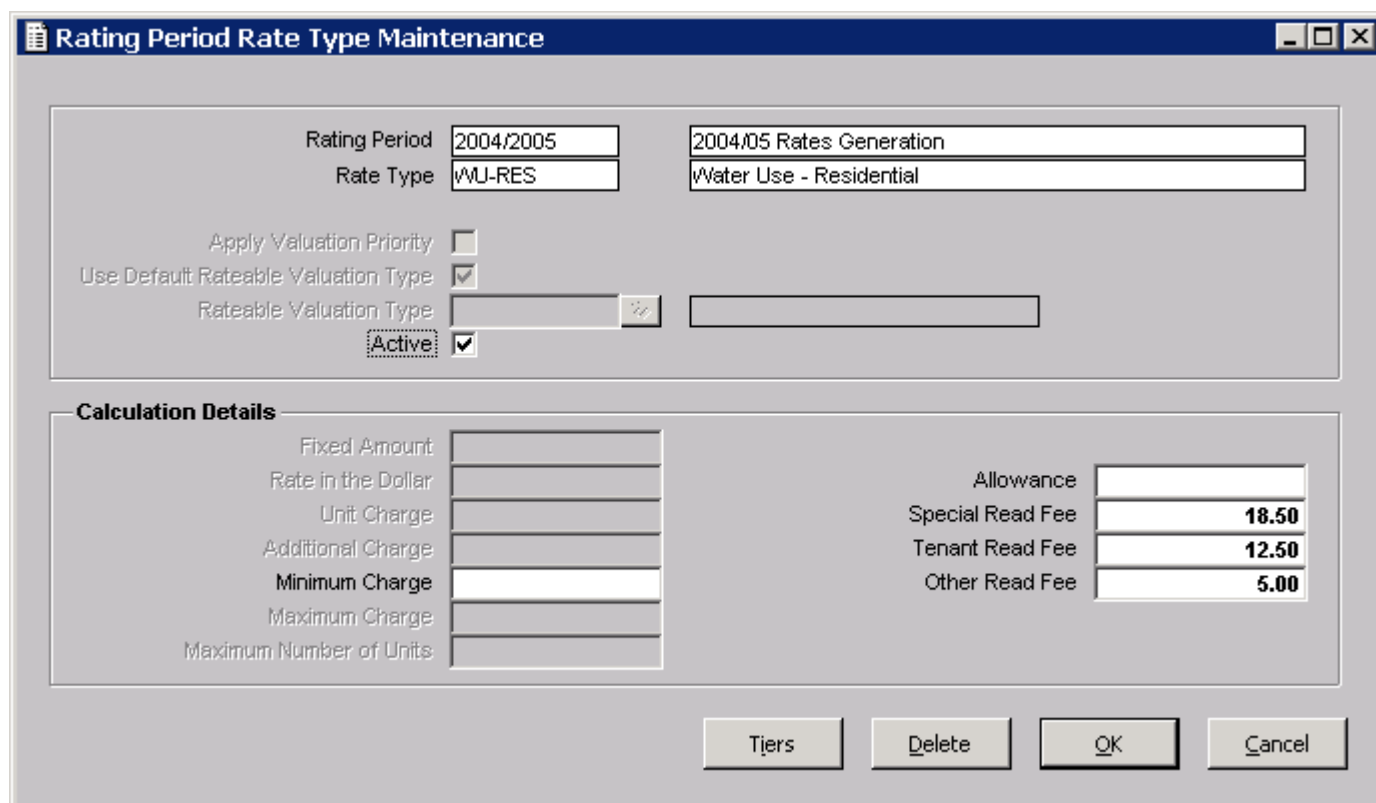
Active: ☒

Calculation Details

Fixed Amount		Fixed Discount Amount	
Rate in the Dollar	0.01222000	Allowance	
Unit Charge		Special Read Fee	
Additional Charge		Tenant Read Fee	
Minimum Charge	50.00	Other Read Fee	
Maximum Charge			
Maximum Number of Units			

Linked Rate Types Rateable Valuation Type Tiers Delete OK Cancel

Rating Period Rate Type Maintenance Form



Rating Period Rate Type Maintenance

Rating Period: 2004/2005 2004/05 Rates Generation

Rate Type: WU-RES Water Use - Residential

Apply Valuation Priority: ☐

Use Default Rateable Valuation Type: ☒

Rateable Valuation Type: %

Active: ☒

Calculation Details

Fixed Amount		Allowance	
Rate in the Dollar		Special Read Fee	18.50
Unit Charge		Tenant Read Fee	12.50
Additional Charge		Other Read Fee	5.00
Minimum Charge			
Maximum Charge			
Maximum Number of Units			

Tiers Delete OK Cancel

Rating Period Rate Type Maintenance Form for Water Billing Rate type.

Rating Period

This field contains a code representing the Rating Period. Click on the Rating period Pop Up to select a Rating Period. (These Rating Periods must previously have been set up in "Rating Periods Maintenance")

Description

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

Rate Type

This field contains a code representing the Rate Type

Click on the Rate Type Pop Up to select a Rate Type. (These Rate Types must previously have been set up in "Rate Type Maintenance")

Description

This field contains the Description of the Rate Type that Council staff uses to describe the Rate Type (i.e. it is used internally in the organisation.). This field is display only and cannot be maintained.

Apply Valuation Priority

Check this on if the Valuation Priority needs to be determined for the Rating Period Rate Type.

Use Default Rateable Valuation

Click on this check box if you wish to use the Default Rateable Valuation. The default Rateable Valuation is defined in the Rates System Parameters.

Rateable Valuation Type

This field is only accessible if you choose not to associate the default Rateable Valuation Type (set up in System Parameters) to the selected Rate Type. Click on the pop-up button to select an available Rateable Value Type.

Where the default Rateable Valuation is being utilised, this field will display that Rateable Valuation type but no maintenance can be performed.

Description

This field will display a more detailed description of the selected Rateable Valuation type. This field is display only and cannot be maintained.

Active

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

Calculation Details

This field contains the method of Calculating the Rates or Charges for this Rating Period Rate Type. The following options are available from the drop-down list

- Fixed Charge
- Rateable Value x Rate in Dollar
- Number of Units x Unit Charge
- (Rateable Value x Rate in Dollar) + Additional Charge
- Water Meter Assessment Rate

Calculation Details – Fixed Amount

This field contains the Fixed Amount to be generated against this Rate Type at Rates Generation Time. Calculation Method must be set to "Fixed Charge" to be able to access this field.

Calculation Details – Rate In The Dollar

This field contains the Rate in the Dollar that will be multiplied by the Rateable Value to arrive at the amount of rates raised at Rates Generation Time. Calculation Method must be set to either "Rateable Value x Rate in Dollar" or "(Rateable Value x Rate in Dollar) + "Additional Charge" to be able to access this field.

If Tiers are entered a Rate in the Dollar cannot be entered.

Calculation Details – Unit Charge

This field contains the unit charge that will be multiplied by the number of units (posted against this Rate Type on the assessment) to arrive at the amount of charges generated at Rates Generation time. Calculation Method must be set to "Number Of Units x Unit Charge" to be able to access this field.

Calculation Details – Additional Charge

This field contains the amount that will be charged in addition to the "Rateable Value x Rate in Dollar" calculation to arrive at the amount of rates raised at Rates Generation Time. Calculation Method must be set to "(Rateable Value x Rate in Dollar) + "Additional Charge" to be able to access this field.

Calculation Details – Minimum Charge

This field contains the overriding amount that will be charged if the result of the calculation of Rateable Value x Rate in Dollar at Rates Generation Time is less than this amount. Calculation Method must be set to "Rateable Value x Rate in Dollar" to be able to access this field.

Calculation Details – Maximum Charge

Define the maximum charge that can be applied to the Rate Type. It is only applicable to Rate Types with a Calculation Method of Rate in the Dollar or Rate in the Dollar plus Additional.

Calculation Details – Maximum Number Of Units

This field contains the maximum number of units that can be charged at Rates Generation Time. If an assessment has more units than the maximum number specified here, then the Ratepayer will only be charged for the maximum number of units. Calculation Method must be set to “Number Of Units x Unit Charge” to be able to access this field.

Calculation Details –Fixed Discount Amount

Enter the amount of fixed discount to be applied. During Rates Generation if this amount is greater than the amount of rates being generated an exception will be reported. This amount is never pro-rated if the generation is for less than a full rating period.

Calculation Details – Allowance

The Allowance to be applied at the Rate Type level is entered here. Please note that if no Allowance is entered against a Meter then this annual Allowance will apply to the Assessment. This amount is also applied for each Meter with the Rate Type. So if an Assessment has 3 Meters all with this Rate Type (and none have a Meter Level Allowance) then the total Allowance will be 1500.

Calculation Details – Special Reading Fee

This is the amount to be charged for the taking of a Special Reading.

Calculation Details – Tenant Read Fee

This is the amount to be charge for a taking of a Tenant Reading.

Calculation Details – Other Read Fee

This is the amount to be charged for the taking of an Other Reading.

Linked Rate Types Button

This button will only be displayed when the Rating Period Rate Type being maintained meets all of the following conditions:-

- The ‘Tiered Rating Method’ parameter is set to ‘No Base Amount’
- The Rate Type Application is ‘RATES’
- The Rate Type Calculation Method is ‘Rateable Value x Rate in Dollar’
- The Rating Period Rate Type has Tiered steps (i.e. no ‘Rate in the Dollar’ and Tiers do exist)
- It is not currently linked as a CHILD to another Rating Period Rate Type record

Rateable Valuation Type Button

Pressing this button navigates to the Rate Type Rateable Valuation Types Maintenance form where the Valuation Types can be assigned.

Tiers Button

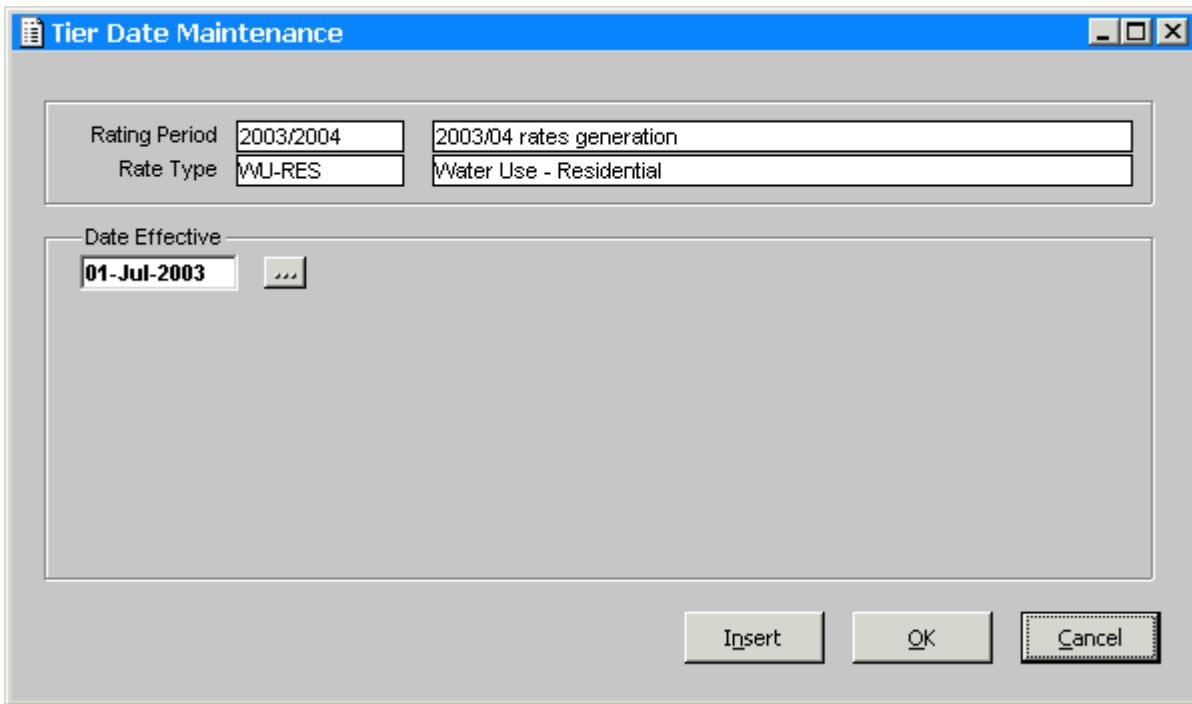
The Tiers button will reveal the Tier Maintenance form. It will only be displayed for:

- Water Rate Types with a calculation method of “Water Consumption”
- Rates Rate Types with a Calculation Method of “Rateable Value X Rate in the Dollar” or “(Rateable Value X Rate in the Dollar) + Additional Charge” when no Rate in the Dollar has been entered.

This button will also display as Steps if a Water Rate Type with a calculation method of “Fixed Charge based on Previous Consumption” is selected.

Tier Date Maintenance

This form allows for Water Billing Rate Types to have multiple charges per rating period. This form is only available when the Water Billing Parameters are set with the Pro Rata Calculation Method set to Date Effective.



The Tier Date Maintenance form is a window with a blue title bar. It contains two input fields for 'Rating Period' and 'Rate Type'. The 'Rating Period' field is set to '2003/2004' and the 'Rate Type' field is set to 'WU-RES'. To the right of these fields are two text boxes containing '2003/04 rates generation' and 'Water Use - Residential'. Below these fields is a 'Date Effective' section with a date picker set to '01-Jul-2003'. At the bottom right are three buttons: 'Insert', 'OK', and 'Cancel'.

Rating Period	2003/2004	2003/04 rates generation
Rate Type	WU-RES	Water Use - Residential

Date Effective
01-Jul-2003

Insert OK Cancel

*Tier Date Maintenance Form***Rating Period**

The Rating Period and its description are displayed in these fields. These fields are non-maintainable.

Rate Type

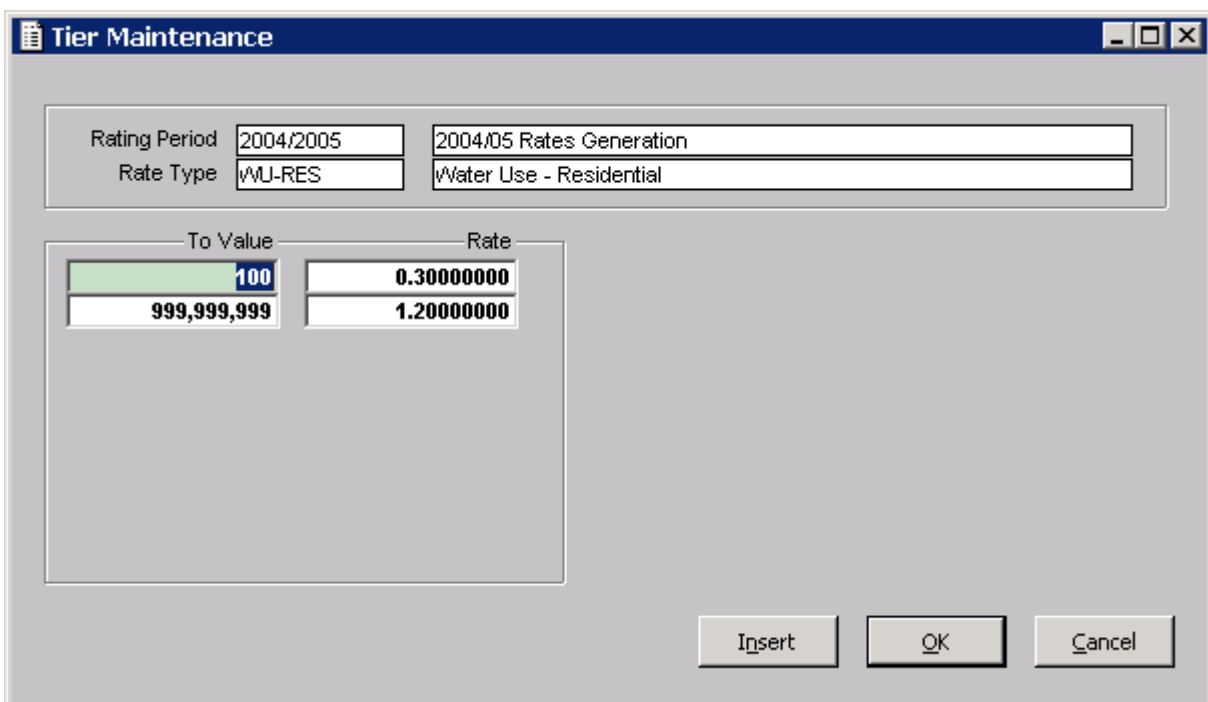
The Rate Type and its description are displayed in these fields. These fields are non-maintainable.

Date Effective

Enter the Date Effective for the charges. Detailing out will allow the entry of the tier charges.

Tier Maintenance Form

This form allows entry of Tiers for the Rate Type.



The Tier Maintenance form is a window with a blue title bar. It contains two input fields for 'Rating Period' and 'Rate Type'. The 'Rating Period' field is set to '2004/2005' and the 'Rate Type' field is set to 'WU-RES'. To the right of these fields are two text boxes containing '2004/05 Rates Generation' and 'Water Use - Residential'. Below these fields is a table with two columns: 'To Value' and 'Rate'. The table has two rows: the first row has '100' in the 'To Value' column and '0.30000000' in the 'Rate' column; the second row has '999,999,999' in the 'To Value' column and '1.20000000' in the 'Rate' column. At the bottom right are three buttons: 'Insert', 'OK', and 'Cancel'.

Rating Period	2004/2005	2004/05 Rates Generation
Rate Type	WU-RES	Water Use - Residential

To Value	Rate
100	0.30000000
999,999,999	1.20000000

Insert OK Cancel

Tier Maintenance Form for Water Billing Rate Type

Upper Limit	Rate in the Dollar	Base Amount
120,000	5.00000000	0.00
150,000	2.00000000	360,000.00
999,999,999	0.00750000	658,875.00

*Tier Maintenance Form for Rates Rate Type***Rating Period**

The Rating Period and its description are displayed in these fields. These fields are non-maintainable.

Rate Type

The Rate Type and its description are displayed in these fields. These fields are non-maintainable.

To Value

The To Value is the amount of consumption to be charged at the associated rate. For the first Tier this is the amount of consumption. For subsequent Tiers the amount of consumption to be charged is the difference between the amount entered and the amount entered on the previous Tier. For example if the Tiers were set at the following

100	0.68500000
200	0.74400000
1,000	0.81000000
99,999,999	0.87700000

Then there would be 100kl charged for the second Tier, 800kl charged for the third Tier and the remaining consumption will be charged at the last Tier.

Upper Limit

This field is to contain the upper Valuation limit for which the associated Rate is to be used. The Upper Limit must increase with each Tier.

Rate

The Rate represents the rate in the dollar to be charged for the consumption specified in the "To Value".

Rate in the Dollar

This field is to contain the rate in the dollar to be used for the associated Upper Limit when calculating Rates for this Tier. The Rate in the Dollar must decrease with each Tier.

Base Amount

This field is to contain the Base Amount to be applied after the Valuation x Rate in the Dollar has been calculated. The Base Amount can be entered manually or the system can calculate it when the Calculate button is pressed. The Base Amount must be positive and is mandatory.

Calculate Button

Pressing the Calculate button will cause all the tiers Base Amounts to be calculated for presentation to the user. All Base Amounts will be calculated and loaded regardless if there is an amount already present (which could have either been entered by a user or loaded by previously pressing the Calculate button). The calculation of the Base Amount occurs as follows:

- The Base Amount for the first Tier will be \$0 as this is the first tier.
- The Base Amount for the second Tier will be \$75.00, calculated as follows:
The rates for the To Value of the prior (first) tier will be calculated using that first tier's Rate and Base Amount:-

$$\$50,000 \times 0.0120 = \$600.00 + \$0.00 \text{ (Base Amount)} = \$600.00$$
 The rates for the same valuation will be calculated for the second tier using the second tier's Rate:-

$$\$50,000 \times 0.0105 = \$525.00$$
 The difference between the two amounts will be the Base Amount to be applied to the second tier:-

$$\$600.00 - \$525.00 = \$75.00$$
 So if the calculation of rates for a valuation of \$50,000 was to use the second tier's details it would result in the same charge of \$600.00 that is calculated using the first tier's details.
- The Base Amount for the third Tier will be \$155.00, calculated as follows:-
The rates for the To Value of the prior (second) tier will be calculated using that second tier's Rate and Base Amount:-

$$\$80,000 \times 0.0105 = \$840.00 + \$75.00 \text{ (Base Amount)} = \$915.00$$
 The rates for the same valuation will be calculated for the third tier using the third tier's Rate:-

$$\$80,000 \times 0.0095 = \$760.00$$
 The difference between the two amounts will be the Base Amount to be applied to the third tier:-

$$\$915.00 - \$760.00 = \$155.00$$
- The Base Amount for the fourth Tier will be \$395.00, calculated as follows:-
The rates for the To Value of the prior (third) tier will be calculated using that third tier's Rate and Base Amount:-

$$\$120,000 \times 0.0095 = \$1140.00 + \$155.00 \text{ (Base Amount)} = \$1295.00$$
 The rates for the same valuation will be calculated for the fourth tier using the fourth tier's Rate:-

$$\$120,000 \times 0.0075 = \$900.00$$
 The difference between the two amounts will be the Base Amount to be applied to the fourth tier:-

$$\$1295.00 - \$900.00 = \$395.00$$

Each tier requires a value in the 'Upper Limit' and 'Rate in the Dollar' fields before the Base Amount can be calculated and if this is not the case an error message will be issued.

Insert Button

This button creates a new line for a To Value and Rate to be entered.

Rating Period Rate Types Links Maintenance Form

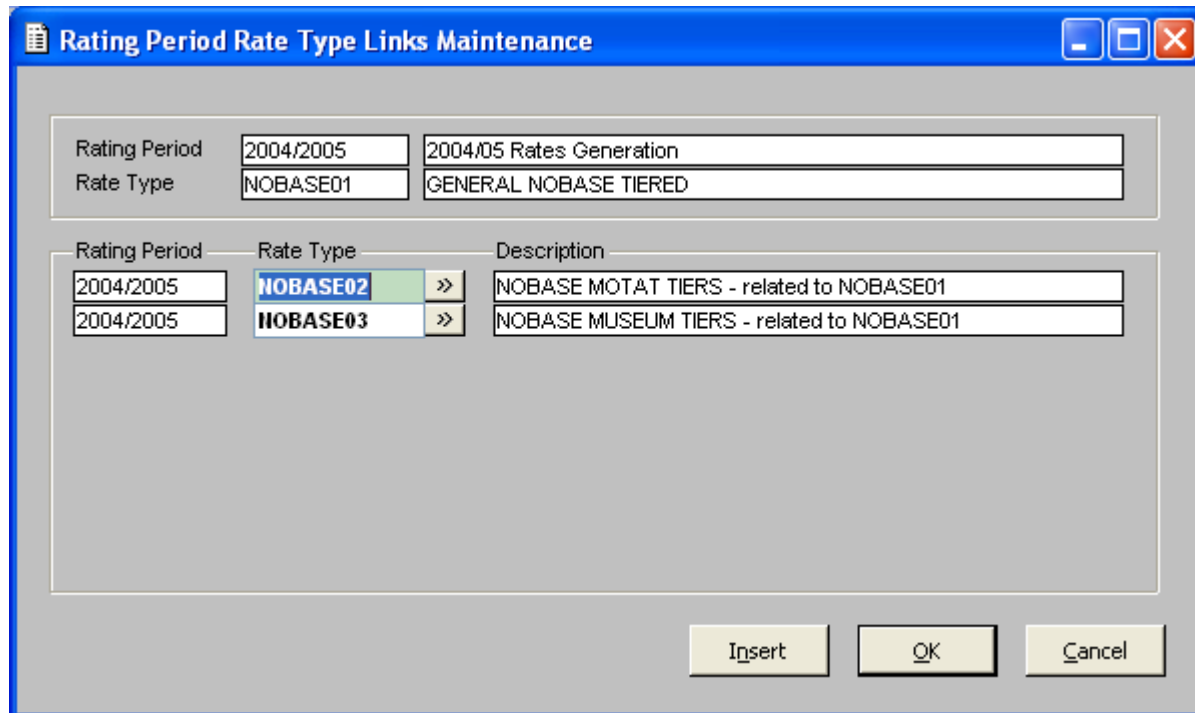
This form will be used to link together Rate Types so that only one set of Tier Transactions is printed on the Rates Notice (NZ). Linking Rating Period Rate Types does not change the way that Rates are generated for the associated Rate Types.

A Rate Type can be associated with only ONE other Rate Type. A Rate Type with associated Rate Types cannot be associated with another Rate Type (i.e. only Parent-Child relationships may exist).

When entering/selecting Rating Period Rate Types to be linked, only those Rating Period Rate Types that meet all of the following conditions will be available for selection:-

- The 'Tiered Rating Method' parameter is set to 'No Base Amount'
- The Application of the Rate Type being linked must be 'Rates'.
- The Calculation Method of the Rate Type being linked must be 'Rateable Value x Rate in Dollar'.
- A Rating Period Rate Type entry for the Rate Type being linked must exist for the same Rating Period as the Rating Period Rate Type record to which it is being linked.
- Tiers must exist for the Rating Period Rate Type record for the Rate Type being linked.
- The Rating Period Rate Type record for the Rate Type being linked must have the same Rateable Valuation Type as the Rating Period Rate Type record to which it is being linked.

- The Rating Period Rate Type record being linked must not currently be linked as a CHILD to another Rating Period Rate Type record.
- The Rating Period Rate Type record being linked must not currently be linked as a PARENT to other Rating Period Rate Type records.



The screenshot shows a software window titled "Rating Period Rate Type Links Maintenance". It contains two main sections. The top section has two rows of input fields: "Rating Period" and "Rate Type". The first row has "2004/2005" and "NOBASE01" respectively, with a "2004/05 Rates Generation" label. The second row has "2004/2005" and "NOBASE01" respectively, with a "GENERAL NOBASE TIERED" label. The bottom section is a table with three columns: "Rating Period", "Rate Type", and "Description". It contains two rows of data. The first row shows "2004/2005", "NOBASE02", and "NOBASE MOTAT TIERS - related to NOBASE01". The second row shows "2004/2005", "NOBASE03", and "NOBASE MUSEUM TIERS - related to NOBASE01". At the bottom right of the window are three buttons: "Insert", "OK", and "Cancel".

Rating Period	Rate Type	Description
2004/2005	NOBASE02	NOBASE MOTAT TIERS - related to NOBASE01
2004/2005	NOBASE03	NOBASE MUSEUM TIERS - related to NOBASE01

Rating Period Rate Type Links Maintenance Form

Rating Period

The Rating Period from the selected Parent Rating Period Rate Type selected.

Rate Type

The Rating Type from the selected Parent Rating Period Rate Type selected.

Rating Period

The Rating Period from the selected Child Rating Period Rate Type selected.

Rate Type

Enter or select from the pop up a Rate Type to be made a child of the selected Parent Rating Period Rate Type.

Rate Type Rateable Valuation Types Maintenance Form

Use this form to determine the Rateable Valuation Types to be used for the Rate Type when generating rates.

Rate Type: RES Residential Rate Type KT

Available		Assigned	
COM	Commercial	AV	Annual Value (Auck)
COMAV	Commercial AV	CV	Capital Value (Auck)
COMMON	Commercial Non Rateable	LV	Land Value (Auck)
LEVY	Special Levy	CIV	Capital Improved Value
RES	Residential		
RESAV	Residential AV		

Buttons: Move Up, Move Down, Move, OK, Cancel

Rate Type Rateable Valuation Types Maintenance Form

Rate Type

These fields display the Rate Type code and it's Description.

Available

These fields display the Rateable Valuation Types and their Descriptions that are available for Assigning.

Assigned

These fields display the Rateable Valuation Types and their Descriptions that are for Assigned.

Select Button

Press this button to make an Available Rateable Valuation Type Assigned.

Remove Button

Press this button to make an Assigned Rateable Valuation Type Available.

Move Up Button

Press this button to move the selected Rateable Valuation Type up.

Move Down Button

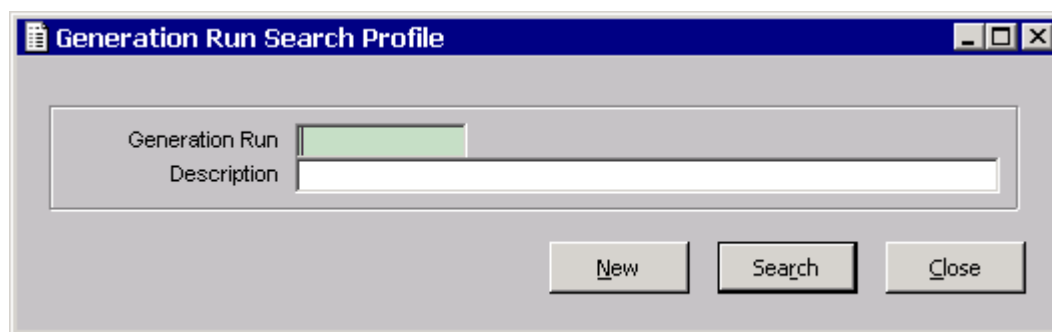
Press this button to move the selected Rateable Valuation Type down.

Generation Run Search Profile Form

This form enables you to select an option to either enter a new Generation Run or search for an existing Generation Run.

Generation Runs are used to define dates etc. that are pertinent to a single generation of rates. E.g.. The original Rates Generation for 1997 may be created as "RATGEN97" with particular Posting & Fining dates etc while another Generation Run for the third Supplementary Rates Generation in 1997 may be created as "SUPGEN3/97" that is carried out some months later.

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



The screenshot shows a window titled "Generation Run Search Profile". It contains two input fields: "Generation Run" and "Description". Below these fields are three buttons: "New", "Search", and "Close".

Generation Run Search Profile Form

Generation Run

This field contains a ten-character code representing a Generation Run.

The field can be used to conduct a wildcard search for all existing Generation Runs fitting a particular naming criteria.

For example, to select all Generation Runs commencing with the letters GEN, enter GEN* which will return Generation Runs such as "General, Genrun2, Gen1 etc"

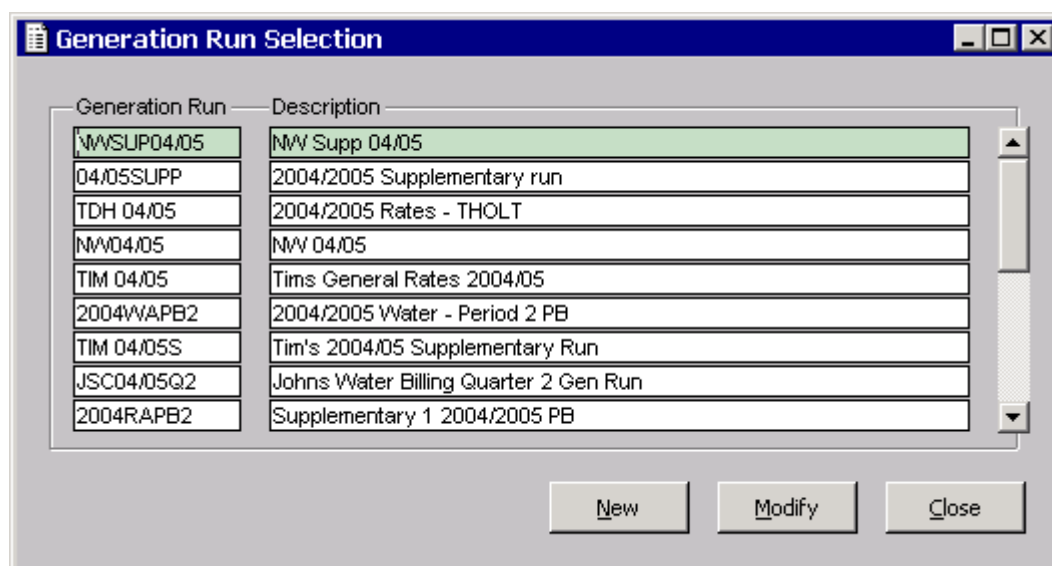
Description

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

For example, to select all Generation Runs where the Description contains the word General, enter *General* which will return Generation Runs such as "General Rates Levy 1996, Rates Levy - General 1997" etc.

Generation Run Selection Form

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



The screenshot shows a window titled "Generation Run Selection". It contains a table with two columns: "Generation Run" and "Description". The table lists several entries, with the first one highlighted. Below the table are three buttons: "New", "Modify", and "Close".

Generation Run	Description
WWSUP04/05	NV Supp 04/05
04/05SUPP	2004/2005 Supplementary run
TDH 04/05	2004/2005 Rates - THOLT
NV04/05	NV 04/05
TIM 04/05	Tims General Rates 2004/05
2004WAPB2	2004/2005 Water - Period 2 PB
TIM 04/05S	Tim's 2004/05 Supplementary Run
JSC04/05Q2	Johns Water Billing Quarter 2 Gen Run
2004RAPB2	Supplementary 1 2004/2005 PB

Generation Run Selection Form

Generation Run

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

Description

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

Generation Run Maintenance Form

This form enables you to enter a new Generation Run or maintain existing Generation Runs details.

Generation Runs are used to define dates etc. that are pertinent to a single generation of rates. E.g.. The original rates Generation for 1997 may be created as "RATGEN97" with particular Posting & Fining dates etc while another Generation Run for the third Supplementary Rates Generation in 1997 may be created as "SUPGEN3/97" that is carried out some months later.

Generation Run Maintenance

Generation Run: 2004/2005 Application: Rates

Description: General Rates 2004/2005

Rating Period: 2004/2005 2004/05 Rates Generation

Date Declared: 01-Jul-2004 Interest From Date: 31-Aug-2004

Date of Notice: 31-Jul-2004 Interest After Date: 31-Aug-2004

Pay by Date: 31-Dec-2005 Last Current Interest Date: 30-Jun-2005

Extended Pay by Date: Last Arrears Interest Date: 30-Jun-2005

Special Readings: ☐ Supplementary Rates: ☐

Active: ☒

Default Instalment Plan

Instalment Plan: 2004 2004/2005 4 instalments

Instalment	Due Date	Percentage
1	31-Mar-2005	25.00
2	30-Apr-2005	25.00
3	30-May-2005	25.00
4	30-Jun-2005	25.00

Plans OK Cancel

Generation Run Maintenance Form

Generation Run

This field contains a ten-character code representing a Generation Run. Eg. Gen2/98 or Supp1/98 etc

Application

Select an Application that the Generation Run is associated with. There are 2 choices:-

- Rates
- Spec Rate/Charge

By default, the application is set to Rates.

Description

This field contains a fifty character Description to more fully describe the Generation Run. Eg. General Rates - 1st issue 1997/98, Supplementary Run # 1 - 1997/98

Rating Period

This field contains the Rating Period code that this Generation Run applies to. Click on the Rating Period Pop Up button to select a Rating period. (These Rating Periods must previously have been set up in "Rating Periods Rate Type Maintenance")

Rating Period Description

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

Date Declared

This field contains the date that the Rate in the dollar was declared for this Rating period. Pressing F2 or double clicking on this field displays the default calendar that can be utilised to select the required date.

Notice Date

This field contains the date that the Rate Notices are to be printed. The Notice Date is used in retrieving transactions for printing on some Rates Notices. Pressing F2 or double clicking on this field displays the default calendar that can be utilised to select the required date.

Pay By Date

Insert in this field the last date that payments have to be made by to still allow discount, and that fines may be calculated. Pressing F2 or double clicking on this field displays the default calendar that can be utilised to select the required date.

Extended Pay by Date

This field provides the option to extend the provision of discounts past the Pay by Date. The option is only applicable to assessments with rebates that a Beneficiary record exists, and which Beneficiary record is aligned with Centrelink or Dept of Veteran Affairs.

Fine From

This field contains the date that Fines/Interest/Penalties will be calculated from if rates are 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.

Fine After Date

This field contains the date that Fines/Interest/Penalties will commence to be raised if rates are 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 contains the date that the last Current Fines/Interest/Penalties were raised to for this Generation Run.

Last Arrears Fine Date

This field contains the date that the last Arrears Fines/Interest/Penalties were raised to for this Generation Run.

When the Allow use of Generation Run Last Interest Date under Interest Parameter Maintenance is set on, Arrears Fines will be raised starting from the 'Last Arrears Fines Date' on each Generation Run being used for Rates and Water Billing Assessments.

**** IMPORTANT ****

After each End of Period Roll is performed, this date will need to be set for each Generation Run being used for Rates or Water Billing before attempting to raise Arrears Fines from a date in the previous period.

Active

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

Special Readings

This field is only available when the:

- 'Water Billing' module is active
- Water Billing System Parameter 'Opening Balance Notice' is checked on.

This field should be checked on for any Generation Run that is going to be used in a Water Billing Generation Run for Special Readings. It is used to determine the correct Opening Balance on the Water Usage Notice.

Supplementary Rates

This check box only appears when the Rates System Parameter Discount Applicable Functions is set to Rates. Check on if the Generation Run is to be used for a Supplementary Rates generation and discount is not to apply.

Instalment Plan

This field contains an Instalment Plan Code that has been defined via the Plans button. This field is display only and cannot be maintained.

Instalment Plan Description

This field contains a description that more fully describes the Instalment Plan. This field is display only and cannot be maintained.

Instalment

This field contains the Instalment Number associated with this plan that was previously set up in Instalment Maintenance.

Due Date

This field contains the Due Date of the Instalment Number associated with this plan. Dates must be in ascending sequence.

Percentage

This field contains the Instalment Percentage relevant to this Instalment Number. The total percentage of the Instalment Plan must add up to 100%.

Instalment Plan Maintenance Form

This form enables you to enter or maintain Instalment Plan details.

There can be unlimited alternative Instalment Plans for a Generation Run. The Instalment Plan code must be unique within the Generation Run but the same code can be used for other Generation Runs.

Instalment Plan	Description	Default	Apply Instalment Interest	Administration Fee
2004	2004/2005 4 instalments	☒	☐	☐
ALT	Alternative 2004/2005 instalment plan	☐	☐	☐

Instalment Plan Maintenance Form

Generation Run

This field contains the Generation Run code that you are maintaining Instalment Plans for. This field is display only and cannot be maintained.

Description

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

Instalment Plan

This field contains the Instalment Plan Code. Multiple Instalment Plan codes may be allocated to a Generation Run if required.

Instalment Plan Description

This field contains a description that more fully describes the Instalment Plan

Default

If this checkbox is checked on, then that particular Instalment Plan will act as a default Instalment Plan when records are being added. Only one Default Instalment Plan must be nominated.

Apply Instalment Interest

Check on the check box if it is required that Instalment Interest be levied on assessments that carry this Generation Run together with this Instalment Plan. (WA requirement only)

Administration Fee

Check on the check box if it is required that Instalment Administration Fees be levied on assessments that carry this Generation Run together with this Instalment Plan. (WA requirement only)

Instalment Plan Detail Button

By pressing this button, you are able to enquire on the Instalment Plan details. Maintenance of the existing data is also available.

By taking the insert button, you may also create the details associated with the Instalment Plan.

Instalment Maintenance Form

This form enables you to enter or maintain Instalment Plan details.

Instalment	Due Date	Percentage
1	30-Sep-2004	25.00
2	31-Dec-2004	25.00
3	31-Mar-2005	25.00
4	30-Jun-2005	25.00

Instalment Maintenance Form

Instalment Plan

This field contains the Instalment Plan Code being maintained. This field is display only and cannot be maintained.

Instalment Plan Description

This field contains a description to more fully describe the Instalment Plan. This field is display only and cannot be maintained.

Instalment

This field contains the Instalment Number associated with this plan. Instalment numbers will be allocated sequentially where multiple instalments exist within a plan.

Due Date

This field contains the Due Date of the Instalment Number associated with this plan. The Due Date will be utilised in determining whether rates assessment are overdue for payment. The Due Date is a mandatory field.

Percentage

This field contains the Instalment Percentage relevant to this Instalment Number. The total percentage of all instalments must equal 100%.

Insert

Select the insert button to enter the details of the instalment plan

Recovery Group Maintenance

Recovery Group Maintenance Form

The Debt Recovery Group Parameter is utilised to define different recovery groups. The types of Recovery Groups required will depend on each site's individual processes for Debt Recovery management.

Recovery Group	Description	Active
ARR	Arrangements Debt Recovery	☒
DISCOUNT	Discount short paid	☒
GW1	Test adding a new Recovery Group	☒
GW2	Test for deletion of Recovery Group	☒
KT GROUP	Karen's Recovery Group	☒
NW RC A	NW RC A - Rec Group	☒
NW RC R	NW RC R - Rec Group	☒
PAR	pats par testing	☒
SFA	Ordinary Arrangement Recovery Group	☒

Insert OK Cancel

Recovery Group Maintenance Form

Recovery Group

This field contains a ten-character code representing the Recovery Group (e.g. ARREARS1, ARREARS2, JSC1 etc)

Description

This field contains a fifty character Description that more fully describes the Recovery Group (e.g. John Test Recovery Group Arrears 1).

Active

If this checkbox is checked on, the Recovery Group may be selected during maintenance functions

Types Detail Button

By pressing the detail button, the addition or maintenance of Recovery Group Activities for the selected Recovery Group may be performed.

Recovery Group Activity Maintenance Form

The activities defined within a Debt Recovery group are intended to represent a workflow of actions that will occur for this Recovery Group.

The actions associated with each Activity will determine the additional processes that can be initiated (eg Generation of Letter, Sending E-mails and Updating an Assessment with a Cashier Warning Code). The Debt Collection Generation Function can be utilised to action each activity, either in reporting mode or update mode.

Activity	Description	Number of Days
RECARR	Add Arrangements Recovery Group	0
DEBT	referred to Debt Collector	0
SUMMONS	Summons Issued	
SUMSRV	Summons Served	
JUDG	Judgement Entered	
SALE	Land Sale for Unpaid Rates	

Activity	RECARR	>>	Add Arrangements Recovery Group
Number of Days	0		
Merge Type		>>	
Cashier Warning		>>	
Parameters			

Recovery Group Activity Maintenance Form

Recovery Group

Recovery Group Code selected and it's associated description.

Activity

Activity and associated description of the Activity to be performed within the Recovery Group.

Number of Days

The number of days before the next action in the chain of Activities is to become current.

Activity

Select an Activity from the pick list. Only Activities with the Debt Collection check box turned will be available.

Number of Days

Sites should pay particular attention to the Number of Days function, and ensure that this parameter is set in a way that will facilitate the way that the Debt Collection Functionality is to be used. The Number of Days option can be utilised in one of the following ways: -

A number of days are nominated, indicating when each Activity will become active. This effectively sets up a 'Next Action Date' for the associated Activity. The Debt Collection Generation and Update functions will utilise this to determine when to action the next activity. For example this may be utilised to allow 28 elapsed days between issuing a Letter of Demand and a Summons.

A number of days of 0 can be nominated. This will result in the system date being utilised as the Next Action Date, and will mean that the timing of running the Debt Collection Generation and Update functions will control the processing of one activity to the next. Sites should utilise this function if they wish to utilise the automatic generation and update function, but have no specific time period required between processing activities.

A number of days can be left blank. Where the Debt Collection Generation function identifies a blank number of days, it will assume that the processing of the next activity will be done manually and will provide

the Next Activity as information only. Sites not wishing to utilise the fully automated capabilities of the Debt Collection Function may choose to set parameters in this way.

Note: As the first activity of a Recovery Group will be added when the Recovery Group itself is added to an assessment, it is recommended that for ease of use, the first Activity does NOT involve letter processing, cashier warning or e-mail. The processes to add Recovery Groups will NOT initiate any of these additional actions.

Merge Type

Select a Merge Type from the pick list. This will issue a letter to the customer when the nominated Activity becomes active.

Cashier Warning

Select a Cashier Warning from the pick list. This will add a Cashier Warning to the assessment when the Activity becomes active.

Parameters

Detail out to the E-mail Action Parameter maintenance form to have an e-mail sent per assessment for the Activity that becomes active.

Move Buttons

By pressing the move buttons, the highlighted Activity may be re-positioned within the list.

Recovery Group Matrix Maintenance Form

This form is Optional for the Debt Recovery process. It will provide the ability for sites to change the Debt Recovery Group for an assessment, based on the creation of an arrangement for that assessment.

Activity	Recovery Group	Arrears Rec. Group	Active
SFR	Rates Notice Issued	SFA	Ordinary Arrangemer
SFLA	Letter of Demand	SFAD	Arrangement - After
SFLE	Summons Served	SFAF	Arrangement - After
SFRC	Reminder Notice Issu	SFA	Ordinary Arrangemer
SFP	Pensioner with exten	SFPT	Pensioner with Arrar
SFA	Ordinary Arrangemer	SFA	Ordinary Arrangemer
SFRH	No Reminder Notice k	GW1	Test adding a new Ri
GWRNISSUED	Rate Notice issued	SFRH	Caboolture - No Remi
A1MISSED	Arrangement 1 misse	GW1	Test adding a new Ri
		SFAE	Ordinary Arrangemer
		SFAG	Arrangement Arrears
		SFAH	Arrangement Arrears
		SFAE	Ordinary Arrangemer
		SFAE	Ordinary Arrangemer
		GW2	Test for deletion of R
		GW2	Test for deletion of R

Recovery Group Matrix Maintenance Form

Activity

Select an Activity from the pick list. Only Activities flagged as Debt Collection type Activities will be able to be selected.

Recovery Group

Select a Recovery Group from the pick list. Only active Recovery Groups can be selected.

Arrears Rec Group

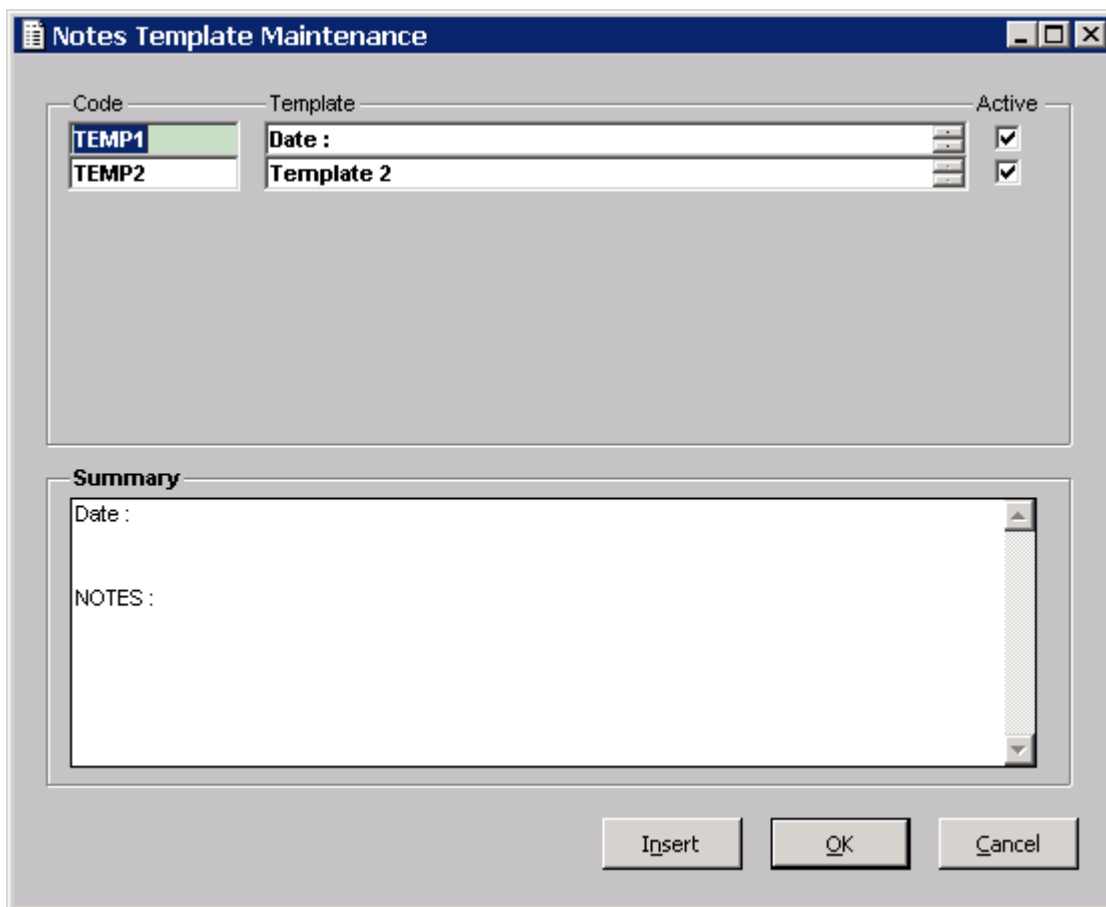
Select a Recovery Group from the pick list. Only active Recovery Groups can be selected.

Active

Check this flag on to make the Activity active and available to the system.

Notes Template Maintenance Form

Use this form to set up templates of Notes. These notes are entered against a Recovery Group and will provide the user with the types of details that they should be adding.



The screenshot shows a window titled "Notes Template Maintenance". It contains a table with three columns: "Code", "Template", and "Active". The table has two rows: one with "TEMP1" in the Code column, "Date :" in the Template column, and a checked checkbox in the Active column; the second row has "TEMP2" in the Code column, "Template 2" in the Template column, and a checked checkbox in the Active column. Below the table is a "Summary" section with a large text area containing the labels "Date :" and "NOTES :". At the bottom of the window are three buttons: "Insert", "OK", and "Cancel".

Code	Template	Active
TEMP1	Date :	☒
TEMP2	Template 2	☒

Summary

Date :
NOTES :

Insert OK Cancel

Notes Template Maintenance Form

Code

This field displays the Code of the Template. If Insert has been used the Template Code must be entered.

Template

This field displays the type of Template. If Insert has been used the Template must be entered.

Active

Use this check box to make the template active or not.

Summary

This field sets up the Note Template. If the template is selected details can be entered under the listed headings.

Response Type Maintenance

Response Types Maintenance Form

This options allows for specific Response Types to be established and maintained for Rates Accounting. To create a new response, simply click the New button and enter appropriate information, and click OK to accept when finished.

Response Type	Description	Active
A	Acknowledgement	☒
C	Closed Matter	☒
F	Further Information Requested	☒
I	Investigation Ongoing	☒

Insert OK Cancel

Response Type Maintenance Form

Response Type

A brief code can be entered here to identify the Response Type. Up to 10 alpha/numeric characters may be used.

Description

A description of the Response Type can be entered here. Up to 50 alpha/numeric characters may be used.

Active

If this checkbox is ticked ON, then this means that the Response Type is allowed to be used. If this checkbox is NOT ticked, then this response type cannot be used

WA ESL Parameters

This section describes the parameters that need to be set up to enable Western Australia Emergency Services Levy (ESL) processing to occur.

Emergency Services Levy Category Maintenance Form

This form allows the addition of new Emergency Services Levy Categories or the maintenance of existing codes.

Emergency Services Categories are supplied by the Valuer General's Office and form geographic groupings of properties.

Category	Description	Active
1	Category 1	☒
2	Category 2	☒
3	Category 3	☒
4	Category 4	☒
5	Category 5	☒
A2345	Testing 5 characters of category	☒

Insert OK Cancel

Emergency Services Levy Category Maintenance Form

Category

This field contains a five-character code representing an Emergency Services Levy Category.

Description

This field contains a fifty character Description to more fully describe the Emergency Services Levy Category.

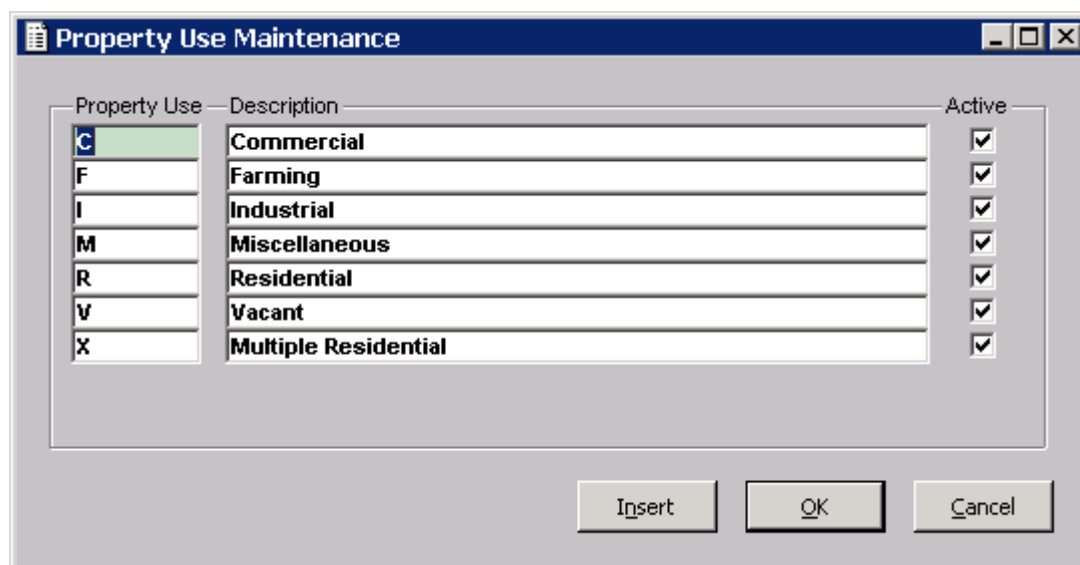
Active

If this checkbox is checked on, the Emergency Services Levy Category may be selected during maintenance functions.

Property Use Maintenance

This form allows the addition of new Property Uses or the maintenance of existing codes.

Property Use codes are supplied by the Valuer General's Office and provide a breakdown of properties within an Emergency Services Levy Category Code.



The 'Property Use Maintenance' form displays a table with three columns: 'Property Use' (a single character code), 'Description' (a text field), and 'Active' (a checkbox). The table contains the following data:

Property Use	Description	Active
C	Commercial	☒
F	Farming	☒
I	Industrial	☒
M	Miscellaneous	☒
R	Residential	☒
V	Vacant	☒
X	Multiple Residential	☒

At the bottom of the form are three buttons: 'Insert', 'OK', and 'Cancel'.

Property Use Maintenance Form

Property Use

This field contains a one character code representing a Property Use.

Description

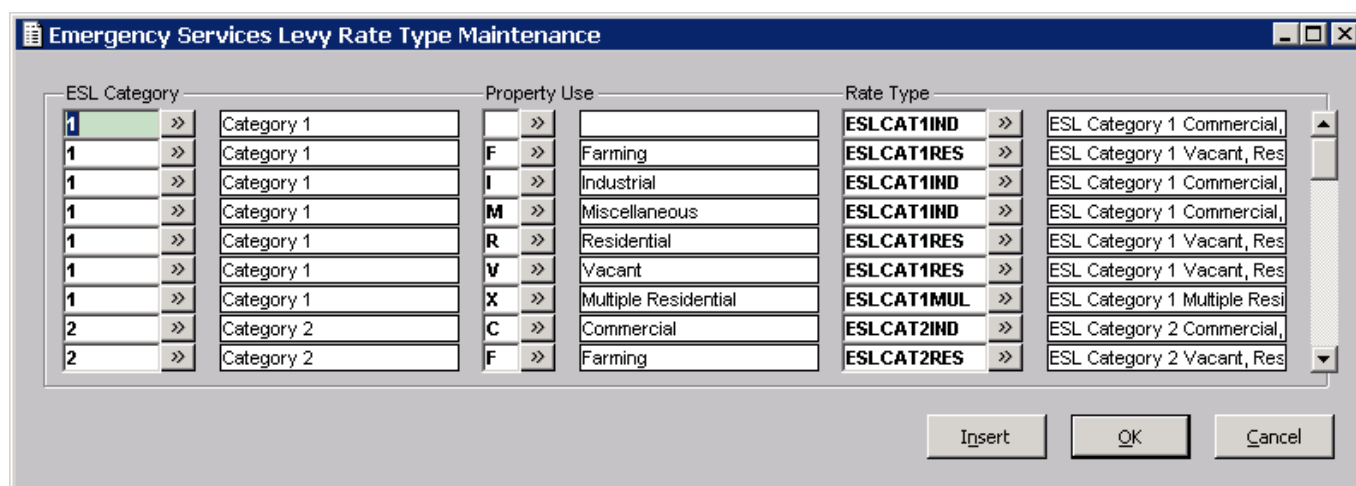
This field contains a fifty character Description to more fully describe the Property Use.

Active

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

Emergency Services Levy Rate Type Maintenance

The Emergency Services Levy Rate Type Parameter allows the Rate Type for each relevant ESL Category and Property Use combination to be defined. These parameters are used by the Update Emergency Services Levy Details batch function to determine the correct rates types to be against an assessment for its Emergency Services Levy Category Code and Property Use combination.



The 'Emergency Services Levy Rate Type Maintenance' form displays a table with three main columns: 'ESL Category', 'Property Use', and 'Rate Type'. Each column has a list of items with a double arrow button next to them. The table contains the following data:

ESL Category	Property Use	Rate Type
1 >> Category 1	>>	ESLCAT1IND >> ESL Category 1 Commercial,
1 >> Category 1	F >> Farming	ESLCAT1RES >> ESL Category 1 Vacant, Res
1 >> Category 1	I >> Industrial	ESLCAT1IND >> ESL Category 1 Commercial,
1 >> Category 1	M >> Miscellaneous	ESLCAT1IND >> ESL Category 1 Commercial,
1 >> Category 1	R >> Residential	ESLCAT1RES >> ESL Category 1 Vacant, Res
1 >> Category 1	V >> Vacant	ESLCAT1RES >> ESL Category 1 Vacant, Res
1 >> Category 1	X >> Multiple Residential	ESLCAT1MUL >> ESL Category 1 Multiple Resi
2 >> Category 2	C >> Commercial	ESLCAT2IND >> ESL Category 2 Commercial,
2 >> Category 2	F >> Farming	ESLCAT2RES >> ESL Category 2 Vacant, Res

At the bottom of the form are three buttons: 'Insert', 'OK', and 'Cancel'.

Emergency Services Levy Rate Type Maintenance Form

ESL Category

This field is mandatory. Select an ESL Category from the pop up.

Property Use

Select a Property Use from the pop up.

Rate Type

Select a Rate Type from the Pop Up form, or simply enter the rate type. The description is also displayed

Maintenance

The following topics are covered in this section:

[Assessment Maintenance](#)
[Names Maintenance](#)
[Valuer General Number Maintenance](#)
[Property Links Maintenance](#)
[Rate Types Maintenance](#)
[Rebate Maintenance](#)
[Payment Schedule Maintenance](#)
[Rateable Valuations Maintenance](#)
[Activities Maintenance](#)
[Related Assessment Maintenance](#)
[Rates Capping History Enquiry](#)
[Arrangement To Pay Maintenance](#)
[Direct Debit Maintenance](#)
[Calculate Discount](#)
[Transaction Maintenance](#)
[Calculate Fines/Interest](#)
[Assessment Status](#)
[Rental Analysis Maintenance](#)
[Renatal Assessment](#)
[Direct Debit Amalgamation](#)

Assessment Maintenance

Assessment Search Profile Form

This form provides an option to enter a new Assessment record or Search for an existing Assessment record. If the property that the assessment belongs to has a Notifiable Condition on it then the Notifiable Conditions Enquiry form will be displayed before the Assessment Summary form is displayed.

Assessment Search Profile

☒ **Select Using Assessment Number**
 Assessment Number

☐ **Select Using VG Number**
 VG Number Link Status **Current** ▾

☐ **Select Using Meter/Serial Number**
 Meter Number
 Serial Number
 Meter Status **(any)** ▾

☐ **Select Using Area/Run**
 Area >>
 Run >>
 Run Sequence - Meter Status **(any)** ▾

☐ **Select Using Scheme Details**
 Scheme Number Scheme Name
 Description

General Options
 Status **Current** ▾ Application **Rates** ▾

Search Options
 Arrangements ☐ Names ☐ **Ratepayer** ▾
 Property ☐ Query ☐
 References ☐

MapInfo New Search Close

Assessment Search Profile Form

Select Using Assessment Number

If this checkbox is checked on, then a search based on “Select Using Assessment Details” 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.

Assessment Number

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

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

Check Digit

This field contains a one-digit check digit number that is used in conjunction with the Assessment Number to assist validation of the Assessment number e.g. when keyed during maintenance on an Assessment or receipts are being entered.

Select Using VG Number

If this checkbox is checked on, then a search based on “Select Using VG Number Details” 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.

Valuer General Number

This field contains the Valuer Generals Number as provided by the Valuer General. Alternately, it can be the number assigned to the Valuer General Number on the assessment.

Tenancy Number

This field contains a four digit Valuer General Tenancy Number that is used to individually distinguish a strata unit.

Link Status

This dropdown menu enables users to further define the search criteria for Valuer-General Numbers. Searches can now be based on Status. There are 4 choices:-

- (any)
- Current
- Proposed
- Historic

The System Default is set to 'Current'.

Select Using Meter

If this checkbox is checked on, then a search based on "Select Using Meter" 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.

Note: This option is available to sites that are utilising the Water Billing Module and the option will greyed out if Water Billing is not in use.

Meter Number

This field contains up to a ten-digit Meter Number (alpha/numeric) that was allocated when the Meter Record was created.

Enter the Meter Number that you require the search to be executed.

Note: This option is available to sites that are utilising the Water Billing Module and the option will greyed out if Water Billing is not in use.

Serial Number

This field contains up to a ten-digit Serial Number (alpha/numeric) that is the identification number stamped on the actual meter.

Enter the Serial Number that you require the search to be executed.

Note: This option is available to sites that are utilising the Water Billing Module and the option will greyed out if Water Billing is not in use.

Meter Status

Select a Meter Status from the dropdown on which to base your search. There are 4 options available to choose from:

- (any)
- Current
- Historic
- Replaced

Note: This option is available to sites that are utilising the Water Billing Module and the option will greyed out if Water Billing is not in use.

Select Using Area/Run

If this checkbox is checked on, then a search based on "Select Using Area" 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.

Note: This option is available to sites that are utilising the Water Billing Module and the option will greyed out if Water Billing is not in use.

Area

Select a valid Area from the Pop Up if your Search is to be based on a specific Area.
The Area and Area description will be displayed.

Note: This option is available to sites that are utilising the Water Billing Module and the option will greyed out if Water Billing is not in use.

Run Number

Select a valid Run Number from the Pop-Up if your search is to be based on a specific Run.
The Run Number and the Run Number Description will be displayed.

Note: This option is available to sites that are utilising the Water Billing Module and the option will greyed out if Water Billing is not in use.

Run Sequence

The Run Sequence fields are optional and can be used to restrict the results returned from searching by an Area and Run combination.

Meter Status

Select a Meter Status from the dropdown on which to base your search. There are 4 options available to choose from:

- (any)
- Current
- Historic
- Replaced

Note: This option is available to sites that are utilising the Water Billing Module and the option will greyed out if Water Billing is not in use.

Selection Using Scheme Details

If this checkbox is checked on, then a search based on "Select Using Scheme Details" 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.

Scheme Number

This is an option search criteria field. Enter a Scheme Number to search for.

Scheme Name

This is an option search criteria field. Enter a Scheme Name to search for.

Description

This is an option search criteria field. Enter a Scheme Description to search for.

General Options – Status

Select a Status from the dropdown on which to base a search. If an Assessment number is searched for, but the Status on the Search Profile form is different from the status of the Assessment, then the message "No occurrences match the search profile" will be issued. The Default is set on the Rates System More Parameters Maintenance form.

General Options – Application

Click on the Drop Down Menu to select the type of Assessment you are searching for. Possible choices are:

- Rates
- Water Billing

- Special Rates/Charges

This will act as an additional filter on all choices, unless a specific Assessment Number is entered, in which case the Application type is ignored and this Assessment is retrieved regardless of its type.

Search Options – Arrangements

Click on this button to go to the Arrangements to Pay Search Profile Form.

Search Options – Property

Click on this button to go to the Address Search Profile Form.

Search Options – References

Click on this button to go to the References Search Profile Form.

Search Options – Names

Click on this button to go to the Name Search Profile Form.

Search Options – Name Role Types

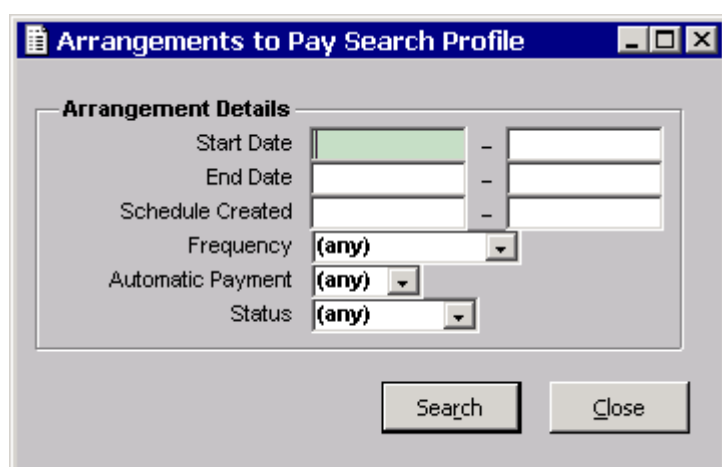
Select a name Role Type from the dropdown on which to base your search. The Default is Ratepayer. Other choices include:-

- Agent
- Consumer
- Occupier
- Occupier Nominee
- Owner Nominee
- Previous Owner
- Property Owner
- Trading Name
- Voters Owner Group
- Voters Occupier Group
- Voters Mail Address Override

Search Options – Query

This button is only displayed when the authorised function “LPA-Document & Query Search” is licensed and active.

Click on this button to go to the Query Result Search Profile Form.

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

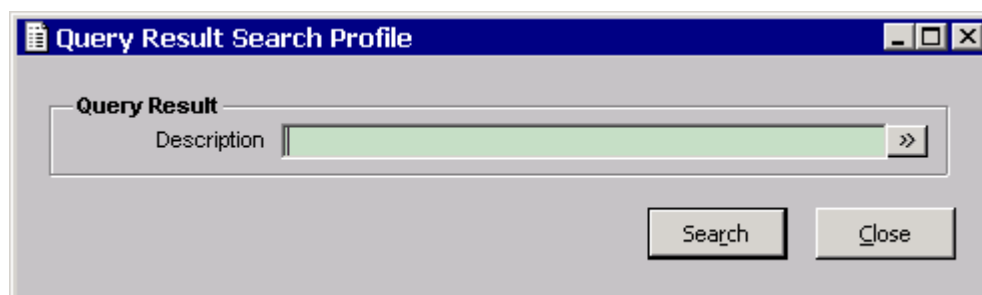
The Default is (any).

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 Assessment Form

This form enables the creation of the Assessment record.

To create an Assessment record with only the basic details, click OK

The Assessment record will be created and a message advising of the Assessment Number assigned to this Assessment record will be displayed.

Assessment Numbers are automatically allocated from the "Next Assessment Number" field set in the System Parameters.

Add Assessment Form

Primary Location

This field contains the formatted property address of the Primary location of the Assessment record you are creating. Click on the Detail button to maintain property details.

The format of the address is defined in Property Administration Parameters.

Status

This field contains the status of the property you are adding the Assessment record to. This field is not maintainable from this form. Possible status values are:

- Historic
- Current
- Proposed

Ratepayer Names

This field contains the Ratepayer Name/s who will be responsible for payment of rates etc. Click on the Detail button to maintain Ratepayer details

Notice Group

This field will initially contain the default Notice Group set in the System Parameters. Click on the Notice Group Pop Up to select a new code if you wish to maintain this field. (Notice Groups must have previously been set up in Notice Group Parameter Maintenance)

Local Government Code

This field contains the Local Government Code applicable to this Assessment.

Click on the Local Government Code Pop Up to select a new code. (Local Government Codes must have previously been set up in Local Government Code Parameter Maintenance)

Valuer General Number

This field contains the Valuer General Number that will be related to this Assessment and that holds the valuation details against it.

Click on the Valuer General Detail button to maintain Valuer General Number & Valuation details.

Assessment Status

Select the status for the assessment being created. The options are: -

- Current
- Proposed

Reference Number

These fields show a summary of a Reference added to the assessment including the Reference Type, Reference Number, Reference Status and Reference Status Date.

Activity

These fields allow for the addition of an Activity against the new assessment.

Rate Type

These fields show a summary of Rate Types added including the Rate Type code, Internal Description and Number of Units if applicable.

Insert Button

Use this button to insert on to the assessment a Reference, an Activity or a Rate Type.

Assessment Selection Form

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

Assessment No.	Ratepayer Names	Assessment Details
23105	Mr Greg Woodhead	1 Water Billing Boulevard, Eastwood SA 5063
23114	Mr Andrew Smith	Piece 18 DP 18 Birdwood Avenue, Mapinfo SA 50
23115	Ms Terry Loffler	Piece 19 DP 796917 68000m2 Birdwood Avenue Ms
23116	Alan Desmond Brown	"Polygon Palace", 4 Birdwood Avenue, Mapinfo SA.
23127	Etelka Ilonka Sabados	13-15 Childers Street, NORTH ADELAIDE SA 5006
23129	Mr Greg Woodhead	10 Water Billing Boulevard, Eastwood SA 5063
23135	Mr Greg Woodhead	1 Water Billing Boulevard, Eastwood SA 5063
23136	Mr Greg Woodhead	2 Water Billing Boulevard, Eastwood SA 5063
23140	Mr Michael Middleton	5 T J Avenue, Colonel Light Gardens SA 5041

Summary	
Assessment Status:	Current
Assessment Application:	Rates

Assessment Details
1 Water Billing Boulevard, Eastwood SA 5063 (B Owner(s): G Woodhead

MapInfo Options New Modify Close

Assessment Selection by Assessment Number

This form provides an option to enter a new Assessment record or Select (by Valuer Generals Number) an existing Assessment record to maintain.

Assessment Selection by VG Number

Assessment No.	VG Number	Tenancy No.	VG Number Status	Assessment Details
24026	6	00000010000000	Current	202 Water Billing Boulevard, Eastwood SA 5063
24027	4	00000220002200	Current	203 Water Billing Boulevard, Eastwood SA 5063
23881	6	000023881	Current	100 John Street, Johns Suburb SA 5999
23882	4	000023882	Current	1/100 John Street, Johns Suburb SA 5999
23883	2	000023883	Current	3/100 John Street, Johns Suburb SA 5999
23884	0	000023884	Current	2/100 John Street, Johns Suburb SA 5999
23885	7	000023885	Current	4/100 John Street, Johns Suburb SA 5999
23886	5	000023886	Current	10/100 John Street, Johns Suburb SA 5999
24280	9	000024280	Current	1/1 John Street, Johns Suburb SA 5999

Summary

Assessment Status: Current
 Assessment Application: Rates
 VG Number Link Status: Current
 Ratepayer Names:
 Ms Narelle Schubert

202 Water Billing Boulevard, Eastwood SA 5063
 Lot 2
 Land Use Type:
 2 - Logan Land Use Code
 Owner(s):
 N Schubert
 Parcel(s):

MapInfo Options New Modify Close

Assessment Selection by VG Number Form

This form provides an option to enter a new Assessment record or Select (by Meter/Serial Number) an existing Assessment record to maintain.

Assessment Selection by Meter/Serial Number

Assessment No.	Meter Number	Serial Number	Conn. Type	Repl.	Assessment Details
23943	3	0025241	Normal		5 Steve Street, Water Testing QLD 4226
23948	2	0033827	Normal	☒	4 Steve Street, Water Testing QLD 4226
23947	4	004837G	Normal		2 Steve Street, Water Testing QLD 4226
23941	7	008765	Normal	☒	1 Steve Street, Water Testing QLD 4226
23942	5	008765	Normal	☒	3 Steve Street, Water Testing QLD 4226
23944	1	008765	Slave	☒	7 Steve Street, Water Testing QLD 4226
23948	2	0088873	Normal		4 Steve Street, Water Testing QLD 4226
23941	7	0098265	Deductive		1 Steve Street, Water Testing QLD 4226
23942	5	009976	Normal		3 Steve Street, Water Testing QLD 4226

Summary

Meter Condition: WORKING - Working Order
 Assessment Meter Status: Current
 Area: SJC - Steve Cook's area
 Run: 1 - Segment 1
 Assessment Status: Current
 Assessment Application: Rates
 Ratepayer Names:

5 Steve Street, Water Testing QLD 4226 (Base, c
 Lot 4567 DP 26
 Owner(s):
 L A Tsakalos
 Parcel(s):
 Lot 4567 DP 26

MapInfo Options New Modify Close

Assessment selection by Meter/Serial Number Form

This form provides an option to enter a new Assessment record or Select (by Area and Run) an existing Assessment record to maintain.

Assessment Selection by Area and Run

Assessment No.	Meter Number	Serial Number	Run Sequence	Conn. Type	Repl.	Assessment Details
23662	9	Z9	9	Normal	☒	1 Williams Road, Cooksville SA 5888
8	3	SJCSLAVE2		Slave	☒	Level 5H-6I Adjacent Unit 51F-52G/52A-56E Broug..
5	9	SJC2		Normal		GROUND 23-27 Halifax Street, ADELAIDE SA 5001
22800	7	T0022		Normal		5 Cole Street, Yarrabee VIC 3100
24684	3	24926	HH984567123K	Normal		1 Diamond Court, Eastwood SA 5063
24685	0	24926	HH984567123K	Normal		2 Diamond Court, Eastwood SA 5063
24686	8	24926	HH984567123K	Normal		3 Diamond Court, Eastwood SA 5063
24687	6	24926	HH984567123K	Normal		4 Diamond Court, Eastwood SA 5063
24688	4	24926	HH984567123K	Normal		5 Diamond Court, Eastwood SA 5063

Summary

Meter Condition: WORKING - Working Order
 Assessment Meter Status: Replaced
 Area: 01 - North East
 Run: 1 - Segment 1
 Assessment Status: Current
 Assessment Application: Rates
 Ratepayer Names:

1 Williams Road, Cooksville SA 5888 (Base, Occi...
 Piece A PAC 2
 Land Area: 150 m2
 Condition(s):
 001 - NOTICE- COVER DANGEROUS WELI...
 002 - CHARGE RE COVERING DANGEROUS...
 003 - NOTICE- FENCE SWIMMING POOL

MapInfo Options New Modify Close

Assessment Selection by Area and Run Form

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

Assessment Selection by Reference Number

Assessment No.	Reference Number	Assessment Details
856	2	0412950039
1346	3	12333
1344	8	1234555
430	6	13589
1333	1	158
22	1	168925
1332	3	21
1330	7	458
1341	4	5454

Summary

Reference Type: OLDASSNO - old assessment no
 Assessment Status: Current
 Assessment Application: Rates
 Ratepayer Names:
 Ms Pam Carlisle
 Mr Tom Jones

Pam's property, 2/14-18 Mayfair Drive, WEST BEA...
 3 Aver Avenue, DAW PARK SA 5042
 17 Tuscanny Way, WOODCROFT SA 5162
 8 Flame Tree Grove, ADELAIDE SA 5000
 1 Henry Court, JONESTOWN SA 5000
 1 Franklin Street, ADELAIDE SA 5000
 162 Gameau Close, ADELAIDE SA 5000
 100 Greenhill Road, EASTWOOD SA 5063

MapInfo Options New Modify Close

Assessment Selection by Reference Number Form

Assessment 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.

Ratepayer's Name

This field contains the first Ratepayers Name on the Assessment to assist you in the selection of the correct Assessment for maintenance.

To view all Ratepayers on the Property, refer to the Summary frame below.

Assessment Details

This field contains the formatted address of the property that the Assessment is linked to. The format of the Address is defined in Property Administration Parameters.

VG Number / Meter Number / Serial Number / Reference Number

When making a selection via VG Number, this field contains the Valuer General Number linked to the Assessment. This field is not maintainable on this form

When making a selection via Reference Number, this field contains the Reference Number linked to the Assessment. This field is not maintainable on this form

Tenancy Number / Run Sequence

When making a selection via VG Number, this field contains the Tenancy number for this Valuer Generals Number. This field is not maintainable on this form

VG Status / Connection Type

When making a selection via VG Number, this field contains the status of the Assessment

Possible values are:

- Historic
- Current
- Proposed

Summary

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

Options Button

Select the Options button to access the Options Form.

New Button

Select the New button to create a new assessment.

Modify Button

Select the Modify button to access the Assessment Summary Form for the select (highlighted) assessment.

Assessment Selection Options Form

This form provides the functionality to select options to be displayed when assessments are retrieved. This may be for a single assessment or for multiple assessments. For example, if via the Assessment Selection Form you highlighted a number of assessments and then selected the Options button, this form would be presented. You then can check one, or any number, of check boxes and each of the forms will be displayed in turn for each of the assessments contained within your original selection.

Assessment Selection Options Form

Available Options

Check the flag for the particular function or form required to be displayed. Any number of selections may be made to be displayed in turn. Only the forms for these options will be presented.

Assessment Summary Options Form

Options Form

Available Options

Click the button for the particular function or form required to be displayed for the selected Assessment.

Assessment Selection Form

This form provides an option to select (by Property details) an existing Assessment record to maintain. General searches e.g. by Property address where only the street name is entered, Parcel details, Title details etc will return this form. The Summary section at the foot of the form will list details of the property in order that the correct assessment may be selected.

Property Details	Assessment Details
1-7 Little Gilbert Street, ADELAIDE SA 5000 (Alt)	12483 - Current
GROUND 187 Sturt Street, ADELAIDE SA 5000	12718 - Current
1 187 Sturt Street, ADELAIDE SA 5000	3462 - Current
9-11 Little Gilbert Street, ADELAIDE SA 5000	6045 - Current
10-12 Little Gilbert Street, ADELAIDE SA 5000	18920 - Current
13-15 Little Gilbert Street, ADELAIDE SA 5000	1522 - Current
16 Little Gilbert Street, ADELAIDE SA 5000	18943 - Current
14 Little Gilbert Street, ADELAIDE SA 5000	18944 - Current
17-19 Little Gilbert Street, ADELAIDE SA 5000	3652 - Current

Summary
193 Sturt Street, ADELAIDE SA 5000 (Base, Occupar) Alternately known as: 1-7 Little Gilbert Street, ADELAIDE SA 5000 Occupier: Ms Johanna Maria G Van Der Sman Janet Carolyn Mead

Options Modify Close

Assessment Selection Form

Property Details

This field contains the formatted address of the property that the Assessment is linked to.

Assessment Details

This field contains the Assessment Number that is linked to the property, and the status of the assessment e.g. current, proposed or historic.

Summary

These frames display varying information relative to the Assessment highlighted above and include, Ratepayers Names, Ratepayers Address, Property Details of address, Parcel & Title details, Zoning & Land Use

Assessment Summary Form

This form displays a Summary of information regarding this Assessment. From this form, you can click on Options & maintain all Assessment data.

Assessment Summary

Primary Location: 161 Bellevue Parade, CARLTON NSW, 2218
 Assessment Number: 24773 4 Current VG Number: 24773

Valuation Description:
 Property Description:
 Ratepayer Names: Ms K Taylor
 Mailing Address: 1 Bellevue Pde, CARLTON NSW, 2218
 Ward: Karen's Ward Local Government:
 Discount Due Date: Outstanding Water: No Water Billing
 Rec. Group Activity: SFRN Recovery Group: SFRN

Financial Summary

Arrears/P Period	0.00
Deferred	0.00
Current	0.00
Interest	0.00
Others	0.00
Rebates	0.00
Sub Total	0.00
Payments	-880.93
Refunds	0.00
Discount	0.00
Balance	-880.93
Pending Rebates	0.00
Pending Discount	0.00
Pending Interest/Other	0.00
Pending Balance	-880.93

Options Close

Assessment Summary Form showing Valuation Details using Format A

Assessment Summary

Primary Location: 5 Cole Street, Yarrabee VIC 3100
 Assessment Number: 22800 7 Current VG Number: 8016026

Valuation Description:
 Property Description: Lot 3
 Ratepayer Names: Mr K Lim
 Mailing Address: 3/12 Corvette Rd, SEAFORD SA 5062
 Ward: Local Government: RESIDENT
 Discount Due Date: Outstanding Water: No Water Billing
 Rec. Group Activity: SFPA Recovery Group: SFPA

Financial Summary

Arrears/P Period	24,442.35
Deferred	0.00
Current	0.00
Interest	0.00
Others	0.00
Rebates	0.00
Sub Total	24,442.35
Payments	0.00
Refunds	0.00
Discount	0.00
Balance	24,442.35
Pending Rebates	0.00
Pending Discount	0.00
Pending Interest/Other	0.00
Pending Balance	24,442.35

Valuation Options Close

Assessment Summary Form showing Meter Details

Assessment Summary

Primary Location: 161 Bellevue Parade, CARLTON NSW, 2218
 Assessment Number: 24773 4 Current VG Number: 24773

Valuation Description:
 Property Description:
 Ratepayer Names: Ms K Taylor
 Mailing Address: 1 Bellevue Pde, CARLTON NSW, 2218
 Ward: Karen's Ward Local Government:
 Discount Due Date: Outstanding Water: No Water Billing
 Rec. Group Activity: SFRN Recovery Group: SFRN

Financial Summary

Arrears	0.00
Arrears Fines	0.00
Current	0.00
Current Adjustments	0.00
Previous Period Rates	0.00
Interest	0.00
Legal Fees	0.00
Small Balance	0.00
Rebates	0.00
Sub Total	0.00
Payments	-880.93
Refunds	0.00
Discount	0.00
Balance	-880.93
Pending Discount	0.00
Pending Interest	0.00
Pending Balance	-880.93

Options Close

Assessment Summary Form using Format B

Assessment Summary

Primary Location: Level 1 106 O'Connell Street, NORTH ADELAIDE SA 5006
 Assessment Number: 15294 1 Current VG Number: 15294

Ratepayer Names: Itinery P/L
 Mailing Address: PO BOX 320, NORTH ADELAIDE SA 5006
 Property Description:
 Valuation Description:
 Local Government: COM-SHOP Titles:
 Ward: Adelaide Notice Group: GENERAL
 Land Use: SHOP - (SHOP) Discount Due Date:

Financial Summary

Current Principal	0.00
Arrears of Principal	912.94
Current Interest	0.00
Arrears of Interest	76.04
Penalty Interest	0.00
Others	0.00
Sub Total	988.98
Payments	0.00
Refunds	0.00
Discount	0.00
Balance of Principal Due	988.98
Pending Discount	0.00
Pending Principal Due	988.98

Options Close

Assessment Summary Form for Special Rates & Charges assessments.

Primary Location

This field contains the formatted Property Address of the Primary location of the Assessment record you are maintaining. Click on the Detail button to maintain property details

Status

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

- Historic
- Current
- Proposed

Multiple Property Indicator

The 'M' will be present on those assessments which have more than one property attached to the assessment. The 'M' will show when the additional property is current. The 'M' will show where the assessment has been made historic and the properties attached are still current. The 'M' will not show where the properties attached are historic.

Assessment 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.

Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Valuer General Number

This field contains the Valuer Generals Number as provided by the Valuer General. When the Valuations parameter "VG Number Structure Required" is checked on, the VG Number field will display the formatted (including separator) Roll/Assessment/Suffix numbers.

Tenancy Number

This field contains a four digit Valuer Generals Tenancy Number that is used to individually distinguish a strata unit related to the Valuer Generals number

Assessment Summary Fields – Upper

Whether these fields are displayed on the Assessment Summary form or not, and the order that they are displayed, is determined by the settings entered via the Rates System Parameters.

- **Ratepayer Names**

This field contains the Ratepayers Name for this Assessment

- **Property Owner Names**

This field contains the Property Owner Name for this Assessment

- **Mailing Address**

This field contains the mailing address for ratepayer correspondence.

- **Property Description**

This field contains the formatted Parcel details of the Property that the Assessment is linked to.

- **Valuation Description**

This field contains the Valuation Description of the most recent Valuation.

- **Override Notice Description**

This field contains the Override Notice Description for this Assessment.

Assessment Summary Fields – Lower

Whether these fields are displayed on the Assessment Summary form or not, and the order that they are displayed, is determined by the settings entered via the Rates System Parameters.

- **Titles**

This field contains the Title details of the Property that the Assessment is linked to.

- **Local Government Code**

This field contains the Local Government Code for the Assessment you are maintaining

- **Ward**

This field contains the Ward Name of the Property that the Assessment is linked to.

- **Notice Group**

This field contains the Notice Group for the Assessment you are maintaining

- **Land Use**

This field contains the Actual Land Use of the Property that the Assessment is linked to.

- **Discount Due Date**

This field contains the Date that Payments are to be received in order for Discounts to be accepted.

- **Zone**

This field contains the Primary Zoning of the Property that the Assessment is linked to.

- **Recovery Group**

This field shows the Recovery Group for the assessment. Double clicking on the field will navigate to the Recovery Group Maintenance form.

- **Outstanding Water**

This field is only available on Rates Assessments if Use Separate Assessments on the Rates System Parameter Maintenance Form is checked on. It displays the outstanding balance of Water Assessments on the same primary property as the selected Rates Assessment. Double clicking in the field will access the Additional Linked Assessment Form that will list the related 'Water' Assessments. If no Water Assessments are linked, a message will be displayed when selecting the 'Outstanding Water' field.

- **Outstanding Rates**

This field is available on Water Billing Assessments or Special Rates and Charges Assessments if there is a Rates Assessment on the same property. It displays the outstanding balance of Rates Assessments on the same primary property as the selected Assessment. Double clicking in the field will access the Additional Linked Assessment Form that will list the related 'Rates' Assessments. If no Rates Assessments are linked, a message will be displayed when selecting the 'Outstanding Rates' field.

- **Recovery Group Activity**

This field shows the Recovery Group Activity for the assessment. Double clicking on the field will navigate to the Recovery Group Maintenance form.

- **RID Publication Status**

This field shows the RID Publication Status for the assessment.

Valuations / Meter ID and Charge

This field contains the Valuations attached to the Valuer Generals Number for the Assessment. When the Valuations System Parameter 'Valuation Notices to be Published' is set on, the Values displayed will be the latest Valuation for the current Valuation Year with a "DVR Status" of 'Published' or 'Adopted'.

For RATES assessments that contain both rates and water information, a toggle button will be provided to enable either Valuation or Meter Details with Projected Charges to be displayed.

The button Valuation/Meter will work this toggle.

Rateable Valuations / Projected Consumption Charge (Meter)

This field contains the Rateable Valuation calculated for the Assessment

In order to perform an on-line calculation, the Assessment Maintenance option should be selected and the Projected Water Charge option selected from the Options Button or Options Drop-Down Menu.

A valid Billing Period and Cycle will need to be selected to enable the determination of tiers and brought forward allowance information to be defined.

Instalment

This field indicates the instalment number of the instalment pattern attached to the assessment. For Special Rates and Charges Assessments Instalments from previous rating periods will be displayed.

Due Date

This field indicates the due date of the instalment of the instalment pattern attached to the assessment.

Amount

This field indicates the amount currently due in respect to that instalment. For Special Rates and Charges Assessments Instalments from previous rating periods will be displayed.

Financial Summary

The following Financial Summary fields are different depending on the application of the assessment and the Summary Screen in Use setting on the Rates System Parameter Maintenance. The following are for Rates and Water Billing assessments.

FORMAT A

Field Name

Description

FORMAT A

Field Name	Description
Arrears/P Period	This field contains any Arrears of levies for this Assessment or any previous period amounts. Transactions included in this field are: RATE-A, POST-A, FINP-A, REBG-A, REBC-A, REBA-A, LFEE-A, GENR-B, EXGR-B, REBG-B, REBC-B, REBA-B, FINP-B, FINE-B, LFEE-B, GENR-P, GENR-PR, POST-P, POST-PR, FINP-P, FINP-PR, RATE-P, RATE-PR, FINE-P, FINE-PR, LFEE-P, LFEE-PR, EXGR-P, EXGR-PR.
Deferred	This field contains any levy amounts that have been deferred for this assessment. Transactions included in this field are: DEFR, DEFR-R, DEFR-A, DEFR-B, DEFR-P, DEFR-PR
Current	This field contains the Current levies for this Assessment. Transactions included in this field are: GENR, GENR-R, POST, POST-R, EXGR, EXGR-R
Interest	This field contains any actual (not pending) Interest / Fines / Penalties levied for this Assessment. Transactions included in this field are: FINC, FINC-R, FINA, FINA-R, FINI, FINI-R, FINP, FINP-R
Others	This field contains any Other charges for this Assessment such as Legal Fees. Transactions included in this field are: LFEE, LFEE-R, BALC, BALC-R, BALD, BALD-R
Rebates	This field contains any Rebates granted for this Assessment. Transactions included in this field are: REBG, REBG-R, REBC, REBC-R, REBA, REBA-R, REBG-P, REBG-PR, REBC-P, REBC-PR, REBA-P, REBA-PR
Sub Total	This field contains the Subtotal of the above amounts.
Payments	This field contains any Payments made for this Assessment. Transactions included in this field are: RCPT, RCPT-R
Refunds	This field contains any Refunds given on this Assessment. Transactions included in this field are: RFND, RFND-R
Discount	This field contains any actual Discount (not pending) granted on this Assessment. Transactions included in this field are: DISC, DISC-R
Balance	This field contains the Balance of the Assessment.
Pending Rebates	This field contains any Pending Rebate amounts for this Assessment. Transactions included in this field are: REBG-D, REBG-DR, REBC-D, REBC-DR, REBA-D, REBA-DR
Pending Discount	This field contains any Discount Pending for this Assessment. Transactions included in this field are: DISC-D, DISC-DR
Pending Interest/Other	This field contains any Pending Interest / Fines / Penalties for this Assessment. Transactions included in this field are: FINC-D, FINI-D, FINA-D, FINP-D
Pending Balance Unposted	This field contains the Pending Balance of the Assessment. This field contains the value of any supplementary processed on-line that is yet to be updated. This field is only shown where On-Line Supplementary Rates is ticked ON through System Parameters.

FORMAT B

Field Name	Description
Arrears	This field contains non Fines Arrears, including Postponed Arrears and Brought Forward transactions. Transactions included in this field are: RATE-A, FINP-A, POST-A, REBA-A, REBC-A, REBG-A, LFEE-A, GENR-B, EXGR-B, FINE-B, FINP-B, LFEE-B, REBA-B, REBC-B, REBG-B
Arrears Fines	This field contains Arrears Fines. Transactions included in this field are: FINE-A

FORMAT B

Field Name	Description
Current	This field contains current Levied transactions. Transactions included in this field are: GENR, POST, EXGR, GENR-R, EXGR-R, POST-R
Current Adjustments	This field contains current Adjustment transactions. Transactions included in this field are: GENR, POST, EXGR, GENR-R, EXGR-R, POST-R
Previous Period Rates	This field contains previous period amounts. Transactions included in this field are: GENR-P, POST-P, LFEE-P, FINE-P, EXGR-P, FINP-P, RATE-P, DISC-P, DISC-PR, LFEE-PR, FINE-PR, FINP-PR, RATE-PR, GENR-PR
Interest	This field contains any actual (not pending) Interest / Fines / Penalties levied for this Assessment. Transactions included in this field are: FINC, FINA, FINC-R, FINA-R, FINI, FINP, FINI-R, FINP-R
Legal Fees	This field contains Legal Fee transactions. Transactions included in this field are: LFEE, LFEE-R
Small Balance	This field contains any Other charges for this Assessment. Transactions included in this field are: BALC, BALC-R, BALD, BALD-R
Rebates	This field contains any Rebates granted for this Assessment. Transactions included in this field are: REBG, REBA, REBC, REBC-R, REBC-P, REBA-P, REBA-R, REBG-P, REBG-R, REBA-PR, REBG-PR, REBA-PR
Sub Total	This field contains the Subtotal of the above amounts. It is the sum of Arrears + Arrears Fines + Current + Current Adjustments + Interest + Previous Period + Legal Fees + Small Balance + Rebates.
Payments	This field contains any Payments made for this Assessment. Transactions included in this field are: RCPT, RCPT-R
Refunds	This field contains any Refunds given on this Assessment. Transactions included in this field are: RFND, RFND-R
Discount	This field contains any actual Discount (not pending) granted on this Assessment. Transactions included in this field are: DISC, DISC-R
Balance	This field contains the Balance of the Assessment. It is the sum of Subtotal + Receipts + Discount + Refunds.
Pending Discount	This field contains any Discount Pending for this Assessment. Transactions included in this field are: DISC-D, DISC-DR
Pending Interest	This field contains any Pending Interest / Fines / Penalties for this Assessment. Transactions included in this field are: FINC-D, FINI-D, FINA-D, FINP-D
Pending Balance	This field contains the Pending Balance of the Assessment. It is the sum of Balance + Pending Interest + Pending Discount.
Unposted	This field contains the value of any supplementary processed on-line that is yet to be updated. This field is only shown where On-Line Supplementary Rates is ticked ON through System Parameters.

The following are for Special Rates & Charges assessments.

SPECIAL RATES & CHARGES

Field Name	Description
Current Principal	This field contains the amount of the Current Principal. Transactions included in this field are: GENR, GENR-R, GENR-P, GENR-PR.

SPECIAL RATES & CHARGES

Field Name	Description
Arrears of Principal	This field contains the amount of the Principal that is in Arrears. Transactions included in this field are: GENR-B, RATE-P, RATE-PR, RATE-A, LFEE-A, FINE-B, LFEE-P, LFEE-PR.
Current Interest	This field contains the amount of Current Interest. Transactions included in this field are: FINC, FINC-R.
Arrears of Interest	This field contains the amount of Interest that is in Arrears. Transactions included in this field are: FINE-A, FINE-P, FINE-PR.
Penalty Interest	This field contains the amount of Interest that has been generated in the current rating period. Transactions included in this field are: FINI, FINI-R, FINA, FINA-R.
Other	This field contains the amount of other transactions that have been generated in the current rating period. Transactions included in this field are: LFEE, LFEE-R, BALC, BALD, BALC-R, BALD-R, LFEE-B.
Subtotal	This field contains the total amount of the fields above.
Payment	This field contains the amount of payments made. Transactions included in this field are: RCPT, RCPT-R.
Refunds	This field contains the amount of refunds made. Transactions included in this field are: RFND, RFND-R.
Discount	This field displays the amount of discount. Transactions included in this field are: DISC, DISC-R, DISC-P, DISC-PR.
Balance of Principal Due	This field displays the sum of Subtotal + Payments + Discount + Refund.
Pending Discount	This field displays the amount of discount that is pending. Transactions included in this field are: DISC-D, DISC-DR.
Pending Principal Due	This field displays the sum of Balance of Principal Due + Pending Discount.

Messages - Activities

A tick in this box indicates that activities have been associated with this Assessment. Clicking on this box will take you to the Activity Maintenance Form.

Messages - Rate Types

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

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 - Arrangements to Pay

A tick in this box indicates that an Arrangement to Pay has been associated with this 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.

Messages - Direct Debits

A tick in this box indicates that Direct Debit details have been entered for this Assessment. Clicking on this box takes you to Direct Debit Maintenance.

Messages - Supplementary Rates

A tick in this box indicates that this Assessment has a Supplementary Rating process in progress. Clicking on this box will take you to the Supplementary Rates Selection Form.

Messages - Non-Rateable

A tick in this box indicates that a Non-Rateable flag has been associated with this Assessment. Clicking on this box takes you to the Assessment Details Maintenance Form.

Messages - Rebate Claimed

A tick in this box indicates that the rebate has been claimed from the appropriate Government Agency. Clicking on this box takes you to the Assessment Details Maintenance Form.

Messages - Postponed

A tick in this box indicates that Postponed Rates has been associated with this Assessment. Clicking on this box takes you to the Assessment Details Maintenance Form. (NSW requirement only)

This box will only appear if Postponed Rates has been checked on at the System Parameters Form

Messages - Special Rates & Charges

When this check box is on it indicates that there is at least one Special Rates & Charges assessment associated with the current property. Left-clicking on this checkbox will cause either the 'Assessment Selection' form to appear if there is more than one Special Rates & Charges Assessment, or the 'Assessment Summary' form (LRAG1010) for the single Rates & Charges Assessment sharing the property. Note that only the Special Rates & Charges Assessments appear on the Selection form:

Assessment Details Maintenance Form

This form enables the entry or maintenance of Assessment Details for the Assessment.

Assessment Details Maintenance

Primary Location: 51 Bre Ave, ADELAIDE SA, 5000
 Assessment Number: 30149 8
 Current: Current

Application: Rates
 Notice Group: GENERAL >> Mrs Gail Cook
 Non-Rateable Reason: >>
 Council Code: >>
 Local Government Code: >>
 Override Rateable Valuation Type: >>
 Current Interest Override Date:
 Current Arrears Interest Override Date:
 Arrears Interest Override Date:
 ESL Category: >>
 Property Use: >>
 Number of Sub-Properties:
 Last Instalment Extract Date:
 Last Instalment Amount: 0.00
 Minimum Rate Inhibited: ☐
 Rebate Claimed: ☐
 Suspended: ☐
 Notes:
 Fire Levy Notes:

Do Not Apply Capping Reason: Transfer of Ownership
 Notes:
 Non-Rateable Reason Commencement Date:
 RID Publication Status: Not Private
 Last Instalment Amount Part Paid: ☐
 Ex Gratia: ☐
 Postponed Rates Apply: ☐
 Suspended Date:
 Fully Paid: ☐

OK Cancel

Assessment Details Maintenance Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining. This field is not maintainable from this form

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Application

Select the Drop Down to select the Application that is applicable to the assessment. The options are:-

- Rates
- Water Billing
- Spec Rate/Charge

This field is maintainable until there is a transaction existing on the assessment. After this time, this field is no longer able to be edited.

Notice Group

This field contains the Notice Group applicable to the Assessment. Click on the Notice Group Pop Up to select a new code if you wish to maintain this field. (Notice Groups must have previously been set up in Notice Group Parameter Maintenance)

Non Rateable Reason

This field contains the Non rateable Reason if this Assessment is Non Rateable. Click on the Non Rateable Pop Up to select a new code if you wish to maintain this field. (Non Rateable Reasons must have previously been set up in Non Rateable Reasons Parameter Maintenance)

Council Code

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

Non Rateable Reason Commencement

This field is dimmed by default, and becomes available when a Non Rateable Reason code is selected. Enter the date from which the Non Rateable Reason is effective from. This date can be either a date in the past, today's date or a date in the future. This field becomes dimmed again if and when the Non Rateable Reason code is deleted

Local Government Code

This field contains the Local Government Code applicable to this Assessment.

Click on the Local Government Code Pop Up to select a new code if you wish to maintain this field. (Local Government Codes must have previously been set up in Local Government Code Parameter Maintenance)

Override Rateable Valuation Type

This field contains the Rateable Valuation Type Override Code if one has been entered. Click on the Override Rateable Valuation Type Pop Up to select a new Rateable Valuation Type if you wish to maintain this field. (Rateable Valuation Types must have previously been set up in Rateable Valuation Types Parameter Maintenance)

Current Fines Override Date

A date may be inserted in this field that will prevent Current Interest / Fines / Penalties being raised this Assessment. Once the date entered is passed Current Interest / Fines / Penalties will be calculated from the last interest calculation. Pressing F2 or double clicking on this field will display a calendar that can be used to choose the required date.

Consider the following example on how this field can be utilised.

Interest override date of 29/3/03

If interest is being generated up to 15/03/03 then no fines will be generated. If however interest is being generated up to 15/04/03 then fines will be generated as if no override date exists.

Do Not Apply Capping Reason

This field is used to advised of the reason Rates Capping is not apply to this assessment. The valid choices are:

- None (default)
- Transfer of Ownership
- Improvements
- Improvements – Additions/Alternations
- Improvements – New Development
- Improvements – Other
- Change of Use
- Ownership Change
- Other

This field is only available when the “Rate Capping in Use” parameter is set to “Rates Less Rebates” in Rates System Parameters.

The Rates Capping Generation will check this field for each Assessment, and if it is set to a value other than “None”, then it will automatically set the Suspended flag on any Capping Records created.

NOTE: this indicator will not be ‘removed’ by the system, sites will need to ensure that this is updated Annually, including a resetting of the Transfer of Ownership indicator each rating year.

Current Arrears Fines Override Date

A date may be inserted in this field that will prevent Current Arrears Interest / Fines / Penalties being raised this Assessment. Once the date entered is passed Current Interest / Fines / Penalties will be calculated from the last interest calculation. Pressing F2 or double clicking on this field will display a calendar that can be used to choose the required date.

Consider the following example on how this field can be utilised.

Interest override date of 29/3/03

If interest is being generated up to 15/03/03 then no fines will be generated. If however interest is being generated up to 15/04/03 then fines will be generated as if no override date exists.

Arrears Fines Override Date

A date may be inserted in this field that will prevent Arrears Interest / Fines / Penalties being raised this Assessment. Once the date entered is passed Arrears Interest / Fines / Penalties will be calculated from the last interest calculation. Pressing F2 or double clicking on this field will display a calendar that can be used to choose the required date.

Consider the following example on how this field can be utilised.

Interest override date of 29/3/03

If interest is being generated up to 15/03/03 then no fines will be generated. If however interest is being generated up to 15/04/03 then fines will be generated as if no override date exists.

Notes

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

ESL Category

Nominate a category from the ESL Category Parameter. This field is usually populated by importing the VG file but the value can be overridden.

Property Use

Nominate a Property Use from the Property Use Parameter. This field is usually populated by importing the VG file but the value can be overridden.

Number of Sub-Properties

Nominate the number of sub-properties that pertain to the Assessment. This is used to determine the maximum charge applicable to Rate Types with the option Consider No. of Sub-Props for Maximum set. This option is only available if the Property Use selected is the same as the Property Use specified as the Multiple Residential Property Use in System Parameter Maintenance.

RID Publication Status

This field displays the RID Publication Status for an assessment. The valid choices are:

- Not Private
- Withhold Name
- Withhold Address
- Withhold Name & Address

Last Instalment Extract Date

If an assessment is extracted as part of the Debt Recovery Notice (Instalment/Reminder Notice Report Control in Debt Recovery mode) this date is populated with the Extract Date entered on the Instalment/Reminder Notice Report Control form.

Last Instalment Amount

This field is only available when the Instalment Parameter Last Instalment Amount Extraction is turned on. It is populated by the End of Period Function Last Instalment Amount Extraction with the outstanding amount of the specified instalment.

Last Instalment Amount Part Paid

This field is only available when the Instalment Parameter Last Instalment Amount Extraction is turned on. It is checked on by the End of Period Function Last Instalment Amount Extraction if the specified instalment has had a payment made against it.

Minimum Rate Inhibited Checkbox

Click on this check box if the Assessment is to have Rates calculated at the true amount, i.e. if the Minimum Rate for a Rate Type on this Assessment is say \$350 and the Rates calculation falls below this amount then the calculated amount will be levied, not the minimum.

Also if the Rates System Parameter "Use Separate Assessment" is turned on, and the Application of an Assessment is Water Billing, then the "Minimum Rate Inhibited" flag can be used to inhibit the generation of Water Billing Minimum Charges.

Additional Charge Inhibited Checkbox

Click on this check box if an additional charge attached to a particular rate type is not applicable for this assessment eg if an extra charge is being raised for a specific group of ratepayers and pensioners do not have to pay this additional charge

Ex Gratia Checkbox

Click on this check box if the Assessment is an Ex Gratia Assessment. An Ex Gratia Assessment is one where Rates are generated but there is no legal obligation on the Ratepayer to pay them. e.g. The Commonwealth Bank

Postponed Rates Apply

(NSW requirement only)

This box will checked on automatically when Rateable Valuations are generated for an assessment that has an Adjusted Valuation amount (Postponed rates). If the Adjusted valuation amount is removed, the subsequent Rateable Valuations update will check off the box.

Postponed Rates occur when a property is zoned say Commercial and valued accordingly but the property is being used as a residence. The difference between the Rates Calculated for Residential as against Commercial are Postponed.

The box should be checked on if, upon the removal of a previously existing Adjusted Value, Postponed rate transaction still exist that require reporting etc.

Rebate Claimed Checkbox

This checkbox will automatically be checked on if a Rebate Claim has been made on this Assessment.

TIS Indicator

This flag indicates that the Notice Group attached to the assessment has the TIS Indicator turned on. It indicates that the assessment may be considered when Rental information is extracted.

TIS Printed Indicator

Indicates that a Tenancy Information Schedule (TIS) has been printed for this assessment.

Suspended Checkbox

Click on this check box if the Assessment is to be suspended. If an 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 a date that the Assessment was Suspended. Pressing F2 or double clicking on this field displays a calendar that can be used to choose the required date from

Fully Paid

This flag is set on if the set Fully paid Flag is set on under Rates system Parameters. It is used where multiple rates generations are processed within a rating year e.g. annual generation followed by supplementary or water billing. The option is available to control the apportionment of payments to the assessment. Effectively, if a payment has been made against an assessment prior to any subsequent supplementary or water billing generation, the payment will not be re-apportioned over the new debts if the flag is checked on. Alternatively, if the flag is not checked on, any payments will be apportioned against the entire debt when further rates are generated.

Notes

This field contains a note on the reason for the Assessment being suspended.

Fire Levy Notes

This field allows users to enter a note regarding the Fire Levy on an assessment. Up to 250 characters may be entered.

Last Notice Date

This field is only available when the Water Billing System Parameter 'Opening Balance Notice' is set ON.

When available the field is display only and displays the date and time from the Water Usage Notice History file for the most recent Water Usage Notice run for the assessment.

Recovery Group Maintenance

This form is used to display or manually add a Recovery group to an assessment.

Recovery Group	Description	Responsible Officer	Date Added	Status	Creation Method	Activities
SFRN	Caboolture - No Reminder Notice S		01-Mar-2004	Current	System	...
SFRN	Caboolture - No Reminder Notice S		01-Mar-2004	Historic	System	...
ARR	Arrangements Debt Recovery		01-Mar-2004	Historic	Manual	...

*Recovery Group Maintenance Form***Primary Location**

This field contains the formatted property address of the Primary location of the Assessment record you are creating. Click on the Detail button to maintain property details.

The format of the address is defined in Property Administration Parameters.

Status

This field contains the status of the Primary Location that the 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 Assessment Number that has been automatically allocated when the Assessment was created. The one (1) 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.

Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Recovery Group

Select a Recovery Group from the pick list.

Description

This field displays the description of the Recovery Group.

Responsible Officer

A Responsible Officer can be assigned to the Debt Recovery on the assessment. Pick a user from the pick list.

Date Added

This will display the date that the Recovery Group was added to the assessment.

Status

The will display the status of the Recovery Group. Will be Current until full payment is made and running the Debt Collection Batch job will determine it to be Historic.

Creation Method

This will display the creation method of the Recovery Group. If added on-line through the assessment it will display Manual. If added by using the Tracking Function on one of the available forms it will display System.

Activities

Detail out on the Activities button to display the Debt Collect Activity Maintenance form.

First Occurrence Button

This button will select the first Recovery Group.

Previous Button

This button will select the previous Recovery Group.

Next Button

This button will select the next Recovery Group.

Last Occurrence Button

This button will select the last Recovery Group.

List Position

This indicates the number of occurrences selected and the current position in this list. For instance number 2 of 8 selected.

Arrangement to Pay Button

Press this button to toggle to the Arrangement to Pay Selection form.

Recovery Group Pop up Form

Use this form to select a Recovery Group.

Recovery Group	Description
ARR	Arrangements Debt Recovery
DISCOUNT	Discount short paid
GW1	Test adding a new Recovery Group
GW2	Test for deletion of Recovery Group
KT GROUP	Karen's Recovery Group
NW RC A	NW RC A - Rec Group
NW RC R	NW RC R - Rec Group
PAR	pats par testing
SFA	Ordinary Arrangement Recovery Group

Search Profile

Recovery Group

Description

Search Select Quit

Recovery Group Pop Up Form

Recovery Group

This field displays the Recovery Group code set up in the Recovery Group parameters.

Description

This field displays the description of the Recovery Group set up in the Recovery Group Parameters.

Search Profile - Recovery Group

Enter part of a Recovery Group code to use as search criteria.

Search Profile – Description

Enter part of a Recovery Group description to use as search criteria.

Debt Collection Activity Maintenance Form

Debt Collection Activity Maintenance

Primary Location: 196 Bellevue Parade, CARLTON NSW, 2218 Current

Assessment Number: 25019 1 Current

Recovery Group: SFRN Caboolture - No Reminder Notice Sent

Activity	Description	Reference Number	Date Added	Next Action Date	Creation Method
SFRN	No Reminder Notice Issue		01-Mar-2004	01-Mar-2004	System

Notes Summary

Options: ☐ Recovery Group Notes ☐ Assessment Letters

Insert Continue Quit

Debt Collection Activity Maintenance Form

Primary Location

This field contains the formatted property address of the Primary location of the Assessment record you are creating. Click on the Detail button to maintain property details.

The format of the address is defined in Property Administration Parameters.

Status

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

- Historic
- Current
- Proposed

Assessment summary

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.

Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Recovery Group

Recovery Group Code and description.

Activity

Select an Activity from the pick list. Only Activities flagged as Debt Collection type Activities will be able to be selected.

Reference Number

This is a free format field allowing 25 characters for a reference number to be added.

Date Added

The date that the activity was added to the Recovery Group on the assessment.

Next Action Date

This field is automatically populated with today's date. This field can be overridden (if required) with an alternative date. This date is considered when running Debt Recovery Batch jobs.

Creation Method

This will display the creation method of the Recovery Group Activity. If added on-line through the assessment it will display Manual. If added by progressing through the Debt Collection process it will display System.

Notes Summary

Displays a summary of the notes added under the Recovery Group Notes button.

Options - Recovery Group Notes

This allows for free format Notes to be added to the assessment.

Options - Assessment Letters

This allows the normal Word Processing interface to be used to generate, view and print letters.

Notes Selection

Use this form to select an existing Note for review or modifying or use the New button to create a new Note.

Notes Selection

Primary Location: GROUND 2/72-78 Carrington Street, ADELAIDE SA 5001 Current

Assessment: 15200 9 Current

Recovery Group: GW2 Test for deletion of Recovery Group

Responsible Officer	Date and Time	Template	Note
WOODHEG	16-Nov-2001 08:04:32	TEMP1	Date : 16/11/2001

Notes Summary

16-Nov-2001 08:04:32 - Greg Woodhead
Date : 16/11/2001

NOTES :
This is a test note

Display Quit

Notes Selection Form

Primary Location

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

Status

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

- Historic
- Current
- Proposed

Assessment

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.

Status

This field contains the status of the Assessment being maintained. Possible values are:

- Historic
- Current
- Proposed

Recovery Group

These fields display the Recovery Group Code and the description.

Responsible Officer

This field is not maintainable and is the User ID of the person that created the Note.

Date and Time

This field is not maintainable and is the date and time that the Note was created.

Template

This field displays the Template used to create the Note.

Note

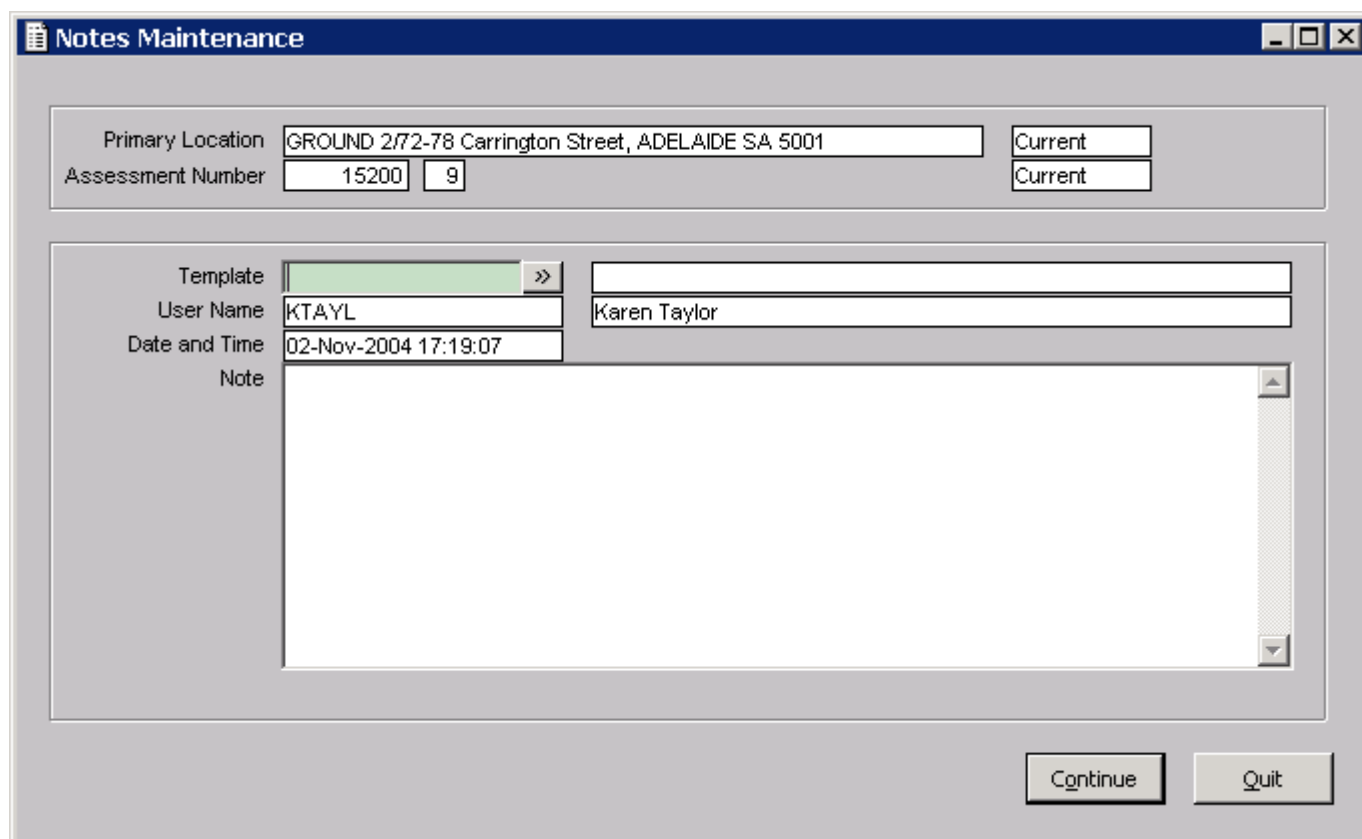
This field displays the first line of the Note. The rest of the Note details can be viewed in the Notes Summary.

Notes Summary

This field display all the details of the Note.

Notes Maintenance Form

Use this form to add Notes to the Debt Recovery Group. They are free format and can maintain a history of discussion between Council staff and the ratepayer.



The screenshot shows a 'Notes Maintenance' window with the following fields and values:

- Primary Location:** GROUND 2/72-78 Carrington Street, ADELAIDE SA 5001
- Assessment Number:** 15200 9
- Status:** Current (two instances)
- Template:** [Green bar] >>
- User Name:** KTAYL
- Date and Time:** 02-Nov-2004 17:19:07
- Note:** [Empty text area]
- Buttons:** Continue, Quit

Notes Maintenance Form

Primary Location

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

Status

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

- Historic
- Current
- Proposed

Assessment

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.

Status

This field contains the status of the Assessment being maintained. Possible values are:

- Historic
- Current
- Proposed

Template

Select the Template of the Note that is to be added from the pop up. The Template must have already been set up under Notes Template Maintenance.

User Name

These fields are not maintainable and are the User ID and User Name of the person signed on to this Pathway session.

Date and Time

This field is not maintainable and is the date and time that the Note is being created.

Note

Enter the detail of the Note in accordance with the selected template.

Notes Maintenance Form – Modify

Use this form to modify any Note details.

The screenshot shows a Windows-style application window titled "Notes Maintenance". Inside, there are several data entry fields. The "Primary Location" field contains the text "GROUND 2/72-78 Carrington Street, ADELAIDE SA 5001". Below it, the "Assessment Number" field is split into two parts: "15200" and "9". To the right of these are two dropdown menus, both currently displaying "Current". Further down, there are fields for "Template" (containing "TEMP1"), "User Name" (containing "KTAYL"), and "Date and Time" (containing "02-Nov-2004 17:21:31"). A large text area for the "Note" is present, with a label "Date :" at the top. At the bottom right of the window are two buttons: "Continue" and "Quit".

Notes Maintenance Form (in modify mode)

Primary Location

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

Status

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

- Historic
- Current
- Proposed

Assessment

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.

Status

This field contains the status of the Assessment being maintained. Possible values are:

- Historic
- Current
- Proposed

Template

This field displays the Template Code and Description used for the entry of the Note.

User Name

These fields are not maintainable and are the User ID and User Name of the person that added the Note originally.

Date and Time

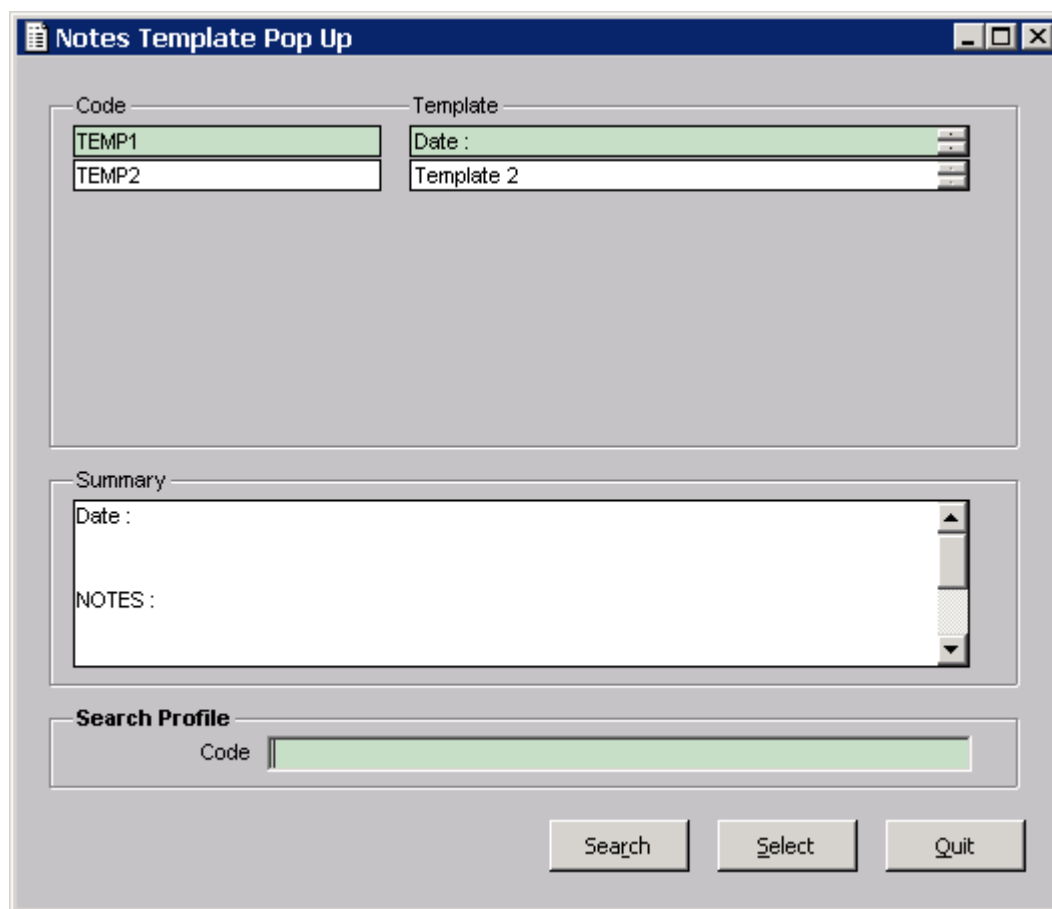
This field is not maintainable and is the date and time that the Note was created.

Note

Enter additional details or modify the detail of the Note.

Notes Template Pop Up Form

Use this form to select a Notes Template to use as a basis of a note to be added to a Recovery Group.

The screenshot shows a 'Notes Template Pop Up' window. It has a title bar with a document icon and standard window controls. The main area is divided into three sections. The top section has two columns: 'Code' and 'Template'. The 'Code' column has a list box with 'TEMP1' and 'TEMP2'. The 'Template' column has a list box with 'Date :' and 'Template 2'. The middle section is labeled 'Summary' and contains a large text area with 'Date :' and 'NOTES :'. The bottom section is labeled 'Search Profile' and contains a text box with 'Code' and a green input field. At the bottom right are three buttons: 'Search', 'Select', and 'Quit'.

Notes Template Pop Up Form

Code

This field displays the Code of the Template set up under Notes Template Maintenance parameters.

Template

This field displays the type of Template set up under Notes Template Maintenance parameters.

Summary

This field displays a summary of the Note Template set up under Notes Template Maintenance parameters.

Search Profile – Code

Enter part of a Notes Template code to use as search criteria.

Additional Linked Assessments Form

This form displays the Rates, Special Rates and Charges or Water Assessments related to the primary property. Detailing out on an assessment will navigate to the Assessment Summary form for that assessment.

Assessment No.	Area	Consumer Name	Run	Mailing Address	Balance
22831	2	Mr G Woodhead	RED01	1 Water Billing Bvd, Eastwood SA 5063	437.95
23077	1	Mr G Woodhead	GVR02	1 Water Billing Bvd, Eastwood SA 5063	0.00

Additional Linked Assessments Form

Assessment 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.

Consumer/Ratepayer Name

This field displays the Consumer or Ratepayer Name on the assessment.

Mailing Address

This field displays the mailing address for the assessment.

Balance

This field displays the pending outstanding balance for the assessment.

Area

This field displays the Area for the first meter on the assessment. This field is only displayed when the linked assessment is a Water Billing Assessment.

Run

This field displays the Run Number for the first meter on the assessment. This field is only displayed when the linked assessment is a Water Billing Assessment.

Assessment Scheme Maintenance Form

This form displays summary information of the Scheme that the assessment is on.

Assessment Scheme Maintenance

Primary Location: 1 Mike Street, ADELAIDE SA 5001
 Assessment Number: 23012 7

Scheme

Scheme Number: [Dropdown]
 Scheme Name: [Text]
 Description: [Text]
 Generation Run: [Text]

Date Interest Last Raised: [Text]
 Instalments per Year: [Text]
 Instalments Remaining: [Text]

Date Last Account Issued: [Text]
 Date Next Account Issued: [Text]
 Date of Legal Action for Recovery: [Text]

New Scheme OK Cancel

Assessment Scheme Maintenance Form

Primary Location

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

Assessment 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.

Scheme Number

Enter or choose from the popup a Scheme number for the assessment to be on. An assessment can be associated with more than one Scheme.

Scheme Name

This field displays the Name of the Scheme.

Description

This field displays the Description of the Scheme.

Generation Run

This field displays the Generation Run code of the Scheme.

Date Interest Last Raised

This field displays the transaction date of the most recent Fine/Interest/Penalty transaction on the assessment. The transaction must have the same Generation Run as the Scheme is that is linked to the Assessment Scheme record.

Date Last Account Issued

Enter a date that the Last Account was issued on.

Instalments per Year

Enter the number of instalments due per year.

Date Next Account Issued

Enter a date that the Next Account will be issued on.

Instalments Remaining

This field displays the number of instalments with a date after the system where the amount outstanding of the instalment is not zero. The instalment plan must have the same Generation Run as the Scheme.

Date of Legal Action for Recovery

Enter the Date that Legal Action for Recovery will occur on.

Scheme Maintenance Form

Use this form to create a new Scheme or maintain details on an existing Scheme.

Scheme Maintenance Form

Scheme Number

Enter the Scheme number. This may be an alpha numeric combination.

Scheme Name

Enter the name of the Scheme.

Description

Enter the description of the Scheme.

Generation Run

Enter or choose from the pop up a Generation Run to be associated with the Scheme. This Generation Run is then used to determine details to complete on the Assessment Scheme Maintenance form.

First Assessment Number in Range

Enter the first assessment number that belongs to the Scheme.

Date Scheme Set-Up

Enter the date that the Scheme was set up.

Date Discontinued

Enter the date that the Scheme was discontinued.

Last Assessment Number in Range

Enter the last assessment number that belongs to the Scheme.

Date Commenced

Enter the date that the Scheme commenced.

Date of Completion

Enter the date that the Scheme was completed.

Total Number of Contributors

Enter the total number of contributors to the Scheme.

Date of Council Declaration

Enter the date that the Scheme was declared by Council.

Period of Scheme (Yrs)

Enter the number of years that the Scheme is to be paid over.

Date of Levy Notice Issue

Enter the date that the notice was issued for the Scheme.

Initial/Estimated Cost

Enter the initial or estimated cost of the Scheme.

Date Billing to Commence

Enter the date that billing is to commence for the Scheme.

Actual Cost

Enter the actual cost of the Scheme.

Date Interest Due From

Enter the date that Fines/Interest/Penalties will be applied from.

Other Costs

Enter the amount of other costs associated with the Scheme.

Date of Variation

Enter the date that any variation to the Scheme occurred.

Council Contributions

Enter the amount of any Council contributions.

Date of Variation Refund/Adjustment

Enter the date that any variations, refunds or adjustments were made to the Scheme.

Other Contributions

Enter the amount of other contributions to the Scheme.

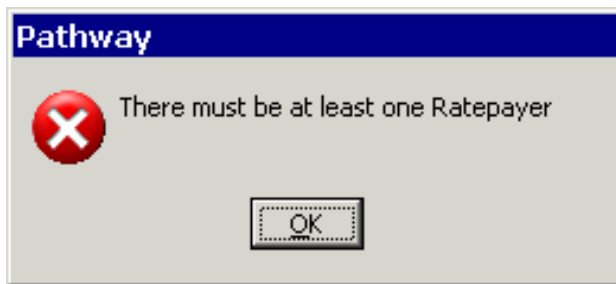
Comments

Enter any comments about the Scheme.

Names Maintenance

Names Maintenance Form

This form enables the maintenance of Ratepayers' Names for the Assessment. A message is displayed to the User if a Ratepayer Name has not been nominated and the OK button is clicked.



 A screenshot of the "Names Maintenance" application window. The window has a blue title bar and standard Windows window controls. The main area is divided into several sections:

- Primary Location:** A text field containing "4 41/52-56 Brougham Place, NORTH ADELAIDE SA 5006" and a "Current" status dropdown.
- Assessment Number:** Two numeric input fields containing "9" and "0", with a "Current" status dropdown.
- Role Type:** Three radio buttons labeled "Ratepayer", "Land Agent", and "Unused Role Type".
- Formatted Name and Address:** A list box containing four entries:
 - 52 Brougham Place P/L
 - 99 Cavan Rd, Gepps Cross SA 5094
 - A Smith - (087)261 55588 (Telephone Number)
 - 302A Rosebank Rd, Avondale AUCKLAND 1026, NEW ZEALAND
 To the right of the list box are three buttons (three dots, a minus sign, and a plus sign) and two date fields: "Current as of 13-Mar-1999" and "Current as of 28-Sep-2000".
- Property Owners:** A text field containing the message "No Property Owners exist".
- Bottom Section:** A "Name Status" dropdown set to "Current", and five buttons: "Replace", "Historic", "Insert", "OK", and "Cancel".

Names Maintenance Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining.

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Role Type

Click on the Role Type you wish to add or drill down on the Name you wish to amend. This takes you to the Names Selection / Maintenance screens.

Formatted Name and Address

This field contains the Formatted Name & Address attached to this Role Type. Clicking the 'envelope' button displays the Mailing Address Enquiry form.

Formatted Name Detail Button

Click on this button to go to Names Maintenance.

Currency Date

This field will default the system date being the date the names was added to the assessment.

Property Owners

This field displays current and historic property owners. This field is not maintainable.

Property Owners Detail Button

Click on this button to go to Names Enquiry

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 assessment with that status. That is, if historic is selected, name records that are historic will be presented.

Move Buttons

These buttons allow you to reorder the names displayed on the screen.

Replace Button

Press this button to replace the selected name with another name for the selected role.

Historic Button

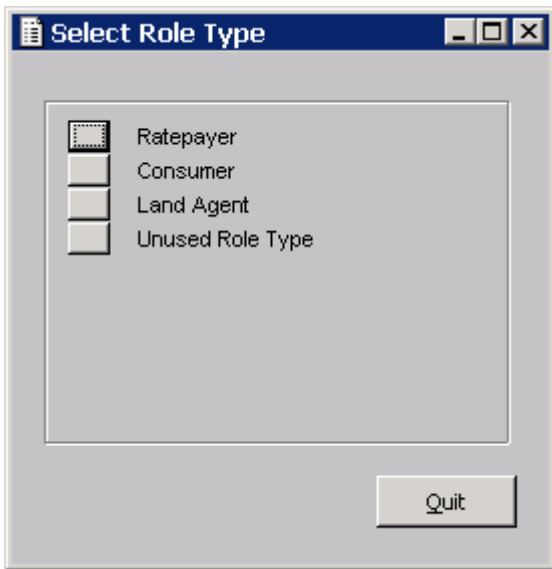
Press this button to make the selected name for the selected role historic.

Insert Button

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

Select Role Type

Use this form to add a name to the selected role type.

A screenshot of a Windows-style dialog box titled "Select Role Type". The dialog has a blue title bar with standard minimize, maximize, and close buttons. Inside, there is a list of four options, each preceded by a small square checkbox: "Ratepayer", "Consumer", "Land Agent", and "Unused Role Type". The "Ratepayer" checkbox is currently selected. At the bottom right of the dialog is a button labeled "Quit".

☒	Ratepayer
☐	Consumer
☐	Land Agent
☐	Unused Role Type

Quit

Select Role Type Form

Role

Select the role type that is to be added to the Assessment.

Valuer General Number Maintenance

Valuer General Number Link Maintenance Form.

This form enables the creation of a Valuer Generals Number, and associated values, or to maintain existing Valuer General records that are linked to this Assessment. It also provides the functionality to create (or maintain) links to other assessments that will share the Valuer Generals Valuation with this assessment.

The screenshot shows a software window titled "VG Number Link Maintenance". Inside the window, there are several input fields and buttons. At the top, there's a "Primary Location" field containing "3/1 Bellevue Parade, CARLTON NSW, 2218" and a "Current" dropdown. Below it, an "Assessment Number" field is split into two parts: "24325" and "2", with another "Current" dropdown. A horizontal line separates these from the main data entry area. This area has labels for "VG Number", "Tenancy", "Number Status", "Link Status", "Status Date", "Links", and "Valuation". The "VG Number" field is empty with a right arrow button. "Tenancy" and "Number Status" are empty. "Link Status" is a dropdown menu showing "Current". "Status Date" is a date field showing "03-Nov-2004". "Links" and "Valuation" are empty. At the bottom right of the window are four buttons: "Create", "Insert", "OK", and "Cancel".

Valuer General Number Link Maintenance Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining.

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current

- Proposed

Valuer General Number

This field contains the Valuer Generals Number as provided by the Valuer General. Click on the Pop Up to select a Valuer Generals Number.

Alternatively, insert the Valuer Generals Number of the assessment that is to be linked with this assessment.

Tenancy Number

This field contains a four digit Valuer Generals Tenancy Number that is used to individually distinguish a strata unit related to the Valuer Generals number. This field is not maintainable on this form.

Number Status

This field contains the status of the Valuer Generals Number. This field is not maintainable from this form. Possible values are:

- Historic
- Current
- Proposed

Link Status

This field contains the status of the link between the Valuer General Number and the Assessment. Possible values are:

- Historic
- Current
- Proposed

Click on the drop down menu to select a status.

Status Date

This field contains the date that the status of the link was declared or last altered. Pressing F2 or double clicking on this field displays a calendar that can be used to choose the required date from.

Links Detail Button

Clicking on this button will display Additional Linked Assessments to the selected Valuer General Number.

Valuation Detail Button

Clicking on this button will take you to Valuation Maintenance where you can add, delete or maintain valuations.

First Occurrence Button

This button will select the first VG Number Link.

Previous Button

This button will select the previous VG Number Link.

Next Button

This button will select the next VG Number Link.

Last Occurrence Button

This button will select the last VG Number Link.

List Position

This indicates the number of occurrences selected and the current position in this list. For instance number 2 of 8 selected.

Create Button

This button allows the creation of a new Valuer General Number and associated details.

Property Links Maintenance

Property Links Maintenance Form

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

Property Links Maintenance

Primary Location: 3/1 Bellevue Parade, CARLTON NSW, 2218 Current

Assessment Number: 24325 2 Current

Location	Primary	Status	Links
3/1 Bellevue Parade, CARLTON NSW, 2218	☒	Current	

Location Type: Property

Summary

3/1 Bellevue Parade, CARLTON NSW, 2218 (Base, Occupancy, Land) Type: Standard
 Lot 3 DP 56789 200m2
 Land Area: 200 m2
 Title: CT-999/69
 Owner(s): K Taylor
 Parcel(s):

Notices Insert OK Cancel

Property Links Maintenance Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining the Assessment Status for.

Status

This field contains the status of the Primary Location that the 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 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.

Status

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

- Historic
- Current
- Proposed

Location

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

Primary

If this checkbox is checked on, then this property is designated as the primary property that the 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 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: Ratepayers Names, Owners, Property Details of address, Parcel & Title details, Zoning & Land Use etc

Notices

Click on this button to go to Overriding Notice Description.

Additional Linked Assessments Form

This form displays the assessments associated with the property.

The screenshot shows a software window titled "Additional Linked Assessments". It contains a table with two columns: "Assessment No." and "Name". The first row of data shows "24773" and "4" under "Assessment No." and "Ms K Taylor" under "Name". A "Quit" button is visible in the bottom right corner of the window.

Assessment No.	Name
24773 4	Ms K Taylor

*Additional Linked Assessments Form***Assessment**

This field displays the assessment number and check digit of the linked property

Name

This field displays the ratepayer's name of the assessment linked to the property.

Rate Types Maintenance

Rate Types Maintenance Form

This form enables the entry, or maintenance, of Rate Types on an Assessment.

Rate Types are used to define all charges that can be levied on an Assessment (e.g.. General Rates, Garbage Collection Charges, Sewerage Charges etc).

Rate Type Maintenance

Primary Location: 160 Bellevue Parade, CARLTON NSW, 2218 Current

Assessment Number: 24772 6 Current

Rating Period: 2004/2005 >> 2004/05 Rates Generation

Category	Rate Type	Arrears / B Fwd	Amount Generated	Other Amounts	Amount Paid	Balance
GEN	RES	0.00	0.00	0.00	0.00	0.00
	Residential Rate Type KT					
	Category Total					0.00
GARBAGE	120L	0.00	0.00	0.00	0.00	0.00
	120L Bin Type KT					
	Category Total					0.00

Summary

Modify Insert OK Cancel

Rate Types Maintenance Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are creating Rate Types for. This field is not maintainable from this form

Status

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

- Historic
- Current
- Proposed

Assessment 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.

Status

This field contains the status of the Assessment you are creating Rate Types for. Possible values are:

- Historic
- Current
- Proposed

Rating Period

This field contains the Rating Period relative to the Rate 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)

Category

This field contains the Category of the Rate Type that has been added to the Assessment.

Rate Type

This field contains the Rate Type that has been added to the Assessment.

Internal Description

This field contains the Internal Description of the Rate Type that has been added to the 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 Rate Type when the Generation was run.

Other Amounts

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

Amount Paid

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

Balance

This field displays the Outstanding Balance for the Rate Type.

Summary

This field contains additional information regarding the Rate Type highlighted.

Modify Button

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

Insert Button

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

Assessment Rating Period Rate Type Maintenance Form / Bulk Supplementary Maintenance – Rate Type Template

This form is called from two different areas and is therefore called in two different modes. The form enables the addition, or maintenance, of Rating Period Rate Types on an Assessment. Rating Period Rate Types are used to define all the charges that can be raised on an assessment in a particular Rating Period.

When maintaining Rate Types on an Assessment, the form is called in the following modes:

The screenshot shows the 'Assessment Rating Period Rate Type Maintenance' window. At the top, the title bar reads 'Assessment Rating Period Rate Type Maintenance'. The form is divided into two main sections. The top section contains fields for 'Primary Location' (160 Bellevue Parade, CARLTON NSW, 2218) and 'Assessment Number' (24772 and 6). To the right of these fields are two 'Current' buttons. The bottom section contains fields for 'Rate Type' (a green box with '>>'), 'Category' (a white box), 'Rateable Valuation Type' (a white box with '>>'), 'Mixed Development Factor' (a white box), 'Number of Units' (a white box), 'Suspended Date' (a white box), and 'Number of Generations' (0). To the right of these fields is a 'Use Default Rateable Valuation Type' checkbox. At the bottom right, there are four buttons: 'Pro-rata', 'Delete', 'Continue', and 'Quit'.

Assessment Rating Period Rate Type Maintenance Form (Inserting a new rate type)

The screenshot shows the 'Assessment Rating Period Rate Type Maintenance' window. At the top, the title bar reads 'Assessment Rating Period Rate Type Maintenance'. The form is divided into two main sections. The top section contains fields for 'Primary Location' (160 Bellevue Parade, CARLTON NSW, 2218) and 'Assessment Number' (24772 and 6). To the right of these fields are two 'Current' buttons. The bottom section contains fields for 'Rate Type' (RES), 'Category' (GEN), 'Rateable Valuation Type' (CIV), 'Mixed Development Factor' (a white box), 'Suspended Date' (a white box), and 'Number of Generations' (0). To the right of these fields are two text boxes: 'Residential Rate Type KT' and 'General Rates'. Below these text boxes is a 'Capital Improved Value' checkbox and a 'Use Default Rateable Valuation Type' checkbox (checked). At the bottom right, there are three buttons: 'Delete', 'Continue', and 'Quit'.

Assessment Rating Period Rate Type Maintenance Form (Maintaining an existing rate type)

When maintaining Rate Types as part of the Bulk Supplementary Maintenance function, this form is called in the following modes:

Bulk Supplementary Maintenance - Rate Type Template

Template Type: Rates Assessment

Rate Type: >>

Category:

Number of Units:

OK Cancel

Bulk Supplementary Maintenance – Rate Type Template (Inserting a new Rate Type)

Bulk Supplementary Maintenance - Rate Type Template

Template Type: Rates Assessment

Rate Type: 120LT Small Bins

Category: GARB Garbage

Number of Units: 1.00000

OK Cancel

Bulk Supplementary Maintenance – Rate Type Template (Maintaining an existing Rate Type)

Primary Location / Template Type

When the form is accessed in Assessment Rating Period Rate Type Maintenance mode, this field contains the formatted address of the Primary location of the Assessment record you are maintaining Rating Period Rate Types for.

When the form is accessed in Bulk Supplementary Maintenance mode, this field contains the Template Type.

Status

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

- Historic
- Current
- Proposed

Assessment 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.

Status

This field contains the status of the Assessment you are maintaining the Rating Period Rate Types for. Possible values are:

- Historic
- Current
- Proposed

Rate Type

This field contains the Rate Type that you are maintaining / adding to the Assessment.

If you are adding a Rate Type, click on the Pop-up to access the available Rate Types.

Category

This field contains the Category of the Rate Type that you are maintaining. This category is selected when the Rate Type is created via Rate Type Maintenance.

This field cannot be maintained from this form.

Rateable Valuation Type

This field and the associated Pop Up can only be accessed if the "Use Default Rateable Valuation Type" checkbox is checked off. In this case, the field contains the Rateable Valuation Type that will be used in the Rates Calculation process for this Rate Type. Click on the Pop Up to select a new Rateable Valuation Type. (Rateable Valuation Types must have previously been set up in Rateable Valuation Types Parameter Maintenance).

Note: This field will be dimmed if the rate Type being added or maintained is a Services Rate Type

Use Default Rateable Valuation Type Checkbox

If this checkbox is checked on, then the Default Rateable Valuation Type set up in System Parameters will be displayed. In this case, the Default Rateable Valuation Type will be used in the Rates calculation process.

Mixed Development Factor/Rateability Percentage

Mixed Development Factor:

This field only appears for those sites that have Mixed Developments activated. Simply enter the figure as a decimal, eg for 60% enter 60 or for 70.5% enter 70.5 or for 80.25% enter 80.25

Rateability Percentage:

This field only appears for those sites that do not have Mixed Developments activated. The rateability percentage can be any value greater than or equal to 0.00.

Examples of how percentages entered will impact on calculations are:

- 0.00 will indicate a 100% non-rateable charge.
- 50.00 will indicate a 50% non-rateable charge.
- Blank or 100.00 will reflect a fully rateable charge

Units

Enter the number of Units on the Assessment for a Unit based Rate Type. That is, the rate calculation is Number of Units x Rate per Unit e.g. if there are three garbage bins on the property and you are maintaining the garbage bin Rate Type, enter 3 in this field. The number of decimal places for a Unit is able to cater for up to 8 places of decimals.

Note: this field will be dimmed if the Rate Type being added or maintained is not a Service Type Rate Type.

Suspended Date

This field contains a date that the Rate Type was Suspended. If a Rate Type is suspended on an Assessment, then rates will not be generated for that rate Type on that Assessment. Pressing F2 or double clicking on this field displays a calendar that can be used to choose the required date from.

Note: If the Rate Type is a Service Type Rate Type and the Rate Type is associated with a Property Service Record that has entered a Date Removed, the date will default to this field and effectively suspend the rate type.

Number Of Generations

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

Pro-Rata Button

Selection of the Pro-Rata Button activates the Pro-Rata Maintenance Form that is used to calculate pro-rata rates.

Note: This button will only be available if the Rate Type being added or maintained is a Service Type Rate Type.

Rating Period Rate Type Pop Up

Use this form to select a Rate Type in the Rating Period to be added to an assessment.

Rate Type	Description
(JM)GEN	JM's General Rate
25	Access Fee- Caves Wtr - Metered Prop
INVGENERAL	Investigation General
PDWM140A	PDWM140A NWTEST
CRESA	CRESA - NW TEST
NWRES	NW RES COPY
NWINACTIVE	NW Inactive Rate Type
PDWM140B	PDWM140B NWTEST
PDWM140XB	PDWM140XB NWTEST

Search Profile

Rate Type

Description

Search Select Quit

Rating Period Rate Type Pop Up Form

Rate Type

This field displays the Rate Type code set up in Rate Type parameters.

Description

This field displays the internal description of the Rate Type set up in Rate Type parameters.

Search Profile - Rate Type

Enter part of a rate type code to use as search criteria.

Search Profile – Description

Enter part of a rate type code description to use as search criteria.

Multiple Assessment Rating Period Rate Type Maintenance

This form is associated with Services provided to a Property e.g. Bins. The form can only be accessed from Property via the Services Maintenance Form.

The Form is utilised where a Property (Parent) does not have a current Rates Assessment attached but at least one of its Sub-Properties does. The Assessment for each of the relevant Sub-Properties will be used to maintain the Number of Units on the corresponding Rating Period Rate Type for each of the Assessments. The generation of any resulting Pro-Rata charges may be done via the Pro-Rata Maintenance form (LRAG2050) accessed by the 'Pro-Rata' button.

The 'Number of Units' field on this form is *not* the actual Number of Units for the Rating Period Rate Type on any given Assessment, but is simply the Number of Units that are being added to or removed from *all* applicable Assessments.

The 'Number of Units' is derived from the Number of Services selected on the Services Maintenance form (can multi-select however must be like Rate Types only) divided by the Number of Sub-Properties with at least one current Rates Assessment. e.g.

If a property consisted of a Parent plus 8 sub properties all with assessments attached and one service record, the number of units will be:-

1 divided by 8 = 0.125

That is, each sub property contributes 0.125 towards the cost of the unit.

If the property consisted of a Parent plus 8 sub properties all with assessments attached and one service record for each sub property, the number of units will be:-

8 divided by 8 = 1.00

That is, each sub property contributes 1.00 or the total cost of one unit.

This field is mandatory but can be maintained.

A positive value in the Number of Units field corresponds to adding the selected Number of Units; a negative value corresponds to removing the selected Number of Units. If removing Units, a check is performed for each Assessment to ensure that the units being removed do not exceed the number of units on the Rating Period Rate Type for the Assessment. If we are, an error is displayed and this Assessment is removed from the list of Assessments being considered. This Assessment will then have to be manually adjusted.

Further, selecting the 'Pro-Rata' button will add or remove the selected Number of Units from the appropriate Assessments before displaying the Pro-Rata Maintenance form. If this form is then left without generating Pro-Rata charges, it is important to note that the Number of Units on the Assessments has still been updated. In order to reflect this the 'Number of Units' field will now be non-maintainable.

Similarly, the Number of Units on the Assessments will also be updated if the 'Pro-Rata' button is not selected but the 'Continue' button is selected instead. This allows for the Number of Units to be updated on the Assessments even if there is no intention to generate Pro-Rata charges.

Note: The Pro rata Button will not be available unless an Installed Date has been entered in the Service record.

Multiple Assessment Rating Period Rate Type Maintenance Form

Rate Type

This field defaults the Rate Type Code, and description of the Rate Type, associated with the Service Code on the Property.

This field is not maintainable on this form.

Category

This field defaults the Category, and the description of the category, associated with the Rate Type.

This field is not maintainable on this form

Number of Units

The 'Number of Units' field on this form is *not* the actual Number of Units for the Rating Period Rate Type on any given Assessment, but is simply the Number of Units that are being added to or removed from *all* applicable Assessments.

The 'Number of Units' is derived from the Number of Services selected on the Services Maintenance form (can multi-select however must be like Rate Types only) divided by the Number of Sub-Properties with at least one current Rates Assessment. e.g.

If a property consisted of a Parent plus 8 sub properties all with assessments attached and one service record, the number of units will be:-

1 divided by 8 = 0.125

That is, each sub property contributes 0.125 towards the cost of the unit.

If the property consisted of a Parent plus 8 sub properties all with assessments attached and one service record for each sub property, the number of units will be:-

8 divided by 8 = 1.00

That is, each sub property contributes 1.00 or the total cost of one unit.

This field is mandatory but can be maintained.

A positive value in the Number of Units field corresponds to adding the selected Number of Units; a negative value corresponds to removing the selected Number of Units. If removing Units, a check is performed for each Assessment to ensure that the units being removed do not exceed the number of units on the Rating Period Rate Type for the Assessment. If we are, an error is displayed and this Assessment is removed from the list of Assessments being considered. This Assessment will then have to be manually adjusted.

Further, selecting the 'Pro-Rata' button will add or remove the selected Number of Units from the appropriate Assessments before displaying the Pro-Rata Maintenance form. If this form is then left without generating Pro-Rata charges, it is important to note that the Number of Units on the Assessments has still been updated. In order to reflect this the 'Number of Units' field will now be non-maintainable.

Similarly, the Number of Units on the Assessments will also be updated if the 'Pro-Rata' button is not selected but the 'Continue' button is selected instead. This allows for the Number of Units to be updated on the Assessments even if there is no intention to generate Pro-Rata charges.

Pro Rata Button

Click on the Pro rata button to access the Pro rata Maintenance Form if it is intended to generate charges for part of the rating period.

Selecting the 'Pro-Rata' button will add or remove the selected Number of Units from the appropriate Assessments before displaying the Pro-Rata Maintenance form. If this form is then left without generating Pro-Rata charges, it is important to note that the Number of Units on the Assessments has still been updated. In order to reflect this the 'Number of Units' field will now be non-maintainable.

Note: This button will not be available unless an Installed Date has been entered in the Service Record.

Continue Button

Click on this button if you wish to update the respective Rate Types on the Assessments with the Number of Units displayed on the Form.

Pro-Rata Maintenance Form

The Pro-Rata Services function provides the ability to commence or end a Service (such as a Garbage Service) on an assessment from a particular date.

The system will generate a pro-rata debit (in the case of a commencement) or a pro-rata credit (in the case of an ending service) dependent on the date commenced or ended and relative to the rating period dates attached to the Generation Run.

The resultant transactions GENR (debit) and GENR-R (credit) Transaction Types can be allocated to a specific future instalment or spread evenly over future instalments commencing from a nominated instalment number.

Note: This form is also used when processing pro rata rates associated with Property Service Codes. The form functions in two ways:-

When associated with a single property with an assessment attached (normal use)

When associated with a Parent Property having sub properties with assessments attached, accessed from the Multiple Assessment Rating Period Rate Type Maintenance Form

Pro-Rata Maintenance Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record that you are maintaining Rating Period Rate Types.

Note: this field will be blank if the form has been accessed from the Multiple Property Services Maintenance Form

Status

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

- Historic
- Current
- Proposed

Note: this field will be blank if the form has been accessed from the Multiple Property Services Maintenance Form

Assessment Number

This field contains the Assessment Number that you wish to raise the Debit or Credit on the Pro-rata service. The Assessment Number is a display only field and includes the Assessment Number and Check Digit fields. The nine-digit Assessment Number defaults from the assessment that has been accessed. 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.

Note: this field will be blank if the form has been accessed from the Multiple Property Services Maintenance Form

Status

This field contains the status of the Assessment you are maintaining the Rating Period Rate Types for. Possible values are:

- Historic
- Current
- Proposed

Note: this field will be blank if the form has been accessed from the Multiple Property Services Maintenance Form

Action Commencing / Ending Radio Buttons

These Radio Buttons allow the user to choose whether the service is Commencing or Ending.

Rate Type

This field contains the Rate Type applicable to the service commencing or ending. The Rate Type chosen must be a "Services" Rate Type and a Unit Based Charge. This field is a display only field and will default from the Rate Type that has been accessed.

Maximum Number of Units

This field displays the maximum number units to be charged for this rate Type as set on the Rate Type in the Parameters.

Note: This field will not be available if the form has been accessed from the Multiple Property Services Maintenance Form

Unit Charge

This field is populated with the amount of the unit charge for this rate Type as set on the Rate Type Parameter.

Old Number of Units

This field displays the original number of units prior to update. That is, the number of units that existed on the Rate Type prior to entering the form.

Note: this field will be not available if the form has been accessed from the Multiple Property Services Maintenance Form

New Number of Units

This field defaults from the number of units entered when establishing the rate type on the assessment or having amended the number of units on the Assessment Rating Period Rate Type Maintenance Form. The number defaulted here will update the "Old Number of Units" upon transacting a Pro rata transaction or taking the continue option of the Assessment Rating Period Rate Type Maintenance Form.

Note: This field will be not available if the form has been accessed from the Multiple Property Services Maintenance Form

Chargeable Units

This field contains the number of units to be commenced or ended for this Rate Type. The number of chargeable units is defaulted as the difference between the "Old Number of Units" and the "New Number of Units". The field is mandatory if a Pro rata calculation is required and can be maintained. An error message will display if the number of units being ended exceeds the number units on the Rate Type.

Effective Date

This field contains the date that the Service commenced or ended and is used to calculate the number of days to pro-rata the charge.

The Commencing or Ending Date of the service is compared to the Rating Period Start and End Date attached to the Generation Run. The number of days from and including the Commencing or Ending Date of the service is calculated to and including the End Date in the Rating Period. The resultant number of days is then used as a percentage of the number of days left in the Rating Period to calculate the pro-rata percentage of the full year's Unit Charge as specified in the Rating Period Rate Types Parameters.

A warning message will display if the maximum number of units on the Rate Type is exceeded.

Note: If the Rate Type is associated with a Property Service Record that has a Date Installed entered, the date will default to this field.

Note: Pro-rata Services will be calculated for the current period only. If previous rating period calculations are required, the Supplementary Rating system will need to be utilised, and therefore the date must be within the current rating period.

Generation Run

This field will contain the Generation Run that the transactions apply. This is only applicable for Commencement of Pro-rata services. Where an Ending process is performed, the Generation Run fields will be dimmed as the system will identify the transaction and generation Run ID that was used when the transaction was raised.

The Generation Run Id Pop Up will only display Generation Run Ids that are relevant to the current rating period.

Note: If a Generation Run ID is not specified, and a previous transaction utilising the same rate type exists on the assessment, the system will allocate the same generation Run ID. If more than one transaction exists of the same rate type however with different Generation Run ID's. A pop-up will be provided to enable selection from one of the Generation Run ID's.

Activity

Insert the appropriate Activity code that will be added to the assessment and assist with reporting etc.

Calculated Amount

This field contains the amount of the pro rata calculation being the number of units multiplied by the amount over unit by the number of days. This amount will be generated against the assessment (either as additional rates or a credit amount in reduction of the rates).

Comments

This field is used to enter in Comments you want added to the transaction when it is generated. After generation, the comments can be viewed in the Transaction Details screen.

Number of Days

This field is populated with the number of days remaining for the year utilised in the pro rata calculation.

Override Amount

The calculated pro rata amount may be overridden if required. Highlight the field and enter in the required amount.

Activity

Insert the appropriate Activity code that will be added to the assessment and assist with reporting etc.

Next Action Date

Insert the date that the next action is required in respect to this activity.

Alternately, double click on the field to access the calendar to select the appropriate date.

Expiry date

Insert the date that the Activity is required to expire.

Calculate Button

Click on the Calculate Button when you wish to calculate the pro rata amount. No transactions will be created at this point in time. Data can be altered and the calculation re-done as many times as required.

Transaction Types Button

Click on the Transaction Type Button to access the Function Transaction Type Maintenance Form in order to insert override transaction types, if required.

Generate Button

Click on the Generate Button in order that transaction entries are generated for the amounts calculated.

Note: This button will only be available if the calculated amount is not equal to zero

On clicking in the Continue button, these transactions etc will be updated to the assessment and the general ledger

Rebate Maintenance

Rebate Maintenance Form

This form enables the entry or maintenance of Rebate records for the Assessment. Rebates are used to reduce the balance of an assessment, due to the Ratepayer being a pensioner, or the Ratepayer qualifying for some other special consideration to be granted a rebate.

The functionality is provided to calculate rebates on-line that may be for a whole or part period, and in turn, adding rebate transaction to an assessment, or ending a rebate from a date and creating reversal transaction to the assessment.

Rebate Maintenance

Primary Location: 152 Rating Boulevard, Supplementary Park SA 5162

Assessment Number: 23002 8

Rebate Group: WAPENS1

Description: WA Pensioners Full Rebate 50%

Beneficiary Name: MITCHELL, Sister J

Number: 2626

Buttons: Beneficiary, Online Rebates, Insert, OK, Cancel

Rebate Maintenance Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining. This field is not maintainable from this form

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are maintaining Rebate records for. Possible values are:

- Historic
- Current
- Proposed

Allow Extended Discount

This check box will only show if the Rates System Parameter Extended Discount Requires Flagged Assessment under Rebates is set on. When set on the assessment will receive the extended discount date rather than the normal discount date. A current beneficiary must also be present for the extended discount date to be applied during rates generation and update.

Rebate Group

This field contains the Rebate Group you are adding to this Assessment. Click on the Rebate Group Pop Up to select a new Rebate Group. (Rebate Groups must have previously been set up in Rebate Groups Parameter Maintenance)

Beneficiary Name

This field contains the Name of the person that will benefit from the Rebate. This field will be mandatory if the parameter has been set in the Rebate Groups Maintenance in the System Parameters.

Highlight the field and click the insert button to gain access to the Beneficiary Maintenance to enter the details.

Beneficiary Number

This field contains the Pension Number of the person that will benefit from the Rebate.

First Occurrence Button

This button will select the first Rebate.

Previous Button

This button will select the previous Rebate.

Next Button

This button will select the next Rebate.

Last Occurrence Button

This button will select the last Rebate.

List Position

This indicates the number of occurrences selected and the current position in this list. For instance number 2 of 8 selected.

Beneficiary Button

Click on this button to access the Beneficiary details.

OnLine Rebates Button

Click on this button to access the Online Rebates Calculation Form to perform On Line Rebates calculation.

Insert Button

Click on this button to add more beneficiaries to the assessment.

Rebate Group Pop Up Form

Use this form to select a Rebate Group to attach to an assessment.

The image shows a software window titled "Rebate Group Pop Up". It contains a table with two columns: "Rebate Group" and "Description". The table lists several rebate groups, with the first one highlighted in green. Below the table is a "Search Profile" section with two input fields: "Rebate Group" and "Description". At the bottom right of the window are three buttons: "Search", "Select", and "Quit".

Rebate Group	Description
100%	100% Pension Rebate (\$250)
100%A	Pension Rebate (KT)
20.00	Pensioner Concession 20%
3	Pine Rivers 123456
30	30% Rebate
30.00	Pensioner Concession 30%
40.00	Pensioner Concession 40%
60	Pensioner Concession 60%
BANKSTOWN	Bankstown

Search Profile

Rebate Group

Description

Search Select Quit

Rebate Group Pop Up Form

Rebate Group

This field displays the Rebate Group Code set up in the Rebate Group Parameters.

Description

This field displays the description of the Rebate Group set up in the Rebate Group Parameters.

Search Profile - Rebate Group

Enter part of a rebate group code to use as search criteria.

Search Profile – Description

Enter part of a rebate group code description to use as search criteria.

Beneficiary Maintenance Form

This form is used to add details of the person receiving the benefit of the rebate. Generally, this information would be necessary where Council seeks to gain reimbursement from Government for the amount of the rebate provided to the ratepayer.

The Information is not Mandatory (unless the Parameter has been set to make it mandatory) and may not be required if the rebate is a Council Rebate concession.

Beneficiary Maintenance

Primary Location: 152 Rating Boulevard, Supplementary Park SA 5162 Current

Assessment Number: 23002 8 Current

Beneficiary Name: MITCHELL, Sister J >>

Ownership Percentage: 100.000 ...

Copy Ratepayer Insert Continue Quit

Beneficiary Maintenance form – Rates Assessment

Beneficiary Maintenance

Primary Location: 9-11 Little Gilbert Street, ADELAIDE SA 5001 Current

Assessment Number: 22565 5 Current

Beneficiary Name: >>

Ownership Percentage: ...

Copy Consumer Insert Continue Quit

Beneficiary Maintenance form – Water Billing Assessment

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining. This field is not maintainable from this form

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are maintaining Rebate records for. Possible values are:

- Historic
- Current
- Proposed

Beneficiary Name

This field contains the Name of the person that will benefit from the Rebate. Click on the Beneficiary Name Detail button to select a new name to be the Beneficiary or click on the "Copy Ratepayer" button to copy the Ratepayer into this field.

If more than one Ratepayer exists on the assessment pressing this button will navigate to the Names Enquiry form. Focus on the required name or names (using the Ctrl key) and press Continue to copy the selected names as Beneficiaries.

Relevant Interest

This field is only available when the Rebate Parameter Maintenance Rebate Legislation Group is set to Western Australia. Select the Relevant Interest from the drop down. Available options are:

- None
- Life Tenancy
- Right to Reside
- Dependent for Care
- Contract of Sale
- Deceased Spouse
- Court Order
- Change of Name

Ownership Percentage

When the new system parameter is set on each Beneficiary must have their percentage of ownership entered so that rebates can be calculated correctly. In the case where the co-owners are spouses but only one is a Beneficiary and rebates are to be granted in full, the Ownership Percentage of the one Beneficiary should be set to 100%.

Spouse

This button is only displayed in WA mode. When entering two beneficiaries that are spouses, each Beneficiary is to have the Spouse flag set on. When entering three beneficiaries where two are spouses and the third is not, the two beneficiary spouses are to be nominated as Spouses and the third beneficiary is not to be flagged as a Spouse. This will later allow the Rebate Claim to be extracted correctly.

Detail Button

Selecting the Detail Button will display the Beneficiary History Maintenance form.

Copy Ratepayer / Copy Consumer Button

Click on this button to copy the Ratepayer Name (if a Rates Assessment) or the Consumer Name (if a Water Billing Assessment) to the Beneficiary name field. If more than one Ratepayer/Consumer exists on the assessment pressing this button will navigate to the Names Enquiry form. Focus on the required name or names (using the Ctrl key) and press Continue to copy the selected names as Beneficiaries.

Beneficiary History Maintenance Form

This form displays when the Detail Button is selected against the Beneficiary on the Beneficiary Maintenance form. It allows maintenance of Beneficiary history.

Beneficiary History Maintenance

Primary Location: 152 Rating Boulevard, Supplementary Park SA 5162 Current

Assessment Number: 23002 8 Current

Beneficiary Name: MITCHELL, Sister J

Effective Date: 01-Jul-2001 Eligible: ☒ Beneficiary Type: PENSIONER Beneficiary Class: Maximum Beneficiary Number: 2626

Insert Continue Quit

Beneficiary History Maintenance Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining. This field is not maintainable from this form

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are maintaining Rebate records for. Possible values are:

- Historic
- Current
- Proposed

Beneficiary Name

This field contains the Name of the person that will benefit from the Rebate.

Effective Date

Enter the date that the Beneficiary became effective.

Eligible

Check this on if the Beneficiary is still eligible to receive a rebate.

Beneficiary Type

Select the Beneficiary Type from the pop up. These should have already been set up under Beneficiary Type Maintenance.

Beneficiary Class

This field mandatory and is shown when either the new "Rebates Consider Ownership" parameter is set on or when the system is being run in Western Australian mode.

For non-Western Australian sites the choices for this field are "Maximum" and "Non-Maximum". The default setting is Maximum.

For Western Australian sites the choices are "Pensioners" and "Seniors". The default setting is Pensioner.

Where two levels of eligibility are in effect choose the setting appropriate to that Beneficiary.

Beneficiary Number

Enter the Beneficiary Number.

State Senior Card Number

If the Beneficiary holds a State Senior Card enter the number here.

Comm. Senior Health Card Number

If the Beneficiary holds a Commonwealth Senior Health Card enter the number here.

Beneficiary Type Pop Up Form

Use this pop up to select the Beneficiary Type required.

Beneficiary	Description
DEV	Development
EDU	Education
OTHER	Other
PENSIONER	PENSIONER
RESI	Residential
RUN	Rundle Mall
WIDOW	War Veterans Widow

Search Profile

Beneficiary Type

Description

Beneficiary Type Pop Up Form

Beneficiary

This field displays the beneficiary code set up under the Beneficiary parameters.

Description

This field displays the description associated with the beneficiary code.

Search Profile – Beneficiary Type

Enter part of a beneficiary code to use as search criteria.

Search Profile – Description

Enter part of a beneficiary code description to use as search criteria.

Online Rebate Calculation Form

This form provides the functionality to generate Rebate transactions on-line facility from a certain date, or end an existing rebate facility from a certain date. The transactions generated will be updated to the assessment.

The functionality is governed by the System Parameters e.g.

- With the Pro-rata Rebates Online Parameter set to OFF, the 'Date Applicable From' field is not available and all rebates calculated on-line will be from the Start Date of the Rating Period i.e. normally a full year.
- With the Pro-rata rebates On-line Parameter set to ON, (and the Rebate Timing Range set to "days") the "Date Applicable From" field will be available but will default the Start Date of the Rating Year e.g. 1/7/00. Amend this date with the date that the Pro-rata calculation is to be performed.
- With the Pro-rata Rebates On-line Parameter set to ON, (and the Rebate Timing Range set to "Quarters") the "Calculate Rebates From" field will be available and will default with 1. Amend this period with the period that the Pro-rata calculation is to be performed.

Please Note: That when Victorian Fire Services Levy functionality is in use and a Fixed Rebate is calculated against a Victorian Fire Service Levy Rate Type:

1. The Fixed amount is only ever calculated once. This ensures that when a Supp is processed that the fixed amount is only applied once NOT once per Generation Run.
2. The Fixed Amount is never pro-rata'd. This ensures that the full \$50 is applied per Rating Period.

Online Rebate Calculation

Primary Location: 152 Rating Boulevard, Supplementary Park SA 5162 Current

Assessment Number: 23002 8 Current

Commence/End: ☒ Commence ☐ End

Activity: [] >> []

Next Action Date: []

Calculate Rebates from: 1 []

Comments: []

Buttons: Calculate, Iran. Types, Continue, Quit

On-line Rebate Calculation Form

On-line Rebate Calculation Form when Apply Maximum Rebate across Rates and Water Billing is turned on

Primary Location

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

Assessment 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.

Commence/End

Click on the appropriate radio button to indicate that a new rebate will commence, or that an existing rebate will end.

Activity

An Activity Code can be added during the On-line Rebate process. Click the Pop Up to select the appropriate code.

Next Action Date

This field allows the Next Action Date for the Activity Code to be entered.

Date Applicable From

Enter in this field the date that the Rebate is to commence from or alternatively, the date that the existing Rebate will end from. The subsequent rebate calculation will, be based on the date entered. Alternatively, double click on the date field to access the Calendar facility to select the appropriate date. The date will default the commencing date of the current Rating Period.

Note: This field will only be available if the Pro-rata Rebate Calculation Flag has been set ON at the System Parameters.

Calculate Rebates From

This field contains a period (defaults to 1) and can be increased incrementally to 4. On setting this field to the required number, the Rebate will pro-rata the calculation as a proportion of the total number being 4. Example: With the period set to 3. There are three periods left and therefore the calculation becomes the amount of the rebate divided by 4 and multiplied by 3.

Override Discount Due Date

This field is only available when the “Rebates Reduce Discount Amount” parameter on the Rebate Parameter Maintenance form is set on. Enter the discount date to enable the correct discount calculation as part of the rebate calculation.

Comments

This field contains explanatory text for the Rebate.

Rates/Water Billing Button

This button is only displayed if the Rates System Parameter ‘Apply maximum Rebate across Rates and Water Billing’ is set on. The label of the button is Water Billing when a Rates assessment is selected or Rates if a Water Billing assessment is selected. When pressed the user is given the Online Rebate Calculation form for either the Rates or Water Billing assessment associated with the property.

Calculate Button

Select this button to perform the rebate calculation. The results will be provided on the On-Line Rebate Calculation Form

Transaction Types Button

This button allows the selection of the Overriding Rebate Transaction Types to be inserted for the calculation process.

Online Rebate Calculation Results Form

This form provides the results of On-Line Rebate Calculations. When the Continue button is selected, transaction will be generated to the assessment.

Online Rebate Calculation Results

Primary Location: 385 Bellevue Parade, CARLTON NSW, 2218
Assessment: 26656 9

Rebate Group	Rebate Type Description	Rate Type	Gen Run ID	Rebate Amount
100%	100% Pension Rebate	RES	2004/2005	-130.49
100%	100% Pension Rebate	240L	2004/2005	-119.51

Total: -250.00

Continue Quit

On-line Rebate Calculation Results Form

Rebate Group

This field displays the Rebate Group that has been associated with the Assessment that the calculation is based on.

Rebate Type Description

This field displays the Rebate Type(s) associated with the Rebate Group.

Rate Type

This field displays the Rate Types that were used during the calculation.

Gen Run ID

This field displays the Generation Run ID that the Rate Types were generated.

Rebate Amount

This field displays the amount of rebate granted for the Rebate Type.

Total

This field displays the total of all Rebates for the Assessment.

Continue Button

Select the Continue Button to accept the calculations and generate transactions to the assessment.

Payment Schedule Maintenance

Payment Schedule Summary

This form displays the payment Schedule Summary for this Assessment. For Special Rates and Charges assessments instalments due in previous rating periods will be displayed. Functionality is also provided to delete instalment plans from the assessment, or add instalment plans to the assessment. Also double clicking on an Instalment will display the transactions for the selected instalment.

Payment Schedule Summary						
Primary Location		385 Bellevue Parade, CARLTON NSW, 2218			Current	
Assessment Number		26656 9			Current	
Non-Installable Details						
		Amount	Interest/Legal	Apportioned	Paid	Balance
Arrears						
Previous Period Credits						
Deferred						
Current						
Installable Details						
	Due Date	Amount	Interest	Non-Inst. Credit	Paid	Balance
2004/2005	31-Aug-2004	1,761.60				1,761.60
Merged Instalment Plans						
	30-Sep-2004	440.40				440.40
	31-Dec-2004	440.40				440.40
	31-Mar-2005	440.40				440.40
	30-Jun-2005	440.40				440.40
Miscellaneous Details		Totals				
Postponed		Total As At Date	03-Nov-2004			
Overpayments		Total Due	440.40	Create Inst.		
Pending Interest		Total Not Due	1,321.20			
Pending Discount		Total	1,761.60	Delete Inst.		
				Gen. Run Mode		
				Close		

Payment Schedule Summary Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining.

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Non-Installable Details - Arrears Amount

This field displays the Non-Installable Rates Arrears for an Assessment.

Non-Installable Details - Arrears Interest/Legal

This field displays the Interest / Penalties / Fines or Legal Fees accrued on Arrears.

Non-Installable Details - Arrears Apportioned

This field displays any amounts that have been apportioned against Non-Installable Arrears.

Non-Installable Details - Arrears Paid

This field displays any payments processed against Arrears.

Non-Installable Details - Arrears Balance

This field displays any Balance outstanding for Non-Installable Arrears.

Previous Period Credits - Amount

This field displays any credit balance brought forward from a previous period.

Previous Period Credits – Fines/Interest/Legal

This field displays any credit fines/interest amounts brought forward from a previous period.

Previous Period Credits – Apportioned

This field displays any previous period credit amounts that have been apportioned against Non-Installable Arrears.

Previous Period Credits - Paid

This field displays any previous period credits (payments) processed against Arrears.

Previous Period Credits – Balance

This field displays any Balance outstanding from previous period.

Deferred – Amount

This field displays the Deferred Rates for an Assessment.

(WA Requirement only)

Deferred – Fines/Interest/Legal Fees

This field displays the Interest / Penalties / Fines or Legal Fees accrued on Deferred rates.

(WA Requirement only)

Deferred – Apportioned

This field displays any amounts that have been apportioned against Deferred Rates.

(WA Requirement only)

Deferred – Paid

This field displays any payments processed against Deferred Rates.

(WA Requirement only)

Deferred – Balance

This field displays any Balance outstanding for Deferred Rates on the assessment.

(WA Requirement only)

Current Amount

This field displays any Current Period Non-Installable Debts.

Current Interest/Legal

This field displays any Current Fines / Penalties / Interest on Current Non-Installable Debts.

Current Apportioned

This field displays any amounts that have been apportioned to Current Non-Installable Debts.

Current Paid

This field displays any current payment made to Non-Installable Debts.

Current Balance

This field displays any current amount outstanding for Non-Installable Debts.

Installable - Generation Run

This field contains the Generation Run that the following amounts apply. The Detail Button displays the Instalment Plan Enquiry Form.

Installable - Due Date

This field displays the Pay-by Date for the Generation Run.

Installable - Amount

This field displays the Installable Amount for the Generation Run.

Installable – Interest/Legal

This field displays the Penalties / Fines / Interest and Legal Fees generated for the Installable Debt.

Installable - Non-Inst. Credit**Installable - Paid**

This field displays any amounts paid for the current Installable Debt.

Installable Balance

This field displays the Balance outstanding for the Installable Debt.

Merged Instalment Plans

These fields contain details of Merged Instalment Plans. That is, where two or more Instalment Plans exist on the assessment, they are viewed on a combined (merged) basis.

Instalment Plan

This field contains the Instalment Plan Code for this Generation Run

Instalment Plan Description

This field contains the description of the Instalment Plan for this Generation Run

Instalment Number

This field contains the Instalment Number for the Instalment Plan for this Generation Run

Amount

This field contains the amount of the Instalment for this Instalment Number for the Instalment Plan for this Generation Run

Fines

This field displays any Penalties / Fines / Interest or Legal Fees associated with the Instalments listed.

Paid Amount

This field displays any amounts paid against an Instalment listed.

Balance

This field displays the Balance outstanding for this Instalment.

Pending Discount

This field displays the amount associated with Pending Discounts. This is a WA requirement.

Postponed

This field displays any amounts postponed for this Assessment.

This field will only be available if the Postponed Rates option has been activated at the System Parameters level.

Overpayments

This field displays any Overpayments made to this Assessment.

Pending Fines/Interest

This field contains the total of Pending Fines on the assessment.

Total As At Date

This field defaults Today's Date as the date that the Totals on this screen were calculated.

Total Due

This field displays the Total Due for this Assessment as at the 'Total As At Date'.

Total Not Due

This field displays the Total Not Due as at the 'Total As At Date'.

Total

This field displays the Total Outstanding for the Assessment.

Generation Run / Merge Mode Button

Click on this button to display the Instalment Plans as at generation of the Rates. That is, if a site has two or more Instalment Plans in place at the time of generation, clicking on the option will display the Instalment Plans individually together with the details of each Plan.

By clicking on the button again (that has now changed to "Merge") all of the plans are merge into one presentation.

Instalment Transaction Enquiry Form

This form displays the transactions that make up the instalment amount.

Rate Type	Transaction Type	Installable Amount	Non-Installable Credit Amount	Paid Amount
Business Rate Type KT	GENERATED RATE	843.53	0.00	0.00
Business Rate Type KT	Generated Rate Reversal	-700.24	0.00	0.00
240L Bin Type KT	GENERATED RATE	365.59	0.00	0.00
240L Bin Type KT	Generated Rate Reversal	-223.56	0.00	0.00
Residential Rate Type KT	GENERATED RATE	155.08	0.00	0.00

Instalment Transaction Enquiry Form

Primary Location

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

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Instalment Date

This field displays the due date of the selected instalment.

Rate Type

This field displays the Rate Type code and part of the Internal Description of the Rate Type.

Transaction Type

This field displays a description of the Transaction Type.

Installable Amount

This field displays the Installable amount of the transaction. It will be the transaction amount if the transaction is Installable.

Non-Installable Amount

This field displays the non-Installable amount of the transaction. If the transaction is Installable and has been partially paid / apportioned the amount will be the paid / apportioned amount.

Paid Amount

This field displays the paid amount of the transaction.

Detail Button

Press the detail button to see the details of the transaction.

Instalment Plan Maintenance Form

This form enables you to maintain Instalment Plans for this Assessment

Instalment Plan	Description	Active
2004	2004/2005 4 instalments	☒
ALT	Alternative 2004/2005 instalment plan	☐

Instalment Plan Maintenance/ Enquiry Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining.

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Generation Run

This field contains the Generation Run that the Instalment Plan applies to

Active Check Box

If this checkbox is checked on, then this Instalment Plan is Active.

Instalment Plan

This field contains the Instalment Plan code and the description of the Plan.

Detail Button

Select the detail button to access the Instalment Maintenance Form that will provide the option to maintain the details of the instalment plan.

Insert Button

Select the insert button to access the Instalment Plan Pop-up to select an appropriate Instalment Plan to add to the assessment.

Instalment Plan pop Up Form

Use this form to select the Instalment Plan to be added to an assessment.

Instalment Plan	Description
2004	2004/2005 4 instalments
ALT	Alternative 2004/2005 instalment plan

Search Profile
Instalment Plan
Description

Instalment Plan Pop Up Form

Instalment Plan

This field displays the Instalment Plan that exists against the Generation Run in Generation Run parameters.

Description

This field displays the description of the Instalment Plan that exists against the Generation Run in Generation Run parameters.

Search Profile - Instalment Plan

Enter part of an Instalment code to use as search criteria.

Search Profile – Description

Enter part of an Instalment description to use as search criteria.

Instalment Maintenance Form

This form provides details of the Instalment Plan attached to the Assessment and to override the instalment dates and amounts if applicable. For Special Rates and Charges assessments, instalments for previous rating periods will also be displayed.

Instalment Maintenance

Primary Location: 385 Bellevue Parade, CARLTON NSW, 2218 Current

Assessment Number: 26656 9 Current

Instalment Plan: 2004 2004/2005 4 instalments

Generation Run: 2004/2005 General Rates 2004/2005

Instalment	Default Date	Override Date	Default Amount	Override Amount	Interest Amount	Overall Amount	Printed	Extracted
1	30-Sep-2004		440.40			440.40	☐	☐
2	31-Dec-2004		440.40			440.40	☐	☐
3	31-Mar-2005		440.40			440.40	☐	☐
4	30-Jun-2005		440.40			440.40	☐	☐

Totals: 1,761.60 0.00 0.00 1,761.60

Housing Notice Ext Continue Quit

*Instalment Maintenance Form***Primary Location**

This field contains the formatted address of the Primary location of the Assessment record you are maintaining.

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are maintaining. This field is not maintainable. Possible values are:

- Historic
- Current
- Proposed

Instalment Plan

These fields default the Instalment Plan Code and Description of the Instalment Plan selected.

Generation Run

This field defaults the Generation Run that the Instalment Plan applies to

Instalment

This field contains the Instalment Number associated with the Instalment Plan

Default Date

This field contains the Due Date of the Instalment number

Override Date

Insert a date that is to override the Instalment Plan default date if required. Alternatively, double click on the field to access the Calendar option to select the appropriate date.

Default Amount

This field displays the amount that applies for the instalment if Override Amounts are not in place (less any fines).

Override Amount

Enter an amount to manually override the default amount for the instalment (less fines).

Fines/Interest/Penalty/Legal Fee Amount

This field displays the amount of fines/interest/penalty and legal fees allocated to the instalment.

Overall Amount

This field displays the Overall Amount that applies for the instalment. If no Override Amounts are in place this will be the Default Amount plus the Fine/Interest/Penalty Amount. If Override Amounts are in place this will be the Override Amount plus the Fine/Interest/Penalty Amount.

Printed

This field displays if the instalment has been printed.

Extracted

This check box is not maintainable. It is updated by the Instalment / Reminder Notice Report when run under Debt Recovery mode and the instalment is selected for extraction.

Totals – Default Amount

This field displays the total of the Defaulted Amounts.

Totals – Override Amount

This field displays the total of the Override Amounts.

Totals – Fines/Interest/Penalty Amount

This field displays the total of the Fines/Interest/Penalty Amounts.

Totals – Overall Amount

This field displays the total of the Overall Amounts.

Housing Notice Ext Button

Use this button to navigate to the Housing Notice Extraction Enquiry form where details about instalments extracted for the NSW Department of Housing can be viewed.

Housing Notice Extraction Enquiry

This form displays Instalment details extracted for the NSW Department of Housing.

Housing Notice Extraction Enquiry

Primary Location: 385 Bellevue Parade, CARLTON NSW, 2218 Current

Assessment Number: 26656 9 Current

Instalment Plan: 2004 2004/2005 4 instalments

Generation Run: 2004/2005 General Rates 2004/2005

Instalment	Extraction Date	1st Install Amount	Extracted Amount
1	03-Nov-2004 09:25:35	440.40	1,761.60
2		440.40	
3		440.40	
4		440.40	

Quit

Housing Notice Extract Enquiry Form

Primary Location

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

Assessment 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.

Instalment Plan

These fields display the name and description of the Instalment Plan.

Generation Run

These fields display the Generation Run Code and Description of the Generation Run that the Instalment Plan belongs to.

Instalment

This field displays the Instalment Number.

Extraction Date

This field displays the date that the instalment was extracted.

1st Install Amount

This field displays the instalment amount that was extracted for the Rate Notice extract.

Extracted Amount

This field displays the amount that was extracted.

Rateable Valuations Maintenance

Rateable Valuation Enquiry Form

This form displays all Rateable Valuation records that have been generated for the Assessment.

Year	Date Effective	Correction	Valuation	Description	Rateable Value	Adjusted Value
2004	25-Sep-2004	0	Capital Improved Value	Capital Improved Value	150,000	
2004	01-Jul-2004	0	Capital Improved Value	Capital Improved Value	200,000	

Rateable Valuation Enquiry Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are enquiring on.

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are enquiring on. Possible values are:

- Historic
- Current
- Proposed

Year

This field contains the Rateable Value Year

Date Effective

This field contains the effective or creation date of this Valuation record.

Correction Number

This field contains the correction number of the Valuation. Correction numbers are used to determine the order that Valuations changes were made in the one Rateable Valuation Year.

Valuation Enquiry Detail Button

Clicking on this detail button will take you to the Valuation Enquiry Form. This form contains the correction number of the Valuation. Correction numbers are used to determine the order that Valuations changes were made in the one Rateable Valuation Year.

Description

This field contains the Description of the Rateable Value Type.

Rateable Value

This field contains the Rateable Value of the Assessment that has been calculated from the Rateable Values Formula Maintenance function.

Adjusted Value

(NSW Requirement only) - This field will not be available unless Postponed rates has been checked on the System Parameters. System Parameter Form.

This field contains the Adjusted Rateable Value of the Assessment. Adjusted Rateable Values are related to Postponed Rates and are the Rateable Values that will be used to generate Rates.

Valuation Enquiry Form

This form displays valuation details of the assessment together with any additional linked Assessments for this Valuer General Number

Valuation Enquiry							
Primary Location	385 Bellevue Parade, CARLTON NSW, 2218					Current	
Assessment Number	26656	9	Current				
Year	2004	Date Effective	25-Sep-2004	Correction Number	0		
Basis							
VG Number	Tenancy	Status	Year	Effective Date	Correction	Percentage	
26656		Current	2004	25-Sep-2004	0	100.00000000	
Valuations							
Description	Value			Adjusted Value			
Capital Improved	150,000						
Close							

Valuation Enquiry Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining.

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Year

This field contains the year that the Rateable Value applies to.

Effective Date

This field contains the Date that the Rateable Valuation took effect from.

Correction Number

This field contains the Valuer Generals Correction Number for this Rateable Valuation

Valuer General Number

This field contains the Valuer Generals Number that the Valuation is related to.

Tenancy

This field contains the Valuer Generals Tenancy Number related to this Valuer Generals Number

Year

This field contains the Year that the Valuation of the property was carried out.

Effective Date

This field contains the Date that the Valuation took effect from.

Correction Number

This field contains the Valuer Generals Correction Number for this Valuation

Percentage

This field contains the percentage of the Valuation that is applied to this Assessment. If there is only one Assessment linked to this Valuer General's Number then the percentage will be 100%. If there are multiple Assessments linked to this Valuer General's Number, then the percentages assigned to each of those Assessments must in total add up to 100%

Valuations Description

This field contains the description of the Valuations that are linked to this Assessment.

Value

This field contains the Valuation that applies to this Valuation Type.

Adjusted

(NSW requirement only). The field will not be available unless Postponed Rates has been checked on at the System Parameters Form.

This field contains the Adjusted Value of the Assessment. Adjusted Values are usually related to Postponed Rates and are the Values that will be used to generate Rateable Values that the rates will be calculated on.

Activities Maintenance

Activity Maintenance Form

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

Activities are used to:

- Track the progress of an 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 an Assessment as a certain type of Assessment. (E.g.. Ratepayer is Councillor or other Politician, Ratepayer unlocatable, Direct Debit Assessment, Ratepayer on Arrangements To Pay)
- Qualify an 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)
- Specifically identify an assessment to be included or excluded from a processing run.

Activity Maintenance

Primary Location: 21 Mann Terrace, NORTH ADELAIDE SA 5006 Current

Assessment Number: 15000 2 Current

Activity	Description	Date Added	Next Action Date	Expiry Date	Creation Method
2000/2001	Rates for the Year Ending 30/06/2001	22-Oct-2002			Manual
ARRANGE	Arrangements to Pay facility	23-Feb-2004		23-Feb-2004	System
ARRANGE	Arrangements to Pay facility	23-Feb-2004		22-Oct-2004	System
ARRANGE	Arrangements to Pay facility	26-Nov-2004			System
DIRDEBIT	Direct Debit Facility	11-May-2004		23-Nov-2004	System
DIRDEBIT	Direct Debit Facility	23-Nov-2004			System

Activity Details

Activity: 2000/2001 Rates for the Year Ending 30/06/2001

Date Added: 22-Oct-2002

Next Action Date:

Expiry Date:

Comments:

Insert OK Cancel

Activity Maintenance Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining Activities for.

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the 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 and 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 ratepayer has entered into Arrangements 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 displays 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 displays 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.

Related Assessment Maintenance

Overriding Notice Description

This form gives is provided to enable you to construct your own description. The description can be up to 100 Characters.

Overriding Notice Description Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining the Assessment Status for.

Status

This field contains the status of the Primary Location that the 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 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.

Status

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

- Historic
- Current
- Proposed

Override Notice Description

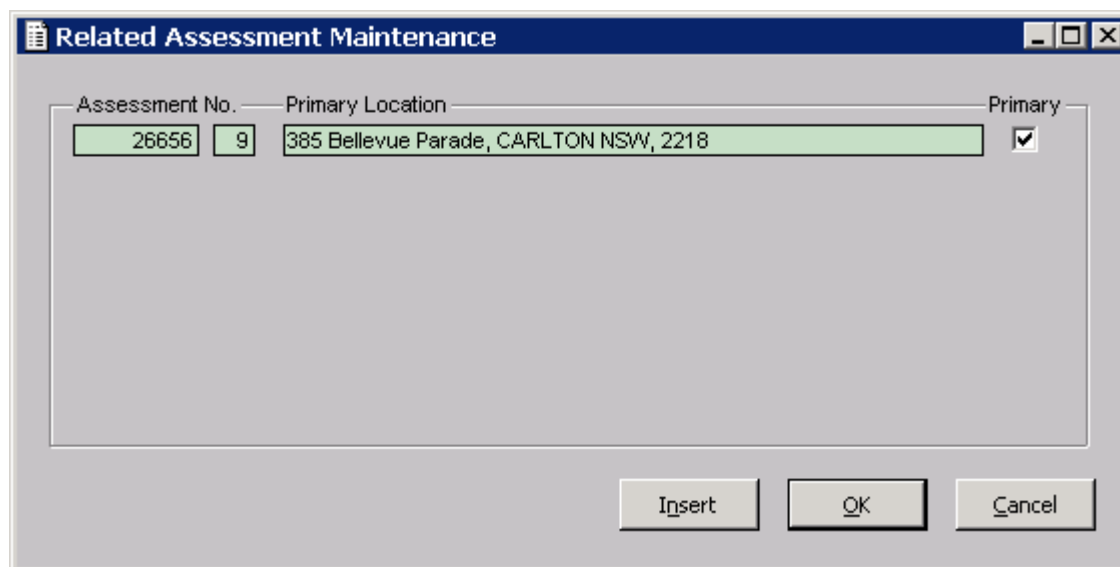
This field contains the Override Notice Description that will appear on any Notices that are produced for this Assessment. If this field is left blank, then the Parcels & Titles will be displayed on the Notices.

Related Assessments Form

This form provides the functionality to link assessments to create Related Assessments. The purpose of this linkage is to create a Group of assessments that will be considered for the purposes of applying Minimum Rates. By setting the Rates System Parameter "Apply Minimum across Related Assessments" on, the calculation of minimum rates will take into consideration any Related Assessments.

If the total rates calculated for all Related Assessments is less than the minimum rate, the minimum rate will be applied to each assessment on a proportionate valuation basis. If the total rates calculated for all Related Assessments is in excess of the minimum rate, all assessments will be rated at valuation only (i.e. no minimum applies).

The Rates Generation detail Report and Rates Prediction detail Report will indicate any rates that have had minimums applied across related Assessments by placing the word "Min" after the amount.



Related Assessments Form

Assessment 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.

Primary Location

This field contains the formatted address of the Primary location of the Related Assessment

Primary

Click on the checkbox adjacent to the Assessment that is to be designated as the Primary Assessment.

Rates Capping History Enquiry

Rates Capping Enquiry Form

This form displays the Capping calculation for a rate type on an assessment and indicates if the rate type has been capped or not.

Primary Location		"BEEHIVE CORNER BUILDING", 6 Rundle Mall, ADELAIDE SA 5001		Current	
Assessment Number		7 5		Current	
Rating Period	Rate Type	Internal Description	Current Rates	Capped Rates	Capped
2004/2005	RUNDLE	RUNDLE MALL LEVY	600.00	720.00	☐

Close

Rates Capping History Enquiry Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment and its status.

Assessment 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.

Rating Period

This field displays the Rating Period for which the capping calculation was performed.

Rate Type

This field displays the Rate Type for which the capping calculation was performed.

Internal Description

This field displays the Internal Description of the Rate Type.

Current Rates

This field displays the amount of Rates that were calculated.

Capped Rates

This field displays the capped amount of rates that were calculated.

Capped

This field indicates if the rates have been capped or not. When checked on the rates have been capped.

Arrangement To Pay Maintenance

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

Primary Location: 385 Bellevue Parade, CARLTON NSW, 2218

Assessment Number: 26656 9

Start Date: 01-Jan-2005

End Date: 31-Dec-2005

Outstanding:

Status: Current

Next Date: 05-Jan-2005

Next Amount: 10.00

Insert Close

Arrangements to Pay Selection Form

Primary Location

This field defaults the formatted address of the Primary location of the Assessment record you are maintaining.

Status

This field defaults the status of the Primary Location that the 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 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.

Status

This field defaults the status of the 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 relevant maintenance screen.

First Occurrence Button

This button will select the first Arrangement.

Previous Button

This button will select the previous Arrangement.

Next Button

This button will select the next Arrangement.

Last Occurrence Button

This button will select the last Arrangement.

List Position

This indicates the number of occurrences selected and the current position in this list. For instance number 2 of 8 selected.

Arrangements to Pay Maintenance Form

This form enables the creation of an Arrangement to Pay facility for Ratepayers. The process records specific arrangements particular to individual ratepayers whom Council may have agreed can make payments outside the usual instalment plan requirements.

Arrangements to Pay Maintenance

Primary Location: 385 Bellevue Parade, CARLTON NSW, 2218
Assessment Number: 26656 9

Schedule Based On: ☒ Date Range ☐ Outstanding Amount
Auto. Re-calculate: ☐
Status: Current

Date From: [] To: []
Frequency: []
Periodic Amount: []
Outstanding Amount: [] Σ
Day of Month: []
Week of Month: (none)
Day of Week: (none)

Schedule Created: []
Next Payment: []

Recovery Groups Archive Schedule OK Cancel

Arrangements to Pay Maintenance Form (Australian mode)

Arrangements to Pay Maintenance

Primary Location: 385 Bellevue Parade, CARLTON NSW, 2218
Assessment Number: 26656 9

Schedule Based On: ☒ Date Range ☐ Outstanding Amount
Status: Current

Recalculation Method: Recalculation
Automatic Payment: ☐
Date From: [] To: []
Frequency: []
Periodic Amount: []
Outstanding Amount: [] Σ
Day of Month: []
Week of Month: (none)
Day of Week: (none)

Schedule Created: []
Next Payment: []

Recovery Groups Archive Schedule OK Cancel

Arrangements to Pay Maintenance Form (New Zealand mode)

Primary Location

This field defaults the formatted address of the Primary location of the Assessment record you are maintaining.

Status

This field defaults the status of the Primary Location that the 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 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.

Status

This field defaults the status of the Assessment 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

Auto Re-calculate

When Bank Format is set to Australia, the Arrangements to Pay displays a checkbox named Auto Recalculate. This field is used by the Arrangement Recalculation process to select Assessments. Arrangements to Pay without this options set will not be recalculated.

Recalculation Method

When Bank Format is set to New Zealand mode the Recalculate Method pull down menu can be set to "Recalculate" or "Fixed". Arrangements with a Fixed re-calculation method will not be recalculated.

Automatic Payment

This check box is only displayed when the Bank Format is set to New Zealand mode. The Auto Payment Check box is used to indicate which Arrangements are Automatic Payments. This check box is set by the Arrangement Import process, or can be set manually. Arrangements without this set will not be Recalculated.

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, dependent on the frequency above.

Outstanding Amount

This field contains the outstanding amount of the assessment.

Auto. Re-calculate

Check the Auto-recalculation flag on if the Arrangement Creation function is to recalculate any additional charges (added to the assessment at a later date) and re-distribute them over the remaining due dates.

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.

Schedule Created

This field contains the date the Arrangement was created. The Date will default to today's date, however this can be changed.

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.

Recovery Groups Button

Press this button to toggle to the Recovery Group Maintenance form.

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.

Arrangements to Pay Schedule Maintenance Form

This form enables the maintenance of an Arrangement to Pay Schedule of dates and amounts that the ratepayer 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.

Arrangements to Pay Schedule Maintenance

Primary Location: 385 Bellevue Parade, CARLTON NSW, 2218 Current

Assessment Number: 26656 9 Current

Date From: 01-Jan-2005 To: 28-Dec-2005 Outstanding Amount:

Due Date	Amount Due	Payment Date	Paid Amount	Balance Due
05-Jan-2005	10.00			10.00
12-Jan-2005	10.00			20.00
19-Jan-2005	10.00			30.00
26-Jan-2005	10.00			40.00
02-Feb-2005	10.00			50.00
09-Feb-2005	10.00			60.00
16-Feb-2005	10.00			70.00
23-Feb-2005	10.00			80.00
02-Mar-2005	10.00			90.00

Letters Refresh Insert Continue Quit

Arrangements to Pay Schedule Maintenance Form

Primary Location

This field defaults the formatted address of the Primary location of the Assessment record you are maintaining.

Status

This field defaults the status of the Primary Location that the 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 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.

Status

This field defaults the status of the 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. Pressing F2 or double clicking on this field will display a calendar that can be used to choose the required date from

Outstanding Amount

This is the Outstanding Amount calculated for an Outstanding Amount type Arrangement.

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.

Letters Button

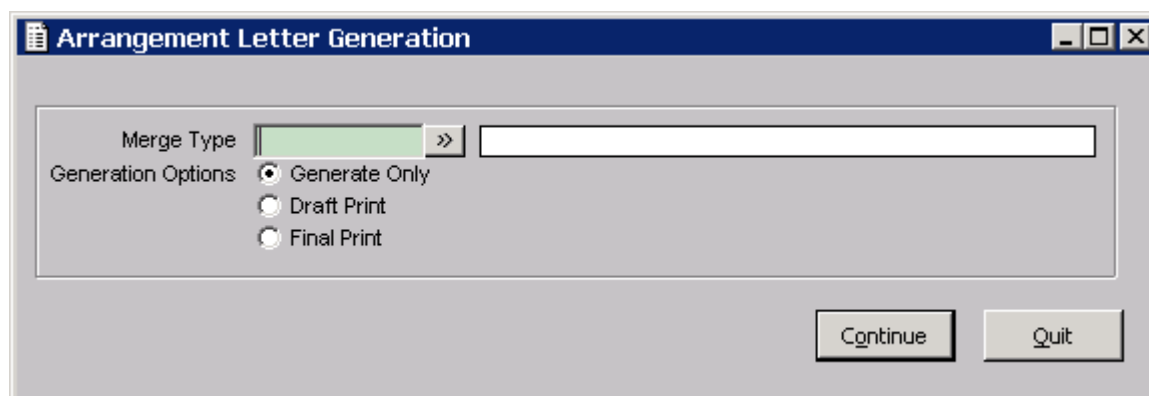
Press this button to send a letter to the ratepayer advising of Arrangement details.

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.

Arrangement Letter Generation

Use this form to generate a letter to the ratepayer providing details of the Arrangement.

The screenshot shows a software window titled "Arrangement Letter Generation". Inside the window, there is a section for "Merge Type" with a dropdown menu and a right-pointing arrow button. Below this is a "Generation Options" section with three radio buttons: "Generate Only" (which is selected), "Draft Print", and "Final Print". At the bottom right of the window are two buttons labeled "Continue" and "Quit".

Arrangement Letter Generation Form

Merge Type

Select the Merge Type from the pop up. The Merge Type must have already been set up in Merge Type Maintenance.

Generate Options

Select whether the letter is to be Generated Only, a Draft Print or Final Print

Direct Debit Maintenance

The functionality is provided for the creation of various Direct Debit Arrangements. Subsequently, a bulk processing function creates a file containing the ratepayer's details and the amount of rates due, (or the amount to be debited on that date) and is passed to the Council's Bank for on processing to the Ratepayer's bank accounts for debiting. This process may be invoked from time to time when rates 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.

Type	Start Date	End Date	Suspended	Status	Next Date	Next Amount
Instalment	02-Feb-2004	30-Jun-2004	☐	Created		

Direct Debit Selection Form

Primary Location

This field defaults to the Formatted Address of the Primary Location of the Assessment Record. This field is not maintainable.

Primary Location - Status

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

Assessment Number

This field defaults the Assessment Number and Check Digit of the Assessment.

Assessment Number – Status

This field defaults the status of the 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 start 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.

First Occurrence Button

This button will select the first Direct Debit schedule.

Previous Button

This button will select the previous Direct Debit schedule.

Next Button

This button will select the next Direct Debit schedule.

Last Occurrence Button

This button will select the last Direct Debit schedule.

List Position

This indicates the number of occurrences selected and the current position in this list. For instance number 2 of 8 selected.

Direct Debit Maintenance Form (Australian mode)

This form enables the creation of various Direct Debit Arrangements. Subsequently, a bulk processing function creates a file containing the ratepayer's details and the amount of rates due, and is passed to the Council's Bank for on processing to the Ratepayer's bank accounts for debiting. This process will be invoked from time to time when rates are due for payment.

A prerequisite 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 (Australian mode)

Primary Location

This field defaults the formatted address of the Primary location of the Assessment record you are maintaining.

Status

This field defaults the status of the Primary Location that the 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 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.

Status

This field defaults the status of the Assessment you are maintaining. This field cannot be maintained on this form. Possible values are:

- Historic
- Current
- Proposed

Status

This field is populated with the current status of the Direct Debit Arrangement. The possible status 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.

Direct Debit Type

Select from the pop up the Direct Debit type. The Direct Debit Types must have already been set up in Direct Debit Type Maintenance parameter before it can be selected.

BSB Code

This field contains the ratepayer's BSB number (Bank & Branch) that the amounts will be paid to.

Account Number

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

Account Title

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

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. This field will automatically populate with either the next date *after* the Last Extraction Date (which is held in System Parameters) or the next due date of the Generation Run selected. Otherwise users may enter their chosen date.

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.

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 assessment.

Frequency

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

- Weekly
- Fortnightly
- Monthly
- Bi-Monthly
- Quarterly
- Half yearly
- Ad-Hoc
- (none)

Periodic Amount

Insert the amount to be debited to the ratepayer's Bank account. If a Scheduled Outstanding Balance Direct Debit is required this amount is not mandatory.

Outstanding Amount

This field is populated with the balance of the assessment 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. This date will be incorporated within the range of dates that the bulk extract process is run.

Week of Month

Select the dropdown to access the week of the month that the Direct Debit Arrangement is to be extracted.

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. 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 re-instate.

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 Maintenance Form (New Zealand mode)

This form enables the creation of various Direct Debit Arrangements. Subsequently, a bulk processing function creates a file containing the ratepayer's details and the amount of rates due, and is passed to the Council's Bank for on processing to the Ratepayer's bank accounts for debiting. This process will be invoked from time to time when rates 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 (New Zealand mode)

Primary Location

This field defaults the formatted address of the Primary location of the Assessment record you are maintaining.

Status

This field defaults the status of the Primary Location that the 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 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.

Status

This field defaults the status of the Assessment you are maintaining. This field cannot be maintained on this form. Possible values are:

- Historic

- Current
- Proposed

Status

This field is populated with the current status of the Direct Debit Arrangement. The possible status 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.

Direct Debit Type

Select from the pop up the Direct Debit type. The Direct Debit Types must have already been set up in Direct Debit Type Maintenance parameter before it can be selected.

Bank Number

This field contains the ratepayer's Bank number that the amounts will be paid to.

Branch Number

This field contains the ratepayer's Branch number that the amounts will be paid to.

Account Number

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

Account Suffix

This field contains the ratepayer's Bank Account Suffix Number 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.

Account Title

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

Payer Particulars

This field is populated from the Direct Debit Parameter Maintenance form under Rates System Parameters. It is used as part of the extract that is sent to the bank.

Payer Code

This field is populated from the Direct Debit Parameter Maintenance form under Rates System Parameters. It is used as part of the extract that is sent to the bank.

Payer Reference

This field is populated from the Direct Debit Parameter Maintenance form under Rates System Parameters. It is used as part of the extract that is sent to the bank. If the Direct Debit format being used is Westpac Deskbank and the Default Payer check box is on under Direct Debit Parameter Maintenance form under Rates System Parameters then this will be the assessment number.

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. This field is mandatory.

****New Zealand Specific****

Where the Start Date entered is less than or equal to the Last Extract to Date, the date will be changed by the system to be the day after. For example let's say the last extract date was 15-Jan-2004 and the start date entered was 10-Jan-2004, the system would change the start date to that of 16-Jan-2004.

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.

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 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. If a Scheduled Outstanding Balance Direct Debit is required this amount is not mandatory.

Outstanding Amount

This field is populated with the balance of the assessment 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. This date will be incorporated within the range of dates that the bulk extract process is run.

Week of Month

Select the dropdown to access the week of the month that the Direct Debit Arrangement is to be extracted.

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. 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 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

Assessment Number: 3 8 Primary Location: Teresa Avenue Coffee House, 5 Teresa Avenue, COLONEL LIGHT GARDE Do Not Amalgamate: ☐

Select All Clear All Continue Quit

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, Nett or Instalment Direct Debit Arrangements.

Due Date	Due Amount	Status
05-Jan-2005	10.00	Created
19-Jan-2005	10.00	Created
02-Feb-2005	10.00	Created
16-Feb-2005	10.00	Created
02-Mar-2005	10.00	Created
16-Mar-2005	10.00	Created
30-Mar-2005	10.00	Created
13-Apr-2005	10.00	Created
27-Apr-2005	10.00	Created
12-Jan-2005	10.00	Created
26-Jan-2005	10.00	Created
09-Feb-2005	10.00	Created
23-Feb-2005	10.00	Created
09-Mar-2005	10.00	Created
23-Mar-2005	10.00	Created
06-Apr-2005	10.00	Created
20-Apr-2005	10.00	Created
04-May-2005	10.00	Created

Direct Debit Schedule Maintenance Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record that you have created the Direct Debit Arrangement for.

Status

This field contains the status of the Primary Location that the 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 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.

This field cannot be maintained from this form.

Status

This field contains the status of the Assessment that you have created the Direct Debit Arrangement.

This field cannot be maintained on this form. Possible values are:

- Historic
- Current
- Proposed

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.

Outstanding Amount

This field will only be displayed when the Direct Debit Schedule is based on an Outstanding Amount. This is the Outstanding Amount calculated for a Direct Debit Schedule.

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 status 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 forwarding on to the ratepayer's bank.
- Update – When the payment process has been passed through receipting and the assessment updated.

Calculate Discount

Online Discount Calculation

This form allows the following for the selected Assessment:

- Grant actual discount on an Assessment after the discount date for that generation run has expired.
- Remove actual discount already granted.

NOTE: The calculation is only applicable to Discount within the Current Rating Period. Previous Period adjustments will still need to be processed via Journals.

NOTE: The ability to access this functionality is secured using the standard Pathway Authorised Function. The User must also be granted authority within Council Maintenance to use the function.

The screenshot shows a software window titled "Online Discount Calculation". Inside, there's a section for "Primary Location" with a text field containing "21/23 Bre Ave, ADELAIDE SA 5000" and a dropdown menu set to "Current". Below that is the "Assessment Number" section with a text field containing "27812" and a small box containing "7", also with a "Current" dropdown. A "Grant/Remove" section has two radio buttons, with "Grant" selected. Further down are fields for "Generation Run ID", "Activity", and "Next Action Date", each with a text input and a right-pointing arrow button. A "Comments" text area is at the bottom of the main form area. At the very bottom of the window are three buttons: "Calculate", "OK", and "Cancel".

Online Discount Calculation

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining.

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Grant/Remove

Click on the appropriate radio button to indicate whether you would like to Grant or Remove the actual discount from the Current Rating Period.

Generation Run ID

Enter the Generation Run in which the original transactions were created.

Activity

Select or enter in an Activity code that you would like to be added to the assessment when the Granting or Removal of actual discount is performed. This is an optional field

Next Action Date

Enter in the Next Action Date you would like to be updated on the Activity added above. Pressing F2 or double clicking on this field displays a calendar that can be used to choose the required date from. This is an optional field

Comments

Enter in the comments you would like to be updated on the comments field of each of the transactions created and the Activity added (if any).

Calculate Button

Select this button to perform the Granting or Removal of actual discount.

Online Discount Calculation Results

This form allows the user to confirm that the generated transactions are correct before they are actually created.

Rate Type	Rate Type Description	Gen Run ID	Discount
RESDISC4	Residential with % Discount, No Rebates and Instal	NS10444	-22.95
RESDISC2	Residential with % Discount, Rebates and Instal	NS10444	-22.95
RESDISC3	Residential with % Discount, Rebates and No Instal	NS10444	-17.65
RESDISC1	Residential with % Discount, No Rebs and No Instal	NS10444	-22.95

Total: -86.50

Continue Quit

Online Discount Calculation Results

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining.

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Rate Type

This field contains the Rate Type Code for which the actual discount has been granted or removed.

Rate Type Description

This field contains the Rate Type Description for which the actual discount has been granted or removed.

Gen Run Id

This field contains the Generation Run Id for which the actual discount has been granted or removed

Discount

This field contains the Amount of actual discount granted or removed

Total

This field contains the Total of actual discount granted or removed

Transaction Maintenance

Transaction Summary Form

This form displays the Transaction Summary for this Assessment and allows the selection of different Rating Period so that the Transactions for that Rating Period may be viewed.

Transaction Summary

Primary Location: 385 Bellevue Parade, CARLTON NSW, 2218
 Assessment Number: 26656 9
 Rating Period: 2004/2005 >> 2004/05 Rates Generation

Transaction Type	Description	Count	Amount	Applied	Balance
GENR	GENERATED RATE	4	5,425.59	3,663.99	1,761.60
GENR-R	Generated Rate Reversal	2	-3,663.99	-3,663.99	0.00

Totals

Count	6	Amount	1,761.60	Applied	0.00	Balance	1,761.60
				Pending	0.00		
				Pending Balance	1,761.60		

Buttons: Rate Type Order, Tran. Date Order, Select, OK, Cancel

Transaction Summary Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining.

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic

- Current
- Proposed

Rating Period

This field contains the Rating Period that the Transaction Summary applies to. Click on the Pop Up to select a Rating Period.

Transaction Type

This field contains the Transaction Type that this line of detail applies to.

Description

This field contains the Transaction Type Description that this line of detail applies to.

Count

This field contains the number of Transactions for this Transaction Type.

Amount

This field contains the total amount of all of the Transactions for this Transaction Type.

Applied

This field contains the amount applied (apportioned) from receipts or journals to reduce the amount outstanding for this Transaction Type.

Balance

This field contains the balance outstanding for this Transaction Type.

Total Count

This field contains the total number of Transactions for all Transaction Types

Total Amount

This field contains the total amount of all Transactions for all Transaction Types.

Total Applied

This field contains the total amount applied for all Transaction Types.

Total Balance

This field contains the total balance outstanding for all Transaction Types.

Pending

This field is populated with the total of all pending transaction current at the time.

Pending Balance

The field is populated with the overall balance of actual transactions and pending transactions.

Transaction Maintenance By Rate Type Form

This form displays the Transactions for the Assessment by Rate Type order

Transaction Maintenance by Rate Type

Primary Location: 385 Bellevue Parade, CARLTON NSW, 2218 Current

Assessment Number: 26656 9 Current

Rating Period: 2004/2005 2004/05 Rates Generation

Rate Type	Transaction Type	Purp./Rcpt.	Tran Date	Transaction Ref.	Disputed	Amount	Applied	Balance
240L	GENR		22-Oct-2004		☐	1,450.00	886.68	563.32
240L	GENR-R		25-Sep-2004	Test Certificates	☐	-886.68	-886.68	0.00
BUS	GENR		22-Oct-2004		☐	3,345.60	2,777.31	568.29
BUS	GENR-R		25-Sep-2004	Test Certificates	☐	-2,777.31	-2,777.31	0.00
FIRE	GENR		01-Jan-2005	Test Certificates	☐	14.88	0.00	14.88

Transaction Type: Receipt No.: Tran Date: Transaction Ref.: Amount: Applied: Balance:

Search Profile

Rate Type: >> Category: >> Transaction Type: >> Paid Status: (All)

Totals

1,761.60	0.00	1,761.60
Pending Discount	0.00	
Other Pending	0.00	
Pending Balance	1,761.60	

Tran. Date Order Apportionment Receipt Pending Detail Search Continue Quit

Transaction Maintenance by Rate Type Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining.

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Rating Period

This field contains the Rating Period that the Transactions apply to.

Rate Type

This field contains the Rate Type that this line of detail applies to.

Transaction Type

This field contains the Transaction Type that this line of detail applies to.

Purpose

This field contains the Purpose of the Transaction. Normally, this would be either blank for Generated Transactions or Adjustment for Journals.

Date

This field contains date that the transaction was entered.

Transaction Ref.

This field contains any reference entered against the Transaction. This can be done via Rates Generation, Supplementaries or Journals.

Double click on the field to zoom the field in order to read the total contents, if necessary.

Disputed

This box indicates if the transaction is disputed.

Amount

This field contains the amount of the Transaction.

Applied

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

Balance

This field contains the balance outstanding for this Transaction

Transaction Type

This field contains the Type of Transaction lodged against this Assessment, such as RCPT for Receipts. By highlighting the field and subsequently double clicking, the Receipt Enquiry form will be provided.

Receipt No

This field contains the Receipt Number issued by the Receipting System.

Date

This field contains the Date that the Receipt was issued.

Transaction Ref.

This field contains the Transaction Reference associated with the receipt.

Amount

This field contains the receipted amount.

Applied

This field contains the Amount of the Receipt that was applied to the Assessment.

Balance

This field is populated with the balance of the particular transaction.

Search Profile - Rate Type

This field contains the Rate Type that this line of detail applies to. Click the Pop Up button to select a Rate Type to search for.

Search Profile - Category

This field contains the Rate Type that this line of detail applies to. Click the Pop Up button to select a Rate Category to search for.

Search Profile - Transaction Type

This field contains the Transaction Type that this line of detail applies to. Click the Pop Up button to select a Transaction Type to search for.

Paid Status

Select a Paid Status from the list to search for.

Totals - Amount

This field contains the Total amount of transactions for the selection

Totals - Applied

This field contains the Total amount applied to reduce the balance (via receipts or journals) for this selection

Totals - Balance

This field contains the Total Balance outstanding for this selection

Totals - Pending Discount

This field contains the amount of discount still available for this selection

Totals - Other Pending

This field contains the Total of all other Pending Amounts such as Fines/Interest, Discounts and Rebates.

Totals - Pending Balance

This field contains the Balance pending after available discount and other pending amounts have been considered.

Tran. Date Order Button

Click on this button to go to the Transaction Enquiry by Transaction date screen.

Apportionment Button

Click on this button to go to the Transaction Apportionment Enquiry screen.

Receipt Button

Highlight the receipt transaction and click on the Receipt Button to access the Receipt Enquiry form for further information on the transaction.

Note: This button will only be available if receipt transactions are present and the receipt transaction is highlighted.

Detail Button

Highlight the transaction and click on the Detail Button to access the Transaction detail form for further information on the transaction.

Note: this button will only be available if transactions are present and the transaction is highlighted.

Pending Button

Click on this button to access the Pending Transactions Enquiry Screen.

Transaction Enquiry By Transaction Date Form

This form displays the Transactions for the Assessment by Transaction Date order

The facility is provided to view the transactions in apportionment mode or without apportionment (Daily Balance) mode.

Transaction Enquiry by Transaction Date

Primary Location: 385 Bellevue Parade, CARLTON NSW, 2218 Current

Assessment Number: 26656 9 Current

Rating Period: 2004/2005 2004/05 Rates Generation

Rate Type	Tran Type	Purp./Rcpt. No.	Tran Date	Transaction Ref.	Disputed	Amount	Applied	Balance
RES	GENR		02-Sep-2004	Test Certificates	☐	615.11	0.00	615.11
240L	GENR-R		25-Sep-2004	Test Certificates	☐	-886.68	-886.68	615.11
BUS	GENR-R		25-Sep-2004	Test Certificates	☐	-2,777.31	-2,777.31	615.11
BUS	GENR		22-Oct-2004		☐	3,345.60	2,777.31	1,183.40
240L	GENR		22-Oct-2004		☐	1,450.00	886.68	1,746.72
FIRE	GENR		01-Jan-2005	Test Certificates	☐	14.88	0.00	1,761.60

Totals

1,761.60	0.00	1,761.60
Pending Discount		0.00
Other Pending		0.00
Pending Balance		1,761.60

Transaction Enquiry by Transaction Date Form

Transaction Daily Balance Enquiry

Primary Location: 385 Bellevue Parade, CARLTON NSW, 2218 Current

Assessment Number: 26656 9 Current

Rating Period: 2004/2005 2004/05 Rates Generation

Rate Type	Tran Type	Purp./Rcpt. No.	Tran Date	Transaction Ref.	Disputed	Amount	Applied	Balance
BUS	GENR		22-Oct-2004		☐	3,345.60		3,345.60
240L	GENR		22-Oct-2004		☐	1,450.00		4,795.60
RES	GENR		02-Sep-2004	Test Certificates	☐	615.11		5,410.71
240L	GENR-R		25-Sep-2004	Test Certificates	☐	-886.68		4,524.03
BUS	GENR-R		25-Sep-2004	Test Certificates	☐	-2,777.31		1,746.72
FIRE	GENR		01-Jan-2005	Test Certificates	☐	14.88		1,761.60

Totals

1,761.60	0.00	1,761.60
Pending Discount		0.00
Other Pending		0.00
Pending Balance		1,761.60

Transaction Daily Balance Enquiry Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining.

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Rating Period

This field contains the Rating Period that the Transactions apply to.

Rate Type

This field contains the Rate Type that this line of detail applies to.

Transaction

This field contains the Transaction Type that this line of detail applies to.

Purp./Rcpt. No.

This field contains the Purpose of the Transaction if the Transaction is other than a Receipt or the Receipt Number if the transaction is a Receipt.

Date

This field contains date that the transaction was entered.

Transaction Ref.

This field contains any reference entered against the Transaction. This can be done via journals or generating rates.

Double click on the field to zoom the field in order to read the total contents, if necessary.

Dispute

This field displays the Disputed status of the transaction. This field cannot be maintained on this form. Clicking on this field will navigate to the Transaction Detail form.

Amount

This field contains the amount of the Transaction.

Applied

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

Note: This field will not be available in "Daily Balance" mode.

Balance

This field contains the balance outstanding for this Transaction. It shows the 'running balance', accumulating the balance of one transaction to the next. The balance of a transaction, in this form, is the amount of the transaction less any amount not apportioned to/from another transaction. So in the case of a receipt that has been fully apportioned to a debt, the balance on this screen will not change from that receipt to the next transaction (NB. the balance of the debt transaction apportioned to by the receipt likewise considers the apportionment made by that receipt).

Total Amount

This field contains the Total amount of transactions for the selection

Total Applied

This field contains the Total amount applied to reduce the balance (via receipts or journals) for this selection

Total Balance

This field contains the Total Balance outstanding for this selection

Pending Discount

This field contains the amount of discount still available for this selection

Other Pending

This field contains the Total of other Pending transaction for the assessment, e.g.. Interest/Fines, Discounts and Rebates.

Pending Balance

This field contains the Balance pending for this assessment after available pending discount, fines/interest, rebates.

Transaction Date/Daily Balance Button

Click on this button to alternate the mode to view the transaction.

Transaction date mode will present the transaction details after apportionment.

Daily Balance Mode will present the transaction details prior to apportionment.

Apportionment Button

Click on this button to go to the Transaction Apportionment Enquiry screen.

Receipt Button

Highlight the receipt transaction and click on the Receipt Button to access the Receipt Enquiry form for further information on the transaction.

Note: This button will only be available if receipt transactions are present and the receipt transaction is highlighted.

Pending Button

Click on this button to access the Pending Transaction Enquiry Screen

Detail Button

Highlight the transaction and click on the Detail Button to access the Transaction detail form for further information on the transaction.

Note: This button will only be available if transactions are present and the transaction is highlighted.

Pending Transactions Enquiry Form

This form provides the facility to enquiry on all pending transaction that exist on the assessment at that time.

Pending Transaction Enquiry

Primary Location: 385 Bellevue Parade, CARLTON NSW, 2218 Current

Assessment Number: 26656 9 Current

Rating Period: 2004/2005 2004/05 Rates Generation

Rate Type	Transaction Type - Purpose	Date	Transaction Ref.	Amount	Applied	Balance
RES	FINC-D	03-Nov-2004		1.30	0.00	1.30
240L	FINC-D	03-Nov-2004		1.19	0.00	1.19
BUS	FINC-D	03-Nov-2004		1.20	0.00	1.20

Totals

3.69 0.00 3.69

Apportionment Detail Quit

Pending Transaction Enquiry Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining.

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Rating Period

This field contains the Rating Period that the Transactions apply to.

Rate Type

This field contains the Rate Type that this line of detail applies to.

Transaction Type

This field contains the Transaction Type that this line of detail applies to.

Date

This field contains date that the transaction was entered.

Transaction Reference

This field contains any reference entered against the Transaction. This can be done via journals or generating rates.

Double click on the field to zoom the field in order to read the total contents, if necessary.

Amount

This field contains the amount of the Transaction.

Applied

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

Balance

This field contains the balance outstanding for this Transaction.

Totals

These fields contain the respective totals for the amount column, the applied column and the balance column.

Apportionment Button

Click on the Apportionment Button to access the Transaction Apportionment Enquiry Screen.

Transaction Detail Form

The form displays the details related to the selected Transaction.

Primary Location	34/1 Supplementary Street, Wayville SA 5034		Current
Assessment Number	30573	9	Current
Rating Period	2004/2005 2004/05 Rates Generation		
Rate Type	NOBASE02	NOBASE MOTAT TIERS - related to NOBASE01	Tier Number 1
Category	GEN	General Rates	
Transaction Type	GENR	GENERATED RATE	
Group	Rate		
Generation Run	2004/2005	General Rates 2004/2005	
Supp Rate Notice Gen Run			
Instalment Number		Due Date	
Purpose	Levied	Quantity	100,000.00000
Transaction Ref.		Rate	0.00010000
Reason		Consumption	
Disputed	☐	Late Levy Period	
Transaction Date	01-Jul-2004	Amount	10.00
Posting Date	27-Nov-2006 08:10:20	Tax Amount	0.91
Pay by Date	31-Dec-2006	Amount Net Tax	9.09
Comments		Apportioned	0.00
		Paid	0.00
		Balance	10.00

Apportionment Continue Quit

Transaction Detail Form

Transaction Detail			
Primary Location	12 Mavis Street, ADELAIDE SA 5000		Current
Assessment Number	26380	6	Current
Rating Period	2004/2005	2004/05 Rates Generation	
Rate Type	WYONG RES	Wyong Residential	
Category	GEN	General Rates	
Transaction Type	REBG-D	Pending Government Rebate	
Group	Rebate		
Generation Run	2004RAPB	2004/2005 Annual Rates (NSW) PB	
Supp Rate Notice Gen Run			
Instalment Number		Due Date	
Purpose	Levied	Quantity	
Transaction Ref.		Rate	
Reason		Consumption	
		Late Levy Period	
		Amount	-154.57
		Tax Amount	
		Amount Net Tax	-154.57
		Apportioned	-154.57
		Paid	0.00
		Balance	0.00
Transaction Date	01-Jul-2004		
Posting Date	30-Sep-2004 09:12:26	Pay by Date	31-Aug-2004
Comments			
Apportionment Continue Quit			

Transaction Detail Form for Pending Rebate

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining.

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Rating Period

This field contains the Rating Period that the Transaction applies to.

Rate Type

This field contains the Rate Type that this Transaction applies to.

Tier Number

This field only displays where the 'Tiered Rating Method' parameter is set to 'No Base Amount' and the selected transaction has been created with a Tier Number. Where the Tier Number has been populated and the Transaction has been generated by a Batch Process (such as Rates Generation) the Quantity and Rate fields will also be populated.

Rate Category

This field contains the Rate Category for the Rate Type that this Transaction applies to.

Transaction Type

This field contains the Transaction Type that this line of detail applies to.

Transaction Group

This field contains the Transaction Group that the Transaction belongs to.

Generation Run

This field contains the Generation Run that the Transaction applies to.

Supplementary Rate Notice Generation Run

This field indicates the Generation Run that the transaction applied to, and that the transaction will be included within any Supplementary Rate Notices that may be run

Supp Rate From Date

This field shows the 'To' date of the Rate Type being viewed. This field is only displayed when the transaction is a Supplementary Rates transaction.

Supp Rate To Date

This field shows the 'From' date of the Rate Type being viewed. This field is only displayed when the transaction is a Supplementary Rates transaction.

Instalment Number

This field indicates the Instalment Number that the transaction has been specifically directed to.

Due Date

This field indicates the Due Date of the Instalment.

Quantity

Required For Water Billing transactions. Shows the amount of water billed by this transaction only.

Rate

This field contains the rate per kilolitre used to calculate the Water rates in Water Billing Transactions.

Purpose

This field contains the Purpose of the Transaction.

Consumption

Required for Water Billing transactions. Shows the total of all consumption of water from the meter that was billed at the same time as this transaction.

Transaction Reference

This field contains any reference entered against the Transaction. Double click on the field to zoom the field in order to read the total contents, if necessary.

Reason

This field contains the Reason Code and Reason Description used when entering the transaction details.

Late Levy Period**Receipt Number****Rebate Capped**

This check box is set on if the maximum rebate for the rebate type has been applied.

Amount

This field contains the amount of the Transaction.

For a Water Billing assessment that has had a minimum applied this field will display the total amount of the transaction. In this case multiplying the Quantity by the Rate will not result in the Amount. The difference will be the minimum charge applied.

Claim Amount / Notice Amount

When this field is labelled Claim Amount it displays the amount to be used in the rebate claim if the assessment is paid and the pending rebate transaction (REBG-D) is converted to a rebate transaction (REBG). This field is not displayed if the maximum rebate has been used. This field is only displayed for pending rebate and pending discount transactions. The Claim Amount is different to the amount in the Amount field and is only used for the rebate claim. This field is not displayed if there is no discount associated with the rate type.

When this field is labelled Notice Amount it displays the amount that was used on the notice as the amount of pending rebate transaction (REBG-D). This field is only displayed for rebate and discount transactions. The Notice Amount is different to the amount in the Amount field and is only used as the record of the amount sent out on the notice.

This field is specially used by Western Australia.

Rebate Claimed

This flag will be checked on if the rebates applicable to this assessment have been claimed. If the flag is subsequently checked off, the rebate claim process may be re-run for this particular assessment.

Tax Amount

This field displays the tax component of the transaction.

Amount Net Tax

This field displays the amount value minus the tax amount.

Raised for Period

NSW requirement only.

This is the Rating period that the Postponed transaction is linked to.

This field will not be available unless Postponed rates has been clicked on at the System Parameters, and the transaction type is a FINP or FINP-P

Apportioned

This field displays the amount that is deemed as apportioned to this transaction.

Disputed

This field displays if the transaction is currently disputed. Clicking in this field will navigate to the Dispute Detail Enquiry form.

Transaction Date

This field contains date that the effective date of the transaction.

Paid

This field contains any amount paid against this debt.

Posting Date

This field contains date that the transaction was entered into the system.

Balance

This field contains the balance outstanding for this Transaction

Pay By Date

This field contains date that the transaction is due to be paid by

Comments

This field contains the Narrative concerning the transactions that would have been entered during Journal entry.

Dispute Detail Button

Click on this button to go to the Dispute Detail Enquiry form.

Apportionment Button

Click on this button to go to the Transaction Apportionment Enquiry screen.

Transaction Apportionment Enquiry Form

This form enables you to enquire on the Apportionment of each receipt transaction. This will allow you to ascertain how much is outstanding following the apportionment of the receipt transaction after journals etc and taking into account the Payment Sequences you have set up.

Transaction Type	Rate Type	Amount	Apportioned	Balance
GENR	240L	1,450.00	886.68	563.32

Transaction Type	Receipt Number	Amount	Apportioned	Balance
GENR-R		-886.68	-886.68	0.00

Transaction Apportionment Enquiry Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining.

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current

- Proposed

Rating Period

This field contains the Rating Period that the Transactions apply to.

Transaction Type

This field contains the Transaction Type that this line of detail applies to.

Receipt Number

This field contains the Receipt Number related to the Transaction.

Amount

This field contains the amount of the Transaction.

Apportioned

This field contains the amount apportioned to the Transaction from receipts or journals.

Balance

This field contains the Balance outstanding for this Transaction.

Transaction Type

This field contains the Transaction Type used for this apportionment record, e.g.. RCPT.

Rate Type

This field is populated with the rate type that the transaction is associated with.

Amount

This field contains the amount receipted.

Apportioned

This field contains the amount of the receipt that was apportioned to this debt.

Balance

This field contains the balance outstanding for the apportionment record.

Transaction Detail Form

This form displays Receipt details.

Transaction Detail			
Primary Location	351 Bellevue Parade, CARLTON NSW, 2218		Current
Assessment Number	25831	9	Current
Rating Period	2004/2005 2004/05 Rates Generation		
Receipt Number	1999413553		
Transaction Type	RCPT-R	Receipt Reversal	
Group	Receipt		
Transaction Date	16-Nov-2004	Amount	10.00
Posting Date	16-Nov-2004 09:50:36	Apportioned	0.00
		Paid	10.00
		Balance	0.00
Comments	testing reversal - water		
Apportionment		Continue	Quit

Transaction Detail Form

Primary Location

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

Assessment 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.

Rating Period

This field displays the Rating Period that the transaction belongs to.

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.

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.

Balance

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

Comments

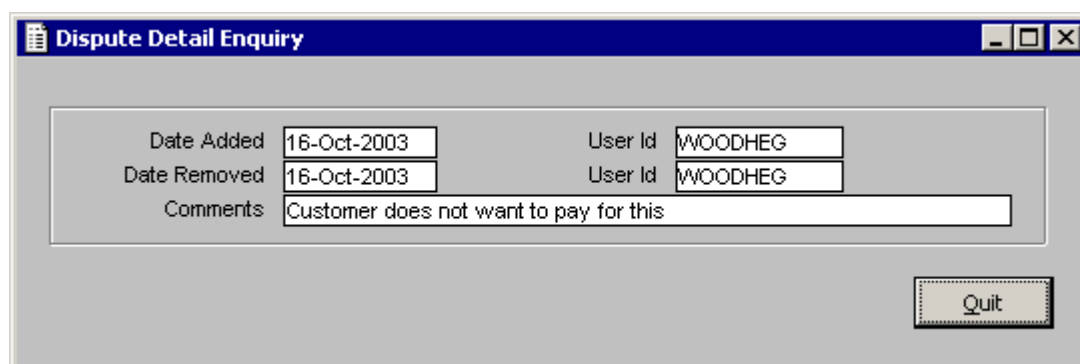
This field displays a comment, which may have been entered during the receipt process.

Apportionment Button

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

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 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.

Transaction Summary History Form

This form displays transaction history based on 3 financial periods. The Current Rating Period will be displayed as the first rating period, followed by the previous 2 rating periods. Selection of a new Rating Period from the Transaction Summary History screen will re-display the transactions for this and the previous 2 periods.

NOTE – the transaction breakdown fields displayed on this form will be conditioned by the Rate System Parameter – Summary Screen In Use.

Transaction Summary History

Primary Location: 5 Alex Avenue, ADELAIDE SA 5000 Current

Assessment Number: 24131 5 Current

Rating Period: 2002/03 >> 2002/03 first generation

Transaction	2002/03	2001/02	2001A
Arrears/P Period	3,330.00	0.00	0.00
Deferred	0.00	0.00	0.00
Current	3,560.00	0.00	0.00
Interest	46.23	0.00	0.00
Others	0.00	0.00	0.00
Rebates	-250.00	0.00	0.00
Sub Total	6,686.23	0.00	0.00
Payments	-680.00	0.00	0.00
Refunds	0.00	0.00	0.00
Discount	0.00	0.00	0.00
Balance	6,006.23	0.00	0.00
Pending Rebates	0.00	0.00	0.00
Pending Discount	0.00	0.00	0.00
Pending Interest/Other	0.00	0.00	0.00
Pending Balance	6,006.23	0.00	0.00
Unposted	0.00	0.00	0.00

History Compare Postponed Rates Cancel

Transaction Summary History Form in Format A

Transaction Summary History

Primary Location: 5 Alex Avenue, ADELAIDE SA 5000 Current

Assessment Number: 24131 5 Current

Rating Period: 2002/03 >> 2002/03 first generation

Transaction	2002/03	2001/02	2001A
Arrears	3,285.00	0.00	0.00
Arrears Fines	30.00	0.00	0.00
Current	3,560.00	0.00	0.00
Current Adjustments	0.00	0.00	0.00
Previous Period Rates	15.00	0.00	0.00
Interest	46.23	0.00	0.00
Legal Fees	0.00	0.00	0.00
Small Balance	0.00	0.00	0.00
Rebates	-250.00	0.00	0.00
Sub Total	6,686.23	0.00	0.00
Payments	-680.00	0.00	0.00
Refunds	0.00	0.00	0.00
Discount	0.00	0.00	0.00
Balance	6,006.23	0.00	0.00
Pending Discount	0.00	0.00	0.00
Pending Interest	0.00	0.00	0.00
Pending Balance	6,006.23	0.00	0.00
Unposted	0.00	0.00	0.00

History Compare Postponed Rates Cancel

Transaction Summary History Form in Format B

Primary Location

This field contains the formatted address of the Primary location of the Assessment and the status of the Primary Location. This field is not maintainable from this form. Possible status values are:

- Historic
- Current
- Proposed

Assessment 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.

Rating Period

This field displays the Selected Rating Period and defaults to the current Rating Period. Previous Rating Periods can also be selected then the transactions from the previous two Rating Periods will also be displayed.

Transaction

These fields display the Financial Summary information displayed on the Assessment Summary form but for three rating periods.

History Compare Button

Pressing this button navigates to the Rates History Comparison Enquiry form.

Postponed Button

Pressing this button navigates to the Postponed Rates History Form.

Rates History Comparison Enquiry Form

This form displays a breakdown of rateable valuation, percentage change in rateable valuation, amount of rates generated, percentage change in amount of rates generated per rating period per rate type. Items are displayed in descending order.

Rating Period	Rateable Valuation	% Change	Rate Type	Generated Rates	% Change
2003/2004			301-Garbage Charge KT	275.00	
	15,000		401-Rural Residential Rate KT	250.00	
	15,000	0.00	gw general rate	183.30	100.00
			Garbage Bin	41.10	99.90
2002/2003	15,000		gw general rate	91.65	
			Garbage Bin	20.56	

Rates History Comparison Enquiry form

Primary Location

This field contains the formatted address of the Primary location of the Assessment and the status of the Primary Location. These fields are not maintainable from this form. Possible status values are:

- Historic
- Current
- Proposed

Assessment 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.

Rating Period

This field displays the rating period for the rateable Valuation and generated rates.

Rateable Valuation

This field displays the rateable valuation for the rating period.

% Change

This field calculates the percentage change between the rateable valuations in this rating period compared to the previous rating period. A negative number indicates a decrease.

Rate Type

This field displays the rate type description.

Generated Rates

This field displays the amount of rates generated for the rate type in the rating period.

% Change

This field calculates the percentage change between the rates generated for the rate type in this rating period compared to the rates generated for the rate type in the previous rating period. A negative number indicates a decrease.

Postponed Rates History Form

This form displays a breakdown of Postponed Rate details, by Rating Period. This will show the assessment history for postponed levy and interest amounts.

Rating Period	Rate Type Description	Valuation	Levy	Interest
2001/02	ORDINARY/GENERAL RATE		1,034.50	129.52
2002/2003	ORDINARY/GENERAL RATE		1,979.00	245.77
2003/2004	ORDINARY/GENERAL RATE		1,979.00	245.77
2004/2005	ORDINARY/GENERAL RATE		1,979.00	245.77

Postponed Rates History Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment and the status of the Primary Location. These fields are not maintainable from this form. Possible status values are:

- Historic
- Current
- Proposed

Assessment 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.

Rating Period

This field displays the rating period for the transactions and valuation.

Rate Type Description

This field displays the rate type description on the assessment that has been used to generate the Postponed Rates.

Valuation

This field displays the Adjusted Valuation amount.

Levy

This field displays the amount of the Postponed Rate generated.

Interest

This field displays the amount of Interest / Fines generated on the Postponed Rate.

Calculate Fines/Interest

On-line Interest Generation Form

This Form provides the function to calculate fines/interest on-line.

The requirements prior to performing this process are that:-

Parameters will have been established on the System Parameters Form.

All relevant Rate Types will have the Fineable check box checked on where appropriate.

All transaction types that are to be included in the fines generation will have the fineable check box ticked on where appropriate.

The calculation may be performed having entered via the Assessment Enquiry or Assessment Maintenance. However, the ability to generate (and subsequently update) will only be available in Assessment Maintenance mode.

Taking the "Calculate" Button effects the Calculations. The resulting figures may then be accepted by taking the "Generate" Button. However, the figures will not be updated to the assessment until the "OK" button is selected. If a council wishes, this provides the opportunity to calculate (model) fines/interest over a number of scenarios but only update the file if required.

Pending fines may also be calculated. The parameter at the System Parameters must be set accordingly and the check box on this form needs to check on.

Online Interest Generation

Primary Location: 116 Water Billing Boulevard, Eastwood SA 5063
 Assessment Number: 23762 7

Description	Arrears	Current	Arrears Interest	Current Interest	Other	Payments	Balance
General Rates	1,979.00		245.77			0.00	2,224.77

Totals

Owed	2,224.77
Payments	-1,379.22
Refunds	
Small Balance Adj.	
Current Balance	845.55
Overpayment	-1,379.22
Proposed Balance	

Interest

Interest	Last Calculated	Calculated	Postp'd Calculated	Grand Total
Current				
Current Arrears				
Arrears				
Total				

Calculate Interest Transactions To: 03-Nov-2004
 Number of Grace Days: 5

Current ☒ Instalment Date: 30-Sep-2004
 Current Arrears ☒
 Arrears ☒
 Postponed ☒ Create Pending Interest ☐
 Apply Generation Run Last Arrears Interest Date ☐

Buttons: Calculate, Tran. Types, OK, Cancel

On-line Interest Generation Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining.

Status

This field contains the status of the Primary Location that the 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 Assessment Number that has been automatically allocated when the Assessment was created.

The one-digit check digit number 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.

Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Description

This field displays the Rate Type description.

Arrears

This field contains the Arrears Amount associated with this Rate Type.

Current

This field contains the Current Amount associated with this Rate Type.

Arrears Interest

This field contains the Arrears Interest for this Rate Type.

Current Interest

This field contains the Current Interest for this Rate Type.

Other

This field contains other charges associated with this Rate Type, e.g.. Legal.

Payments

This field contains any amounts paid against this Rate Type.

Balance

This field contains the Amount Outstanding for this Rate Type.

Totals - Owed

This field contains the Total Amount owed on this assessment.

Totals - Payments

This field contains the Total Payments made against the Total Owed.

Totals - Refunds

This field contains any Refunds issued against this assessment.

Totals - Small Balance Adjustment

This field contains any Small Balance Adjustments made to this assessment.

Totals - Current Balance

This field contains the Total Amount Outstanding against this assessment.

Totals - Overpayments

This field contains any Overpayment Amounts made to this assessment.

Totals - Proposed Balance

This field contains the Proposed Balance for this assessment incorporating the on-line calculated fines should they be accepted.

Interest – Last Calculated – Current

This field displays the date that Current Fines/Interest were last calculated to.

Interest - Last Calculated – Current Arrears

This field displays the date that Current Arrears Fines/Interest were last calculated to.

Interest - Last Calculated - Arrears

This field displays the date that Arrears Fines/Interest were last calculated to.

Interest - Calculated - Current

The field displays the Current fines/interest calculated but not yet generated.

Interest - Calculated – Current Arrears

The field displays the Current Arrears fines/interest calculated but not yet generated.

Interest - Calculated - Arrears

The field displays the Arrears fines/interest calculated but not yet generated.

Interest – Calculated – Total

This field displays the total Fines/Interest calculated but not yet generated.

Interest - Postponed Calculated - Current

NSW requirement only. This field will not be available unless Postponed Rates has been checked on at the System Parameters.

This field displays the amount of Current interest/fines calculated against Postponed rates.

Interest - Postponed Calculated - Arrears

NSW Requirement only. This field will not be available unless Postponed rates are checked on at the System Parameters.

Interest – Postponed Calculated Total

NSW requirement only. This field will not be available unless Postponed Rates is checked on at the System Parameters.

Grand Total

This field contains the Grand total of Fines/Interest calculated but not yet generated.

Calculated Interest Transactions to Date

Enter the date that fines/interest will be calculated to. The system will default the current date in this field. With the parameter set to rate “Daily”, this is the date that fines will be calculated to.

Number of Days to Consider

This field is only available if the “Allow nomination of Number of Days” is on under Interest parameter Maintenance. It allows for the actual number of days of interest to be nominated.

Calculate Interest Transactions – Current

Tick the check box on if Current Fines are to be calculated. Insert a date in the Instalment date field that will be the latest Instalment to be unpaid.

The instalment date field will not be maintainable if the check box has not been clicked on.

If instalments are not in place on the assessments, the current date may be inserted.

Calculate Interest Transactions – Current Arrears

Tick the check box on if Current Arrears Fines are to be calculated. Insert a date in the Instalment date field that will be the latest instalment that has current fines attaching.

Example:-

Rates generated 15/8/99 with instalments due 1/9/99, 1/12/99, 1/3/2000, 1/6/2000

No payments have been received to date.

Fines/interest generation run say 30/9/99 will have a Current Instalment date of 1/9/99

Fines run say 31/12/99 will have a Current Instalment date of 1/12/99 and a Current Arrears Instalment date of 1/9/99

Calculate Interest Transactions – Arrears

Check on the check box if arrears interest/fines are to be calculated.

Calculate Interest Transactions – Postponed

Check on the check box if postponed interest/fines is to be calculated.

The Check box will default as ticked on if Postponed rates have been ticked on at the System Parameters Form.

Calculate Interest Transactions – Create Pending Fines

Check on the check box if it is required that the fines and created as Pending Transactions.

Note: This facility will not be available unless the “Calculate Pending Fines for Rates” parameter has been check on at the System Parameters level.

Apply Generation Run Last Arrears Interest Date

This field is only available if the relevant Application’s system parameter has been turned on, and the “Generate Interest Transactions - Arrears” checkbox has been selected. For a Special Rates and Charges assessment the Generate Interest Transactions – Current must be checked on.

For Rates and Water assessments, if this field is selected, Arrears Fines (and postponed Arrears Fines, if relevant) will be calculated starting from (as a default) the Last Arrears Fine Date that is present on the given Generation Run of the debt being fined.

For Special Rates and Charges assessments Current Fines will be calculated from (as a default) the Last Current Interest Date.

Note: For Rates and Water assessments, if the Last Arrears Fine Date on the given Generation Run is null or later than the start date of the Current Rating Period, then Arrears Fines will *not* be calculated from a date in the prior period. For Special Rates and Charges assessments if the Last Current Fine Date on the given Generation Run is null or later than the start date of the Current Rating Period, then Arrears Fines will *not* be calculated from a date in the prior period.

Calculate Button

Select the Calculate Button to instigate the calculation process.

Transaction Types Button

Generate Button

Select the Generate Button to generate the fine transactions. This process will accumulate the fine transactions and be recorded against the proposed balance BUT will not update the assessment until the “OK” is selected.

The Generate Button will not be available until the Calculation has been performed. It will also not be available if access to this function has been via Assessment Enquiry (rather than Assessment maintenance)

Rates/Debtors Allocation Line Maintenance Form

In Receipt Entry Process, when the Application code is entered and the Add button taken, the Allocation Line Maintenance Form will be presented.

Similarly, if the drill out button alongside the allocation line is taken, the Form will be provided.

The Form provides the ability to:

- Search for the Rates Assessment or Debtor number required by accessing the Assessment Search Profile via the Pop up button. Once the Assessment or Debtor has been selected, the assessment number field and the Description field will be populated with details. The amount field will be populated with the balance of the Rates Assessment, Debtor or invoice number.
- IF a property has a number of assessments, highlight those required and select them. The assessment details will be populated to the Receipt Entry Form.
- Alternatively, by entering the Assessment/Debtor number and tabbing out of the field, the assessment/debtor number will be validated, and if matched, the description and the amount fields will be populated.

- If an Assessment Number or Debtor Number has been selected with the relevant fields being populated, and you wish to change the assessment number, detail out on the pop-up and select the required assessment. The assessment number will be changed to the new number together with the description however; the amount will not be changed. If you require to amend the amount, highlight and delete the amount and tab through the field, the amount will be refreshed with the balance from the newly selected assessment.

Rates Allocation Line Maintenance

Allocation Reference

Assessment Number **22800** **7** >> 5 Cole Street, Yarabee VIC 3100

Allocation Qualifier

Allocation Amount

Amount **19852.95**

Dispute Continue Quit

Rates Allocation Line Maintenance

Assessment Number

Search for the Assessment or Debtor number required by accessing the Assessment Search Profile via the Pop up button. Once the Assessment or Debtor has been selected, the assessment field and the description field will populate with the details.

Alternatively, by entering the assessment number and tabbing out of the field, the assessment number will be validated, and if matched, the description field will be populated. In Debtors Allocation Line Maintenance, tab out of the field to the Invoice field to take account of any invoice data entered, following which the details will be populated to the description field and the amount field.

Amount

Enter in the amount that is being paid. Alternatively, this field will be populated with the balance of the assessment, the balance of the Debtor and/or the balance of a specific invoice.

On taking the "continue:" button, the amount will be populated to the Receipt Entry Screen and can be amended there if required.

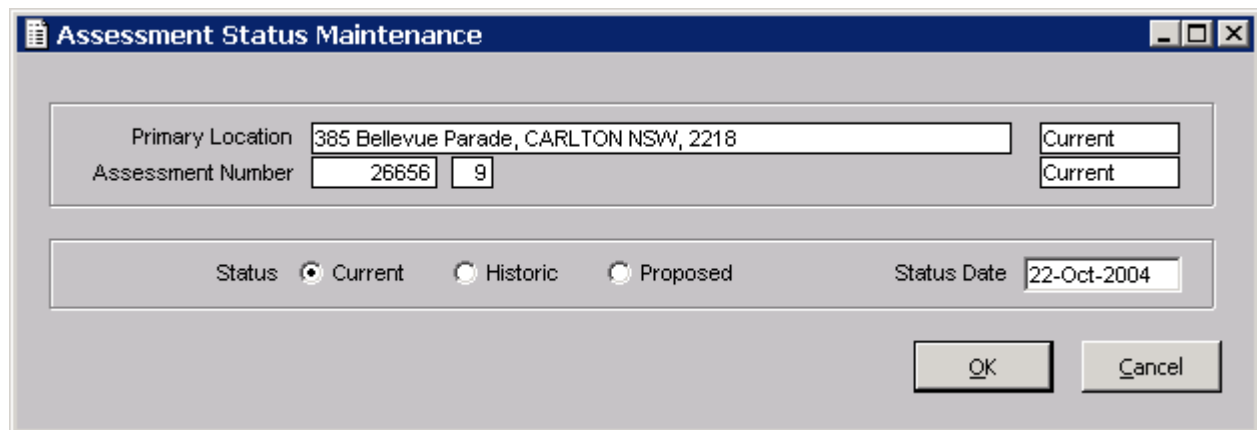
Dispute Button

Press this button to change the Disputed flag on a transaction.

Assessment Status

Assessment Status Form

This form enables the maintenance of an Assessment Status.



Assessment Status Maintenance Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining the Assessment Status for.

Status

This field contains the status of the Primary Location that the 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 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.

Status

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

- Historic
- Current
- Proposed

Status

This field contains the Status of the Assessment. 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

Rental Analysis Maintenance

Rental Analysis Maintenance Form

This screen is the first of three screens that allow maintenance of a Rental Record for a given Assessment and Rating Period.

The Rental Record is split into two functional parts: the Rental Analysis part and the Rental Assessment part.

Only one Rental Record for each Assessment and Rating Period can exist.

A Rental Record is termed 'Proposed' if it is for the Next Rating Period: in this case all fields on the Rental Record are maintainable. A record for the Current Rating Period is termed 'Current': it is this record that has determined the current Valuation. All other records for past Rating Periods are termed 'Historic'.

Note that Current and Historic records are not maintainable through the Rental Analysis screen. The Rental Assessment screen will allow maintenance of one field for these records, but other than this, these records are for information purposes only.

The user can toggle between records for different Rating Periods (provided that they exist) by means of the Rating Period field in the standard header section.

Note that records can be deleted from the first screen only, and that the first screen holds all of the calculations, whereas the second screen holds fields used for information.

Rental Analysis Maintenance			
Primary Location	163 Bellevue Parade, CARLTON NSW, 2218		Current
Trading Name/Occupier			Description
Assessment Number	24876	5	Current
Rating Period	2005/2006	>>	2005/06 Rates Generation
Face Rent			
Frequency	Monthly	Unadjusted Rental	1,820
Rent Type	Net Rent	Face Rent per Annum	21,840
Additional Amounts			
Include Rates	☒	Net Rates	824
Water Rates Capital Value		Water Rates	
Land Tax Site Value		Land Tax Rates	100
		Insurance	100
		Maintenance Outgoings	100
		Subtotal	1,124
Other Outgoings (+):	Rate (\$/m ²)	10.00	Amount 100
Other Outgoings (-):	Rate (\$/m ²)	10.00	Amount 100
Summary			
Incentive Adjustments Description		Adjusted Gross Face Rent per Annum	22,964
		Amount	
Gross Adjusted Rate (\$/m ²)	41.75	Statutory Gross Rent per Annum	22,964
		Gross Rent per Week	442

More

OK

Cancel

Rental Analysis Maintenance Form

Primary Location

The Primary Property/Parcel Description and Status. This includes a DETAIL button to drill down into the Property system. This field cannot be overridden.

Location Status

This is the current status of the selected property.

Trading Name

The Trading Name linked to the Property. If no Trading Name exists, then the Occupier. If there are multiple names, these are concatenated by Name and Address application. This field will be blank if no Trading Name or Occupier exist. This field cannot be overridden.

Property Description

The first current primary Land Use description. Cannot be overridden.

Assessment Number

The Assessment Number, Check Digit of the Assessment currently being maintained. Cannot be overridden.

Assessment Status

The Status of the Assessment currently being maintained. Cannot be overridden.

Rating Period

The Rating Period Code and Description pertaining to the Rental Record currently displayed. This includes a POP UP button to select other Rating Periods (not in the future) that Rental Records exist for the Assessment currently being maintained.

When the screen is first displayed, the next Rating Period is defaulted, and an empty record is displayed for creation if one does not already exist for the Assessment and next Rating Period. Selection of a Rating Period other than the next one will result in the associated Rental Record being displayed in enquiry mode.

Rating Period Description

The Rating Period Code Description pertaining to the Rental Record currently displayed.

Face Rent Frequency

The Frequency of the Unadjusted Rental. Refer F Spec for possible values and associated multipliers (e.g.. a Monthly frequency has a multiplier of 12).

Unadjusted Rent

Unadjusted Rental is multiplied by Frequency to give Face Rent per Annum.

Face Rent Type

The Type of Rent paid.

Face Rent Per Annum

Result of (Frequency multiplier x Unadjusted Rental). Can be overridden. Calculated value will be reinstated by altering/changing either component or nullifying field.

Include Rates

Will rates be included in the calculation? If ON, then Net Rates included in Subtotal figure (unless Face Rent Type = 'Gross'). If OFF, the Net Rates not included in Subtotal figure, although the Net Rates figure is still displayed and maintainable.

Net Rates

If rates are included the value of the rates. Defaults to the Net Rates for the Assessment from the Rates system. Can be overridden. Calculated value reinstated by nullifying field.

Water Rates Capital Value

The Capital value used to calculate water rates for this rental record.

Water Rates

The value of the Water Rates Calculation. Result of (Water Rate in the Dollar x Water Rates Capital Value). Water Rate in the Dollar is maintained in the Valuation System Parameters. Can be overridden. Calculated value reinstated by altering either component or nullifying field

Land Tax Capital Value

The Capital value used to calculate Land Tax for this rental record.

Land Tax Value

The value of the Land Tax Calculation. Result of calculation based upon applying Land Tax Parameters to the Land Tax Site Value. Land Tax Parameters are maintained in the Valuation System Parameters. Can be overridden. Altering either component or nullifying field reinstates calculated value. Land Tax Rates are calculated in a similar manner to Income Tax... consider the following example:

Land Tax Site Value =
450,000

Land Tax Parameters:	Value to (\$)	Rate per \$100
	50,000	0.00000000
	300,000	0.35000000
	1,000,000	1.65000000
	999,999,999	3.70000000

First 50,000 calculated at a Rate of 0.00/100 => 0

Next 250,000 (difference between 300,000 and 50,000) calculated at a Rate of 0.35/100 => 875

Next 150,000 (remaining amount) calculated at a Rate of 1.65/100 => 2,475

Total amount = (0 + 875 + 2475) = 3,350

Insurance

Enter the value of insurance to be included in the calculation.

Maintenance Outgoings

Enter the value of maintenance to be included in the calculation.

Subtotal:

This field automatically calculates the 'Net Rates' field from the Assessment's gross rates. This occurs when the 'Include Rates' checkbox is set ON. Only the transactions with types of GENR, GENR-R, EXGR, EXGR-R, POST and POST-R are included. This field cannot be overridden.

The transactions will be accumulated for the first Rating Period containing the 1st day of the month and year held in the Lease Details Start Date Month and Year fields (on the Rental Analysis Additional Maintenance form, accessed by clicking the 'More' button). If these fields are empty, the current Rating Period will be used.

Note that any existing value in the 'Net Rates' field will not be updated - if required this can be achieved by blanking out the 'Net Rates' field which will re-populate the field with the newly calculated value.

Other Outgoings (+) Rate:

Multiplied by Total Assessed Rent Area (Rental Assessment screen) to give Other Outgoings (+) Amount.

Other Outgoings (+) Amt:

Result of (Total Assessed Rent Area x Other Outgoings (+) Rate). Can be overridden and a value entered even if there is no corresponding Rate. Calculated value is reinstated by altering

Other Outgoings (-) Rate:

Multiplied by Total Assessed Rent Area (Rental Assessment screen) to give Other Outgoings (-) Amount.

Other Outgoings (-) Amt:

Result of (Total Assessed Rent Area x Other Outgoings (-) Rate). Can be overridden and a value entered even if there is no corresponding Rate. Calculated value is reinstated by altering

Adjusted Face Rent Per Annum

Sum of the Face Rent per Annum, Subtotal, Other Outgoings (+) and Other Outgoings (-) Amounts. Cannot be overridden.

Incentive Adjustments Description

Free format field to hold a description of the amount held in Incentive Adjustments Amount field.

Incentive Adjustment Amount

An amount to be subtracted from the Adjusted Gross Face Rent per Annum.

Statutory Gross Rent Per Annum

Result of (Adjusted Gross Face Rent per Annum - Incentive Adjustments Amount). Cannot be overridden.

Gross Adjusted Rent

Result of (Statutory Gross Rent per Annum / Total Assessed Rent Equivalent Area (Rental Assessment screen)). Cannot be overridden.

Gross Rent Per Week

Result of (Statutory Gross Rent per Annum / 52). Cannot be overridden.

Rental Analysis Additional Maintenance Form

This form is the second of three forms that allow maintenance of a Rental Record for a given Assessment and Rating Period.

Note that the Rental Record is split into two functional parts: the Rental Analysis and the Rental Assessment. These have been split as a user request since different staff are responsible for the two parts.

A Rental Record is termed 'Proposed' if it is for the next Rating Period: in this case all fields on the Rental Record are maintainable. A record for the Current Rating Period is termed 'Current': it is this record that has determined the current Valuation. All other records for past Rating Periods are termed 'Historic'.

Note that Current and Historic records are not maintainable through the Rental Analysis screen. The Rental Assessment screen will allow maintenance of one field for these records, but other than this, these records are for information purposes only.

The user can toggle between records for different Rating Periods (provided that they exist) by first returning to the first screen and then using the Rating Period fields in the standard header section.

Note that records can be deleted from the first screen only, and that the first screen holds all of the calculations, whereas this second screen holds fields used for information.

All fields are optional unless validation rules force interdependence between fields

Rental Analysis Additional Maintenance

Primary Location: 163 Bellevue Parade, CARLTON NSW, 2218 Current

Trading Name/Occupier: Description:

Assessment Number: 24876 5 Current

Rating Period: 2005/2006 2005/06 Rates Generation

Other Outgoings Codes

Other Outgoings (+): Airconditioning
Car Parking
(none)
(none)
(none)

Other Outgoings (-): Cleaning
Security Patrols
(none)
(none)
(none)

Lease Details

Lease Terms: 12 months

Start Date: Month 07 Year 2004

Rights of Renewal:

Lease Notes:

Rent Review - Dates and Types

Month	Year	Type
01	2005	Percentage Increase
		(none)
		(none)
		(none)

Continue Quit

Rental Analysis Additional Maintenance Form

Primary Location

The Primary Property/Parcel Description and Status. This includes a DETAIL button to drill down into the Property system. This field cannot be overridden.

Location Status

This is the current status of the selected property.

Trading Name

The Trading Name linked to the Property. If no Trading Name exists, then the Occupier. If there are multiple names, these are concatenated by Name and Address application. This field will be blank if no Trading Name or Occupier exist. This field cannot be overridden.

Property Description

The first current primary Land Use description. Cannot be overridden.

Assessment Number

The Assessment Number, Check Digit of the Assessment currently being maintained. Cannot be overridden.

Assessment Status

The Status of the Assessment currently being maintained. Cannot be overridden.

Rating Period

The Rating Period Code and Description pertaining to the Rental Record currently displayed. This includes a POP UP button to select other Rating Periods (not in the future) that Rental Records exist for the Assessment currently being maintained.

When the screen is first displayed, the next Rating Period is defaulted, and an empty record is displayed for creation if one does not already exist for the Assessment and next Rating Period. Selection of a Rating Period other than the next one will result in the associated Rental Record being displayed in enquiry mode.

Rating Period Description

The Rating Period Code Description pertaining to the Rental Record currently displayed.

Other Outgoings (+):

Up to five Other Outgoings (+) Codes may be selected. Use the dropdown menu to make a selection from the available values. Valid Codes are

- (none)
- Air conditioning
- Car Parking
- Ground Rent
- Toiletries for Public Area
- Other

A '(none)' Code must not appear before a valid Code and it is only valid to select 'Other' more than once. If a code is selected on this screen then entry of the Other Outgoings Rate or the Other Outgoings Amount is mandatory.

Other Outgoings (-):

Up to five Other Outgoings (-) Codes may be selected. Use the dropdown menu to make a selection from the available values. Valid Codes are:-

- (none)
- Air conditioning
- Car Parking
- Ground Rent
- Toiletries for Public Area
- Other

A '(none)' Code must not appear before a valid Code and it is only valid to select 'Other' more than once. If a code is selected on this screen then entry of the Other Outgoings Rate or the Other Outgoings Amount is mandatory.

Lease Terms:

Enter in this field the Lease Period displayed in months for the selected property. Lease Terms is mandatory if Start Date or Rights of Renewal are entered.

Start Date: Month:

The numeric value for the Start Month of the Lease. I.e. 05=May. Both a Start Month and Year must be entered if either is entered.

Start Date mandatory if Lease Terms or Rights of Renewal are entered.

Start Date: Year:

The Start Year of the Lease. Both a Start Month and Year must be entered if either is entered.

Rights of Renewal

The number of years from the first Lease Rights of Renewal. Rights of Renewal must be entered from the left to the right with no gaps.

Lease Notes:

An unlimited comments field.

Rent Review Dates:

The dates of future Rent Reviews.(Month/Year)

Rent Review Types

The type of review required at the selected date. Use the drop down menu to select a valid entry. Valid types are:

- (none)

- CPI
- Market
- Percentage Increase
- Fixed Predetermined Amount
- Percentage of turnover
- Greater of CPI and Market
- Unknown

Review details must be entered from the top down with no gaps and dates must be in ascending order.

Rental Assessment

Rental Assessment Form

This form is the third of three forms that allow maintenance of a Rental Record for a given Assessment and Rating Period.

Note that the Rental Record is split into two functional parts: the Rental Analysis and the Rental Assessment. These have been split as a user request since different staff are responsible for the two parts.

This screen can only be accessed if a record has been created via Rental Analysis for the Assessment. Note that only one Rental Record for each Assessment and Rating Period can exist.

A Rental Record is termed 'Proposed' if it is for the Next Rating Period: in this case all fields on the Rental Record are maintainable. A record for the Current Rating Period is termed 'Current': it is this record that has determined the current Valuation. All other records for past Rating Periods are termed 'Historic'. Note that Historic records are not maintainable through the Rental Assessment screen.

The user can toggle between records for different Rating Periods (provided that they exist) by means of the Rating Period fields in the standard header section. Note that Rental Records cannot be deleted from this form - this must be done from Rental Analysis Maintenance.

The 'Calculate' button will only be available if the Next or Current Rating Period's record is displayed and this is a Primary Rental Record. In this case, pressing the button will validate the form including the 'Included With' fields. In addition to this, it will calculate the Proposed Annual Value and modify each of the Included With records to point to this primary record.

The 'Insert'/'New' button will insert a new Floor or Group occurrence and will only be available if the Next or Current Rating Period's record is displayed.

Most fields are optional unless validation rules force interdependence between fields. All calculations are done interactively and totals etc. are automatically updated.

Rental Assessment Maintenance

Primary Location: 163 Bellevue Parade, CARLTON NSW, 2218  Current

Trading Name/Occupier: Description:

Assessment Number: 24876 5 Current

Rating Period: 2005/2006 >> 2005/06 Rates Generation

Floor No.	Floor Usage	Assessed Rent Equivalent Area	Assessed Rent Area	Assessed Rent Area Validation Code	Equivalent Area %	Assessed Rent Rate	Included With	Stat. Var. Net %	Gross Rent
1	RES	100.00	100.00	Owner/Agent advice	100.00	100.00		75.00	10,000
2	RES	150.00	150.00	Owner/Agent advice	100.00	100.00		75.00	15,000
3	RES	300.00	150.00	Owner/Agent advice	200.00	200.00		75.00	30,000

Area Totals: 550.00 400.00 Owner/Agent advice Capital Value

Stat. Var.

Floor Totals:

1	100.00
2	150.00

Group Quantity Type of Unit Frequency Rent per Unit Net % Gross Rent

(none)

Stat. Var. %: A/Con 0 ; Lifts 0 Non-House Carports

Rent per Month Rent per Week

Valuation Indicator: Unknown Annual Value Exempt >>

Proposed: Current:

Total Gross Rent: 55,000 Statutory Gross Rent per Annum: 22,964

Calculate Insert OK Cancel

Rental Assessment Form**Primary Location**

The Primary Property/Parcel Description and Status. This includes a DETAIL button to drill down into the Property system. This field cannot be overridden.

Location Status

This is the current status of the selected property.

Trading Name

The Trading Name linked to the Property. If no Trading Name exists, then the Occupier. If there are multiple names, these are concatenated by Name and Address application. This field will be blank if no Trading Name or Occupier exist. This field cannot be overridden.

Property Description

The first current primary Land Use description. Cannot be overridden.

Assessment Number

The Assessment Number, Check Digit of the Assessment currently being maintained. Cannot be overridden.

Assessment Status

The Status of the Assessment currently being maintained. Cannot be overridden.

Rating Period

The Rating Period Code and Description pertaining to the Rental Record currently displayed. This includes a POP UP button to select other Rating Periods (not in the future) that Rental Records exist for the Assessment currently being maintained.

When the screen is first displayed, the next Rating Period is defaulted, and an empty record is displayed for creation if one does not already exist for the Assessment and next Rating Period. Selection of a Rating Period other than the next one will result in the associated Rental Record being displayed in enquiry mode.

Rating Period Description

The Rating Period Code Description pertaining to the Rental Record currently displayed.

Floor Number:

A code to hold the Floor level for the floor entry. Floors must be set up for this property using the structures option in the property system.

Valid codes are:

B1	1st basement
B2	2nd basement
B3	3rd basement
L	Land
G	Ground floor
MG	Ground floor Mezzanine
M1	1st floor Mezzanine
:	
M9	9th floor Mezzanine
1	1st floor
:	
31	31st floor
R	Roof
V	Multiple floors

Floor Number must be a valid code if it is entered (refer above). Floor Number must match the Property Structures system. Cannot enter a Floor Number if no Upper and Lower levels have been specified in Property Structures. Floor Number mandatory if Assessed Rent Area > 0.

Floor Usage:

Free format description of floor entry.

Assessed Rent Equivalent Area:

Result of (Assessed Rent Area x Equivalent Area Percentage). Cannot be overridden.

Assessed Rent Area:

The area of the floor entry that is multiplied by the Assessed Rent Rate to give the Gross Rent.

Assessed Rent Area must be entered if a Floor Number has been entered and the Assessed Rent Area Validation Code is not 'Unknown' or 'Not Applicable'.

Assessed Rent Area cannot be entered if Assessed Rent Area Validation Code is either 'Unknown' or 'Not Applicable'.

Assessed Rent Area Validation Code:

Hardcode table to indicate the accuracy of the Assessed Rent Area. Valid codes (in decreasing accuracy) are:

- Measured by surveyor
- Measured on site
- Digitised
- Scaled by ruler off plan
- Owner/Agent advice
- Unusable
- Unknown
- Not applicable

Equivalent Area %:

Multiplied by the Assessed Rent Area to give the Assessed Rent Equivalent Area. Any amount between 0.01 and 200.00 may be entered in this field. If a figure outside of this range is entered an error message will be displayed. The User will then be prompted to change the figure.

Assessed Rent Rate:

This figure is achieved by multiplying the Assessed Rent Area by the Equivalent Area. This figure is calculated by the system. Alternatively this figure can be overridden with another amount.

Included With:

Used to hold an Assessment Number of another Assessment. This secondary Assessment must have a Rental Record for the same Rating Period and the idea is that this record simply points to the primary Assessment's Rental Record. This field is not validated and no action is taken until the 'Calculate' button is pressed.

Included With must be blank if the Proposed Valuation Indicator is 'Included With, Not Exempt' or 'Included With, Exempt'.

Stat Var Net %:

Defaults to the percentage corresponding to the Statutory Variations % whenever an Assessed Rent Rate is entered. Can be overridden to one of the allowable values, but if the Statutory Variations % field is altered, then this field will be reset to the corresponding percentage.

Stat Var Net % cannot be entered if there is no Assessed Rent Rate. This field is mandatory if Assessed Rent Rate is entered and Proposed Valuation Indicator is 'Primary, Not Exempt'.

Gross Rent

Result of (Assessed Rent Rate x Assessed Rent Area) and rounded to the nearest dollar. Cannot be overridden.

Assessed Rent Equivalent Area Total

Sum of Assessed Rent Equivalent Areas for all floors. Cannot be overridden.

Assessed Rent Area Total

Sum of Assessed Rent Areas for all floors. Cannot be overridden.

Assessed Rent Area Validation Code

The Validation Code corresponding to the lowest level of Assessed Rent Area accuracy across all floors. Cannot be overridden.

Capital Value

Enter the Capital Value for the Rental Record being calculated. Capital Value must be between 1,000 and 600,000,000.

If Capital Value is entered, then values should not exist in :-

- Assessed Rent Rate on any Floor
- Rent per Week
- Car Park Rent per Month
- Rent per Unit on any Group

Floor Totals:

A non-database entity containing the total Assessed Rent Area for each different Floor Number. Cannot be overridden.

Group Quantity

Multiplied by the Rent per Unit and the Frequency multiplier to give the Gross Rent.

Type of Unit

Free format description of Group.

Frequency

Linked to a Frequency multiplier (e.g.. Monthly has a multiplier of 12). Multiplied by the Rent per Unit and the Group Quantity to give the Gross Rent. Valid Values are

- (none)
- Annual
- Half yearly
- Quarterly
- Monthly
- Fortnightly
- Weekly

Rent per Unit

Multiplied by the Group Quantity and the Frequency multiplier to give the Gross Rent. Cannot be entered if a Capital Value is entered.

Stat Var Net %

Defaults to the percentage corresponding to the Statutory Variations % whenever a Rent per Unit is entered. Can be overridden to one of the allowable values, but if the Statutory Variations % field is altered, then this field will be reset to the corresponding percentage.

Stat Var Net % cannot be entered if there is no Rent per Unit. This field is mandatory if Rent per Unit is entered and Proposed Valuation Indicator is set to 'Primary, Not Exempt'.

Gross Rent

Result of (Group Quantity x Frequency multiplier x Rent per Unit) and rounded to the nearest dollar. Cannot be overridden.

Stat Var %

Defaults to 'A/Con 0; Lifts 0'. This field controls the default values of each Stat Var Net % field. If this field is changed, then all Stat Var Net % fields are updated according to the table below:

A/Con 0 ; Lifts 0	-	75.00%
A/Con 7 ; Lifts 0	-	69.75%
A/Con 10 ; Lifts 0	-	67.50%
A/Con 7 ; Lifts 7	-	64.50%
A/Con 10 ; Lifts 10	-	60.00%

Non-House Carparks:

Multiplied by the Rent per Month and then by 12 to give the Gross Rent.
This field is mandatory if a Rent per Month is entered.

Rent per Month

Multiplied by the Non-House Carparks, and then by 12 to give the Gross Rent.
Cannot enter Rent per Month if Capital Value entered.

Stat Var Net %

Defaults to the percentage corresponding to the Statutory Variations % whenever a Rent per Month is entered. Can be overridden to one of the allowable values, but if the Statutory Variations % field is altered, then this field will be reset to the corresponding percentage.

Stat Var Net % cannot be entered if no Rent per Month.

Stat Var Net % mandatory if Rent per Month entered and Proposed Valuation Indicator is 'Primary, Not Exempt'.

Gross Rent

Result of (Non-House Carparks x Rent per Month x 12) and rounded to the nearest dollar. Cannot be overridden.

Rent per Week

This amount is multiplied by 52 to give the Gross Rent.

Rent per Week must be null or > 1.00. Cannot enter Rent per Week if Capital Value entered.

Stat Var Net %

Defaults to the percentage corresponding to the Statutory Variations % whenever a Rent per Week is entered. Can be overridden to one of the allowable values, but if the Statutory Variations % field is altered, then this field will be reset to the corresponding percentage.

Stat Var Net % cannot be entered if no Rent per Week.

Stat Var Net % mandatory if Rent per Week entered and Proposed Valuation Indicator is 'Primary, Not Exempt'.

Gross Rent

Result of (Rent per Week x 52) and rounded to the nearest dollar. Cannot be overridden.

Proposed Valuation Indicator

Indicates the proposed status of the Rental Record in relation to the Rating Period displayed. Can be set to one of the below values:

- Primary, Not Exempt
- Primary, Exempt
- Unknown

A Primary record is one that is not Included With another record, but may have Included Widths of its own. If the status is set to 'Unknown' (the default value), the 'Calculate' button will be dimmed.

This field can also have the value of :

- Included With, Not Exempt
- Included With, Exempt

These values cannot be input by the user, but will be automatically selected by the system if the Assessment's Rental Record is Included With another Rental Record. This occurs as part of the process initiated by pressing the 'Calculate' button.

Proposed Annual Value

This field is used in two different ways.

If the Proposed Valuation Indicator is either 'Primary, Not Exempt' or 'Primary, Exempt'. Pressing the 'Calculate' button will validate the form, and if there are no errors, calculate the Proposed Annual Value by summing all of the Gross Rent figures having first multiplied them by their respective Stat Var Net % figures.

If the Proposed Valuation Indicator is set to 'Included With, Not Exempt' or 'Included With, Exempt', this field will hold the Assessment Number of the Primary Assessment that this Assessment's Rental Record is linked for the displayed Rating Period.

This field cannot be overridden and will have a display format that matches the data being displayed (i.e. no commas if it holding an Assessment Number).

The Proposed Valuation Indicator cannot be set to 'Primary, Not Exempt' if the Proposed Annual Value has not been calculated unless the 'Calculate' button is about to be pressed.

The Proposed Valuation Indicator cannot be set to 'Unknown' if a Proposed Annual Value has been calculated.

Proposed Exempt

This field (and associated Pop Up) allows a non-Rateable Reason Code to be entered against the Rental Record. This must be a valid code that has been set up within Rates Parameters.

This field is mandatory if the Proposed Valuation Indicator is set to 'Primary, Exempt'.

A Proposed Exempt code cannot be entered if the Proposed Valuation Indicator is not set to 'Primary, Exempt'

Current Valuation Indicator

Indicates the current status of the Rental Record in relation to the Rating Period displayed. This will simply be the Proposed Valuation Indicator for the previous Rating Period. Will be set to one of the below values:

- Primary, Not Exempt
- Primary, Exempt
- Included With, Not Exempt
- Included With, Exempt
- Unknown

This field cannot be overridden.

Current Annual Value

This field is used in two different ways.

If the Current Valuation Indicator is either 'Primary, Not Exempt' or 'Primary, Exempt', then this field may hold the Current Annual Value (i.e. the Proposed Annual Value for the previous Rating Period).

If the Current Valuation Indicator is set to 'Included With, Not Exempt' or 'Included With, Exempt', this field will hold the Assessment Number of the Primary Assessment that this Assessment's Rental Record is linked for the displayed Rating Period.

This field cannot be overridden and will have a display format that matches the data being displayed (i.e. no commas if it holding an Assessment Number).

Current Exempt

This field (with no associated Pop Up) shows any non-Rateable Reason Code that may have been entered against the previous Rating Period's Rental Record.

Total Gross Rent

This field is the sum of the following fields:

- Gross Rent for each Floor
- Capital Value (only if all other Gross Rent fields are blank)

- Gross Rent for each Group
- Non-House Carparks Gross Rent
- Rent Gross Rent

This total is calculated on the fly and is re-calculated whenever one of the above fields is changed in any way. Cannot be overridden.

Statutory Gross Rent per Annum

Defaults from the Rental Analysis form. Note that it is possible for this field to be updated in the following scenario.

If the Other Outgoings (+) or (-) Amount on the Rental Analysis form is null but the corresponding Rate has been entered, then whenever the Total Assessed Rent Area is updated (for example by adding a Floor record), the Other Outgoings (+) or (-) Amount will be re-calculated by multiplying the Rate by the Total Assessed Rent Area. This will in turn force re-calculation of the Adjusted Gross Face Rent per Annum and therefore the Statutory Gross Rent per Annum. This will be updated to the Rental Assessment form whenever the Total Assessed Rent Area is updated.

Note that in this scenario, the condition that the Other Outgoings (+) or (-) Amount must be between 100 and 3,000,000 will NOT be validated. This will occur whenever the Rental Analysis form is next accessed.

Calculate Button

This button performs the form validation in addition to calculating the Proposed Annual Value and validating and processing any entered Included With fields. The Button is hidden if the Proposed Valuation indicator is set to either 'Included With, Not Exempt' or 'Included With, Exempt' OR the Rental Record displayed is for a Rating Period prior to the Current Rating Period.

The Button is dimmed if the Proposed Valuation Indicator is set to 'Unknown'.

Pressing this button will activate the form validation including any Included With entries (refer validation rules below). For valid entries, access the displayed Rental Record for the Included With Assessment and do the following:

Change the Proposed Valuation Indicator to 'Included With, Not Exempt' if it was 'Primary, Not Exempt', and to 'Included With, Exempt' if it was 'Primary, Exempt'.

Change any Proposed Annual Value to the Assessment Number of the Primary Assessment.

The button will also calculate the Proposed Annual Value as described in the paragraph against this field.

Insert

This button will insert a new Floor occurrence if focus is on the Floor entity and a new Group occurrence if focus is on the Group entity. If the focus is on neither of these entities, then the user will be prompted as to the entity they wish to add an occurrence.

Button is hidden if the Rental Record displayed is for a Rating Period prior to the Current Rating Period.

Direct Debit Amalgamation

Direct Debit Amalgamation Control Form

This function processes a Direct Debit Extraction and combines transactions that have matching Bank Details (Bank Number, Branch Number, Account Number and Account Suffix).

Direct Debit Amalgamation Control Form

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.

Self Balancing

Double Click the field or click the Pop Up button to display the Export/Import Format Pop Up Form. Select the appropriate Self Balancing format.

Amalgamate

Tick ON the applications to be considered for the Amalgamation process. At least one application must be ticked. Alternatively ALL applications may be ticked ON. Water Billing will only be displayed if the Water Billing module is in use and the Ratres Parameter "Use Separate Assessments" is turned on.

Batch Processing Functions

This Section describes the various Batch Processing Functions available in the Rates Accounting System.

The following topics are covered in this section:

- [Bulk Maintenance](#)
- [Check Digit Update](#)
- [Fast Rates Prediction Extract](#)
- [Fast Rates Prediction](#)
- [Rates Generation](#)
- [Rateable Valuations Generation](#)
- [Fines/Interest/Penalty Generation](#)
- [Payment Check Options](#)
- [Direct Debit Extraction](#)
- [Direct Debit Recalculation](#)
- [Add Instalment Charges Generation](#)
- [Transaction Entry](#)
- [Rates Capping Options](#)
- [Batch Journal Maintenance](#)
- [Batch Update](#)
- [Arrangement Creation](#)
- [Housing Notice Extract](#)
- [Debt Collection Generation Options](#)
- [Fines Write-Back Generation Options](#)
- [Interest Write-Off Generation Options](#)
- [Update Emergency Services Levy](#)
- [Bulk Transaction Reversal](#)

Bulk Maintenance

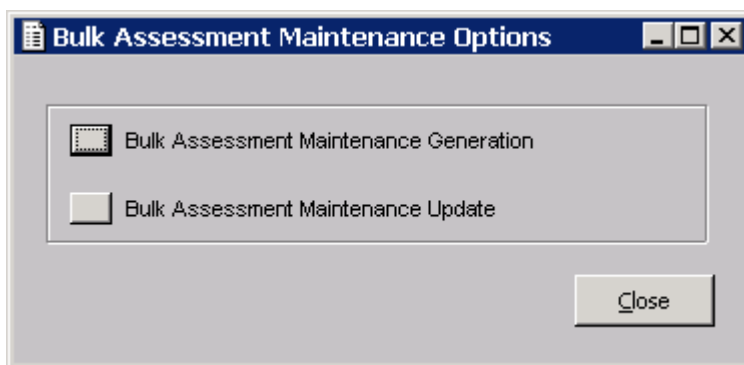
This function provides the ability to update i.e. delete or add data to certain fields within the Assessments in bulk.

The process will update over an assessment range, or alternatively selected assessments may be entered. It may also be used to update over selected reference types as well as selected assessments provided as the result of a Query.

Bulk Assessment Maintenance Options Form

This form enables you to choose from the following two options.

- Bulk Assessment Maintenance Generation
- Bulk Assessment Maintenance Update



Bulk Assessment Maintenance Options Form

Bulk Assessment Maintenance Generation Button

Click on this button to enable entering of data to perform Bulk Assessment Maintenance.

Bulk Assessment Maintenance Update Button

Click on this button to perform the update of the Bulk Assessment Maintenance. Bulk Assessment Maintenance must be carried out before this option is selected.

Bulk Assessment Maintenance Form

This form enables the entry of details to Bulk update Assessments.

Bulk Assessment Maintenance Form

Search Method

Click on the drop down menu to select a Search Method. Possible choices are:

- Entered Assessments - Enter multiple Assessment numbers to update
- Assessment Range - Enter a range of Assessment numbers to update
- Reference Type - Enter a range of Reference Types that will be used to update Assessments
- Search System - Enter a Query Result file to update Assessments referenced in that Query

Status

Click on the drop down menu to select the status of the Assessments you wish to update. Possible choices are:

- Current - Select only Assessments with a Current Status
- Current & Proposed - Select only Assessments with either a Current or Proposed Status
- Proposed - Select only Assessments with a Proposed Status

Print Report

Check this Checkbox on if you wish to print a report of all Assessments updated via this facility.

Assessment Range

Enter a "From Assessment Number" and a "To Assessment Number" if the Search Method chosen for updating Assessments was Assessment Range.

Reference Type

Enter a Reference Type that will be used in conjunction with the Reference Number Range if the Search Method chosen for updating Assessments was Reference Type.

Reference Range

This field contains the "From Reference Number" and the "To Reference Number" that will be used in conjunction with the Reference Type if the Search Method chosen for updating Assessments was Reference Type.

Query Result

Enter the name of the file created from the Query that will be used if the Search Method chosen for updating Assessments was Search System. Click on the Pop Up to select a Query Result. These Query Results must have previously been created.

Operation To Perform

Click on the appropriate option to select the type of data that you wish to update in this Bulk Process. Possible choices are:

- Add Activity
- Change Activity Code
- Remove Activity Code
- Update Fine Override Dates
- Update All Local Govt. Codes
- Add Rate Type
If an Assessment is partly rateable (as advised by the Assessment having a current Part Non-Rateable Activity present) then the Rate Type being processed will have its Rateability Percentage set to 50%, otherwise the Rateability Percentage will be empty (i.e. The Rate Type will be fully rateable).
- Suspend Rate Type
If an Assessment is partly rateable (as advised by the Assessment having a current Part Non-Rateable Activity present) then the Rate Type being processed will have its Rateability Percentage set to 50%, otherwise the Rateability Percentage will be empty (i.e. The Rate Type will be fully rateable).
- Update Blank Local Gov Codes
- Update Notice Group
- Add Rebate Groups
- Remove Rebate Groups Only
- Remove Rebate Groups and Beneficiaries
- Remove Beneficiaries Only
- Make Assessments Historic
- Update Do Not Apply Capping Reason

Rating Period

This field contains the Default Rating Period as set in the System Parameters. Click on the Pop Up to select a different Rating Period.

Rate Type

This field contains the Rate Type that you are maintaining through this process. Click on the Pop Up to select a Rate Type to add or delete. (These Rate Types must previously have been set up in "Rate Types Maintenance").

Units

This field contains the number of units you are adding or deleting for a "Services" type Rate Type.

Suspend Date

This field contains the date that this Rate Type is to be suspended from. Pressing F2 or double clicking on this field displays a calendar that can be used to choose the required date from

Number of Generations

Enter the Number of Generations to be updated against the Rating Period Rate Type Number of Generations. In certain circumstances this can be used to stop future generations on the Rate Type.

New Activity

This field contains an Activity that you wish to add, delete or change. Click on the Pop Up to select an Activity. (These Activities must previously have been set up in "Activity Maintenance").

Activity

This field contains the Activity that you wish to make the new activity if Change Activity was selected as the Operation to Perform. Click on the Pop Up to select an Activity. (These Activities must previously have been set up in "Activity Maintenance").

Next Action Date

This field contains the date that the Next Action on the Activity you are adding or changing should occur. Pressing F2 or double clicking on this field displays a calendar that can be used to choose the required date from

Expiry Date

This field contains the date that the Activity you are adding or changing should expire on. Pressing F2 or double clicking on this field displays a calendar that can be used to choose the required date from

Local Govt. Code

This field contains the Local Government Code that will be used to update Local Government Codes on Assessments.

Fines 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.

Fines 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.

Fines 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.

Current Override Clear Checkbox

Check this checkbox on if you wish to clear Current Fine Override Dates

Current Arrears Clear Checkbox

Check this checkbox on if you wish to clear Current Arrears Fine Override dates.

Arrears Override Clear Checkbox

Check this checkbox on if you wish to clear Arrears Fine Override Dates

Rebate Group Button

Select this button to access the Rebate Group Maintenance form.

Activity Button

Select this button to access the Activity Maintenance form.

Assessments Button

Select this button to access the Assessment Number Entry Form.

Tracking Button

Select this button to access the Tracking Selection form.

Tracking Selection Form

This form enables the selection of Assessments by including or excluding Assessments based on Activities recorded against the Assessment.

Tracking Selection

Add Activity

Activity: [] Next Action Date: [] Expiry Date: []

Add Recovery Group

Recovery Group: []

Select Activities

And/Or	Test	Activity	Test	Next Action Date	Status
[]	[]	[]	[]	[]	Current or Historic []

Insert OK Cancel

Tracking Selection Form

Activity Codes are placed on Assessments either manually or via batch processes such as Rates Generations, Fines Generations and Bulk Maintenance Functions.

Activities are used to:

1. Track the progress of an 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)
2. Identifies an Assessment as a certain type of Assessment. (E.g.. Ratepayer is Councillor or other Politician, Ratepayer unlocatable, Direct Debit Assessment, Ratepayer on Arrangements To Pay)
3. Qualify an 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)

Add Activity - Activity

Select the activity Code that is 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 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.

Add Recovery Group – Recovery Group

This field is only available when Tracking is pressed from

- Rate Notice Control Report
- Instalment/Reminder Notice Report Control
- Outstanding Balances Report Control
- Arrangement Control
- Supplementary Rate Notice Report Control
- Water Usage Notice Control

Select from the pop up a Recovery Group to add from the process being run.

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 Assessment to create a match
- Or This activity only has to be present on the 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 Assessment for the Assessment to meet this criteria for selection
- <> The Activity to be selected must **NOT** exist on the Assessment for the 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 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 an Assessment to meet this criteria, the Next Action Date on the Activity on the Assessment must be **equal to** the one entered.
- <> For an Assessment to be selected, the Next Action Date on the Activity on the Assessment must be **other than** the one entered.
- < For an Assessment to meet this criteria, the Next Action Date on the Activity on the Assessment must be **less than** the one entered
- > For an Assessment to meet this criteria, the Next Action Date on the Activity on the Assessment must be **greater than** the one entered.
- <= For an Assessment to meet this criteria, the Next Action Date on the Activity on the Assessment must be **less than or equal to** the one entered.
- >= For an Assessment to meet this criteria, the Next Action Date on the Activity on the Assessment must be **greater than or equal to** the one entered.

Select Activities - Next Action Date

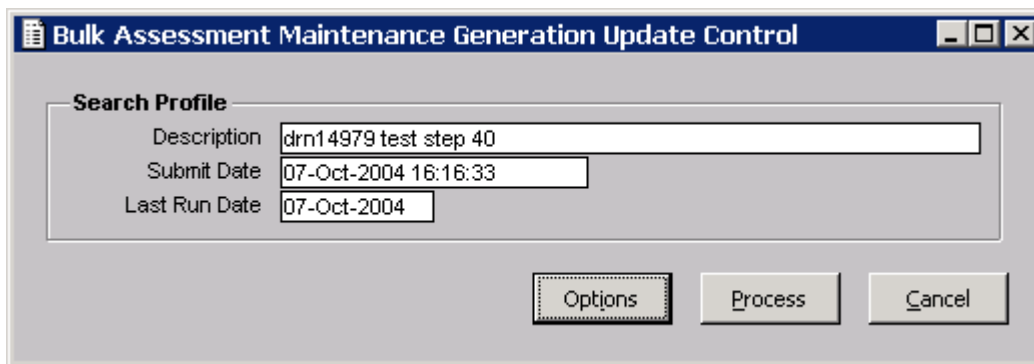
Enter in the field the appropriate date.

Select Activities - Status

For an Assessment to meet this criteria, the Status on the Activity on the Assessment must be equal to the Status entered. Click on the Drop Down menu to select a status.

Bulk Assessment Maintenance Update Form

This Form provides for the update of a previously run generation run.



The dialog box titled "Bulk Assessment Maintenance Generation Update Control" contains a "Search Profile" section with three text fields: "Description" (value: drn14979 test step 40), "Submit Date" (value: 07-Oct-2004 16:16:33), and "Last Run Date" (value: 07-Oct-2004). Below these fields are three buttons: "Options", "Process", and "Cancel".

Bulk Assessment Maintenance Update Form

Description

The fields indicate the description of the Bulk Assessment generation run. This field is not maintainable.

Submit Date

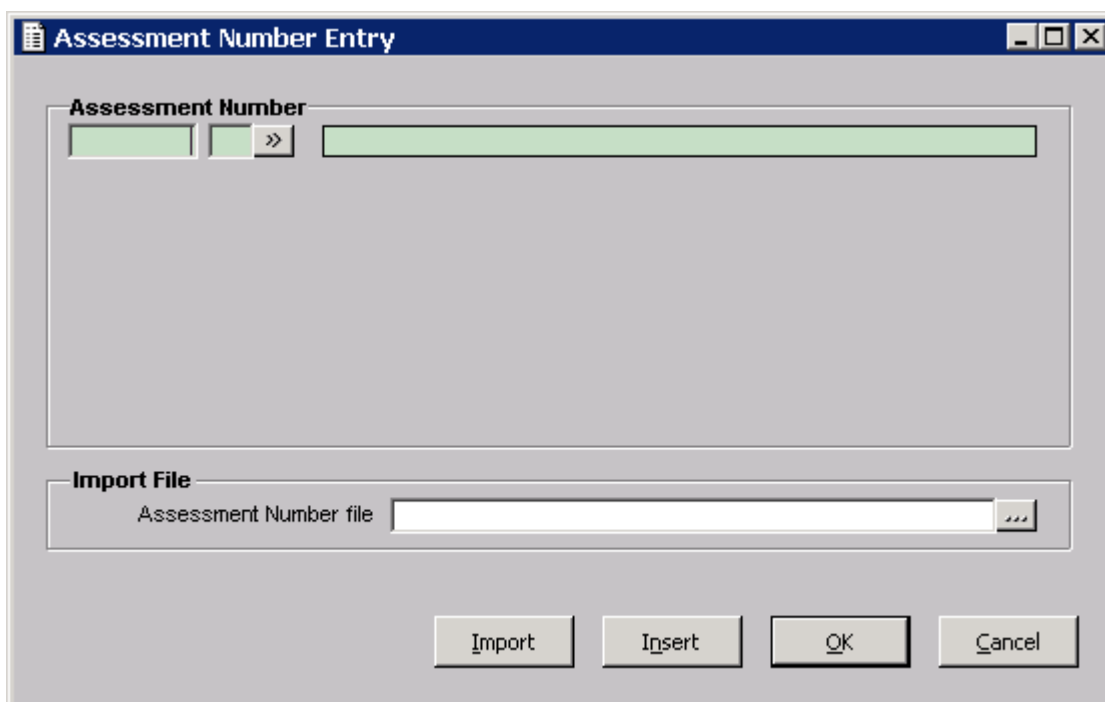
The field indicates the date of the Bulk Assessment generation run. This field is not maintainable.

Last Run Date

This field indicates the date of the last update run.

Assessment Number Entry Form

This form enables the entry of Assessment Numbers that require updating with the various selections available if the Search Method is "Entered Assessments".



The "Assessment Number Entry" form features a large "Assessment Number" field at the top, which includes a small green box and a ">>" button. Below this is an "Import File" section with a text field labeled "Assessment Number file" and a browse button. At the bottom, there are four buttons: "Import", "Insert", "OK", and "Cancel".

Assessment Number Entry Form

Assessment Number

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

The one-digit Check Digit field is used in conjunction with the Assessment Number to ensure that digits of the Assessment number are not keyed incorrectly.

Click on the Assessment Number Pop Up to select an Assessment Number.

If the assessment number is known, it may be entered at this field and, on tabbing through the field, the system will validate the Assessment Number and populate the assessment description field. Alternatively,

select the pop-up to access the Assessment Search Profile Form in order to search for the required assessment.

Location

This field contains the Location Description of the Assessment and is used to verify that the Assessment you have entered is the correct one.

Import File

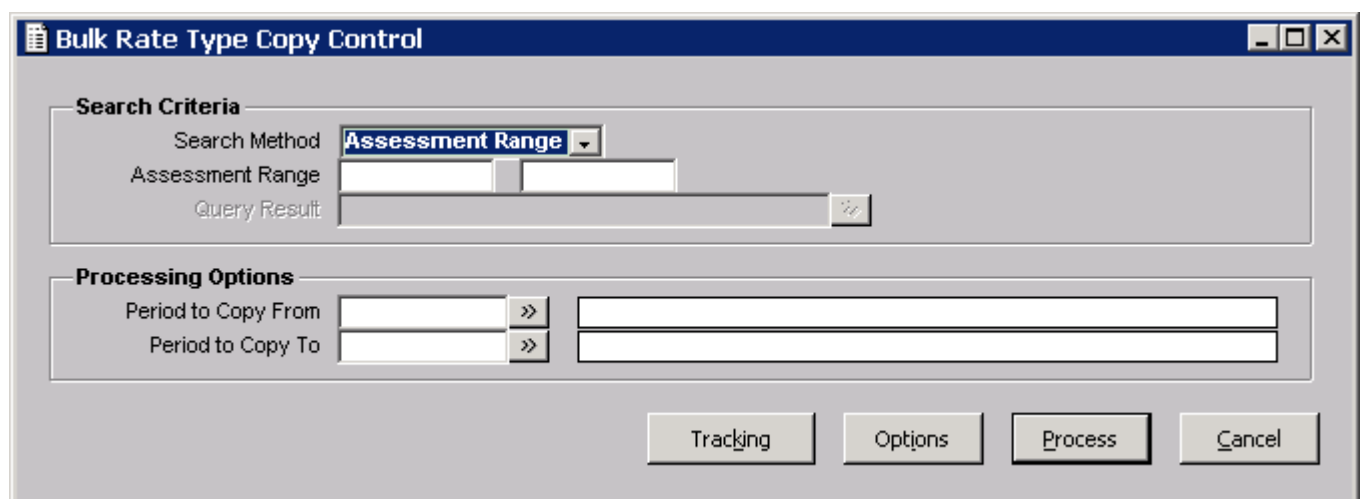
A file of assessment numbers may be imported, instead of performing manual entry. This will save time, especially where many assessments are involved.

Click on the Detail button and navigate through Windows Explorer to where the Assessment File is located.

The name of the File and it's Path will be displayed in the field, once selected.

Bulk Rate Type Copy

The Bulk Rate Type Copy function provides the ability to copy Assessment Rating Period Rate Types for Rates Rate Types to another Rating Period in much the same way as the End of Period Roll but with the flexibility to run it at any time. This function can be used in conjunction with the options Do not roll Rates Assessment Rate Types and Do not roll Rates Rating Period Rate Types which are available on the End of Period Roll control form.



Bulk Rate Type Copy Control Form

Search Method

Click on the drop down menu to select a Search Method. Possible choices are:

- Assessment Range
- Search System

Assessment Range

Enter the Assessment Number range that is to be processed.

Query Result

Click on the Pop Up to select a Query Result, which will contain the Assessments that are to be processed.

Period to Copy From

Enter the Rating Period the Rate Types are to be copied FROM. During processing all active Rate Types for the From Rating Period on Current Rates Assessments will be created in the To Rating Period.

Period to Copy To

Enter the Rating Period the Rate Types are to be copied TO. During processing all active Rate Types for the From Rating Period on Current Rates Assessments will be created in the To Rating Period.

Tracking Button

Click on this button to further qualify your choice of Assessments for the Bulk Rate Type Copy, or to select an Activity to add to processed assessments.

Bulk Rate Type Update

The Bulk Rate Type Update function enables the bulk addition, removal and maintenance of Rate Types on an Assessment. Rate Types are added, removed and updated by importing their details into Pathway from a text file. Alternately the imported details can be combined with the matching Rate Types in Pathway and the resulting details saved to a workfile which can then be extracted and used for modeling purposes. The function also allows Rate Types to be removed using a standard search facility.

The removal of Rate Types will only be done where no transactions exist on the Assessment for the Rate Type in the Rating Period being considered. If transactions exist the Rate Type will be suspended.

Bulk Rate Type Update Control

☒ **Remove/Suspend Rate Types**

Search Method: **Assessment Range** (dropdown)

Assessment Range: [] []

Query Result: []

Application: ☐ Rates ☐ Spec Rate/Charge ☐ Water Billing

☐ **Import Rate Type details**

Import Format: []

Import File: []

Processing Options

Run Mode: ☒ Report Only ☐ Update and Report ☐ Update Only

Update Action: ☒ Update Assessment Rate Types ☐ Create Workfile

Rating Period: [] >> []

Suspend Date: []

[Rate Types] [Tracking] [Options] [Process] [Cancel]

Bulk Rate Type Update Control Form – Remove/Suspend Rate Types

Bulk Rate Type Update Control Form – Import Rate Type details

Remove/Suspend Rate Types

Select this option if the Remove/Suspend Rate Type function is to be used.

The Rate Types Button should be used to select the Rate Types to be removed. The removal of Rate Types will only be done where no transactions exist for the Rate Type in the Rating Period being considered. If transactions exist the Rate Type will be suspended.

Search Method

Click on the drop down menu to select a Search Method. Possible choices are:

- Assessment Range
- Search System

Assessment Range

Enter the Assessment Number range that is to be processed.

Query Result

Click on the Pop Up to select a Query Result, which will contain the Assessments that are to be processed.

Application

Check ON the Applications the Bulk Rate Type Update is to include in the processing. The valid choices are:

- Rates
- Water Billing
- Spec Rate/Charge

Import Rate Type Details

Select this option if the Import Rate Type Details function is to be used.

The import allows Rate Types on an Assessment to be maintained in the following ways:

- Rate Types can be added
- Rate Types can be removed (if charges have already been generated for the Rate Type in the Rating Period selected the Rate Type will be suspended using the Suspend Date provided in the import file)
- The Rateable Valuation Type can be changed
- The Number of Units can be increased, decreased or replaced (the Number of Units cannot be decreased below 1)
- The Rateability Percentage (Mixed Development Factor) can be set

Rate Type details are imported into Pathway from a text file. Each line of this text file represents a different Assessment Rating Period Rate Type record. Each of these records can contain the details listed in the following table.

Assessment Rating Period Rate Type Import Fields

Field Name	Description	Requirement	Valid Values
ASSMNUMBER	Assessment Number of Assessment to update	Mandatory	1 to 999999999
RTTYCODE	Rate Type Code of Rate Type to update	Mandatory	1 to 10 Characters
VLTYCODE	Rateable Valuation Type Code to add to Rate Type	Optional	1 to 10 Characters
NUMUNITS	Number of Units for new unit based Rate Types or amount to adjust current Number of Units by, see UNITACTION.	Optional	-999999.99999 to 9999999.99999
SUSPDATE	Date to suspend existing Rate Type from	Optional	DDMMYY (default)
RATVALPERC	Rateability Percentage (Mixed Development Factor)	Optional	0 to 999.99
UNITACTION	Action to take for existing unit based Rate Types. Set to C to change Number of Units by the number specified in NUMUNITS. Set to R to replace Number of Units by the number specified in NUMUNITS. (Minimum allowed value in this case is 1)	Optional	C & R

Import Format

Select the appropriate format for the import file. 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

Run Mode

The function can be run in three modes:

- Report Only
- Update and Report
- Update Only

If Report Only is selected the Rate Type details imported will be validated and an Exception Report produced detailing any problems with the imported details. No changes will be made to the Assessment Rating Period Rate Types within Pathway when run in Report Only mode.

Update Action

When run in Update and Report or Update Only mode the option Update Action is available. The Update Action option allows the user to control whether the details imported are updated to the Assessment Rating Period Rate Types within Pathway or loaded to a workfile which can be used later for modelling purposes.

If the option Create Workfile is selected the Assessment Rating Period Rate Type details imported will be saved to the workfile ready to be extracted (Note – an export format will need to be set up via Query Parameters >> Export/Import Format Maintenance). Suspended Assessment Rating Period Rate Types will not be added to the workfile. For Unit Based Rate Types the workfile will contain an adjusted Number of Units calculated using the details specified in the import file.

Rating Period

Enter the Rating Period the Rate Types to be processed are in. A Rating Period can also be selected via the Pop Up button.

Suspend Date

This field is only available when the 'Remove/Suspend Rate Types' option is selected.

The removal of Rate Types will only be done where no transactions exist for the Rate Type in the Rating Period being considered. If transactions exist the Rate Type will be suspended, with their Suspend Date set to the date that is entered into this field.

Rate Types Button

This button is only available when the 'Remove/Suspend Rate Types' option is selected.

Select the Rate Types to be removed/suspended.

Tracking Button

Click on this button to further qualify your choice of Assessments for the Bulk Rate Type Update, or to select an Activity to add to processed assessments.

Bulk Assessment Creation

This facility provides the ability to create assessments in bulk on selected properties. New assessments can be created by using a template or by using selected details from an existing assessment. This process produces Audit and Exception reports.

Rates and Water assessments will not be created if there are already existing Rates or Water assessments on the selected properties. Rates and Water assessments will also not be created if the selected property has a status of Historic or if there is no Property Owner. Special Rates and Charges assessments can be created on a selected property if a Rates or Water assessment already exists on that property.

When the Rates System Parameter "Auto Create VG Number" is set ON, a VG Number will also be automatically created and linked to the assessment. If the VG number to be created already exists then an exception message will be displayed on the Bulk Assessment Creation Exception Report.

Bulk Assessment Creation Control Form

Property

Displays the selected property formatted address.

Owner

Displays the Owner Name for the selected property.

Create From

Use this drop down to select the basis for the new assessments to be created. The available options are:

- Selected Assessment

This allows for details associated with the assessment selected to be created on the new assessments. Use the check boxes to select the necessary details.

- Selected Assessment with Maintenance

This option has the same features as the previous option 'Selected Assessment', however this option also allows access to the Rate Types Pop Up button, which allows maintenance of the Rate Type details.

- Assessment Template

This allows for the selection codes to be added to each of the newly created assessments. Use the pop ups to select the required details.

Assessment Number

This field is only available if Create From is set to Select Assessment. Enter the assessment number to be used as the basis for the creation of the new assessments.

Rate Types

This check box is only available if Create From is set to Select Assessment. Check this on to create the Rate Type(s) on the selected assessment against the new assessments.

Reference Details

This check box is only available if Create From is set to Select Assessment. Check this on to create the Reference Details on the selected assessment against the new assessments.

Local Government Code

This check box is only available if Create From is set to Select Assessment. Check this on to create the Local Government Code on the selected assessment against the new assessments.

Non-Rateable Reason

This check box is only available if Create From is set to Select Assessment. Check this on to create the Non-Rateable Reason on the selected assessment against the new assessments.

Notice Group

This check box is only available if Create From is set to Select Assessment. Check this on to create the Notice Group on the selected assessment against the new assessments.

Application

This field is only available if the Create From is set to Assessment Template. Choose the Application from the drop down that the new assessments are to have. The valid choices are:

- Rates
- Water Billing
- Spec/Rate Charge

Water Billing will only be available if Use Separate Assessments on the Rates System Parameter Maintenance is checked on.

Only Spec/Rate Charge assessments will be created on a property if a Rates or Water assessment already exists.

Status

This field is only available if the Create From is set to Assessment Template. Choose the Status that the new assessments are to be created with. The valid choices are:

- Current
- Proposed

Rate Types

This field is only available if the Create From is set to Assessment Template. Use the pop up to choose the Rate Type and other valid details associated with the Rate Type that the new assessments are to be created with.

Reference Details

This field is only available if the Create From is set to Assessment Template. Use the pop up to insert the required Reference details that the new assessments are to be created with.

Notice Group

This field is only available if the Create From is set to Assessment Template. Enter a valid Notice Group Code or use the pop up to select the Notice Group Code that the new assessments are to be created with.

Local Government Code

This field is only available if the Create From is set to Assessment Template. Enter a valid Local Government Code or use the pop up to select the Local Government Code that the new assessments are to be created with.

Non-Rateable Reason

This field is only available if the Create From is set to Assessment Template. Enter a valid Non-Rateable Reason Code or use the pop up to select the Non-Rateable Reason Code that the new assessments are to be created with.

Activities

This field is only available if the Create From is set to Assessment Template. Use the pop up to choose the Activity and other valid details associated with the Activity that the new assessments are to be created with.

Insert Button

Use this button to navigate to the Address Search Profile form to select the property (or properties) that the new assessments are to be created for.

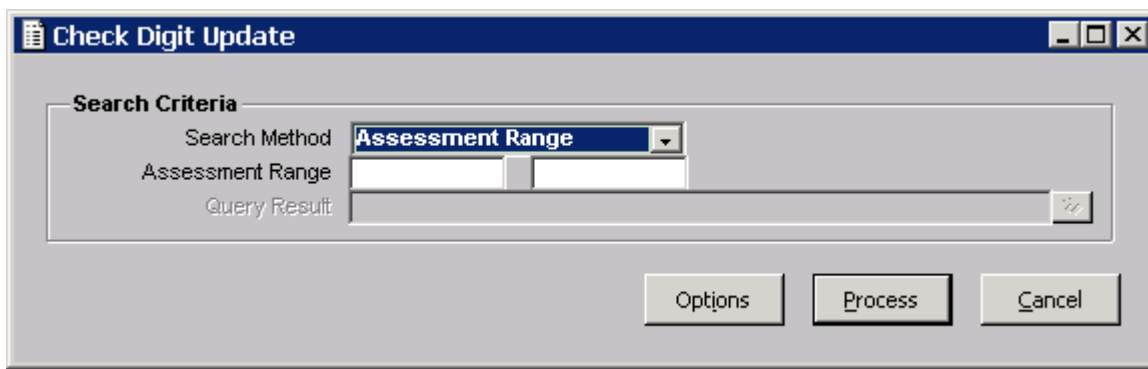
Check Digit Update

This function provides the ability to recalculate the Assessment Check Digit. Some banks utilise a Bank User Code that is then used in the calculation of the check digit. Should a Council change banks it may be required that the check digit is recalculated following the alteration of your Banking information in the System Parameters.

Check Digit Update Form

This form enables the recalculation of the Assessment Check Digit in cases where Banks have changed. Some Banks utilise a Bank User Code that is used in the calculation of the Check Digit so it is possible that after altering your Banking information in the system, Assessment check digits may need to be updated.

This function can be run in multi-batch mode.



Check Digit Update Form

Search Method

Click on the drop down menu to select a Search Method. Possible choices are:

- Assessment Range
- Search System

Assessment Range

This field contains the "From Assessment Number" and the "To Assessment Number" you wish to update.

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.

Fast Rates Prediction Extract

The Fast Rates Prediction extraction function will group assessments together on the basis of the same Rate Type **and** the same dollar value of Rateable Valuation. These will be accumulated within a CSV file, for further manipulation via Excel spreadsheet.

The extraction will be based on the Rateable Valuation year entered, and Rate Types within the nominated rating period will be utilised. An assessment **must** have a rateable valuation to be considered.

The Fast Rates Prediction extraction will enable Current and Proposed assessments to be considered (by specifying the Include Proposed Assessments option); alternatively only Current Assessments will be processed.

Assessments with Postponed rates can be taken into consideration. If the Include Postponed Rates option is selected, the extraction will utilise the Adjusted Valuation as the Rateable Valuation.

Further items to note in relation to the extraction are as follows :-

(a) For Unit Based Rate Types, the maximum number of units on the Rating Period Rate Type record limits the Number of Units on the assessment.

(b) If a Non-Rateable reason code is on an assessment, then only Service Based Rate Types will be considered

(c) The Administration Fee (WA functionality) will not be included within the extract

The function may be re-run as many time as required. Should amendments be made to the assessment file such as deletion of assessments or changes to rate types etc., a re-run of the extraction should be made to ensure the most recent information is included in the rates prediction.

The following Export format layout should be utilised for creation of the CSV file. This file format should be created prior to attempting execution of the extract process.

Fast Rates Prediction Export

The following information should be used to define the Fast Rates Prediction Export File Layout. This Layout will need to be defined via the Query/Query Parameters/Export Import Format Maintenance Menu Item.

Entity – LRPRA27

Comma Separated CSV

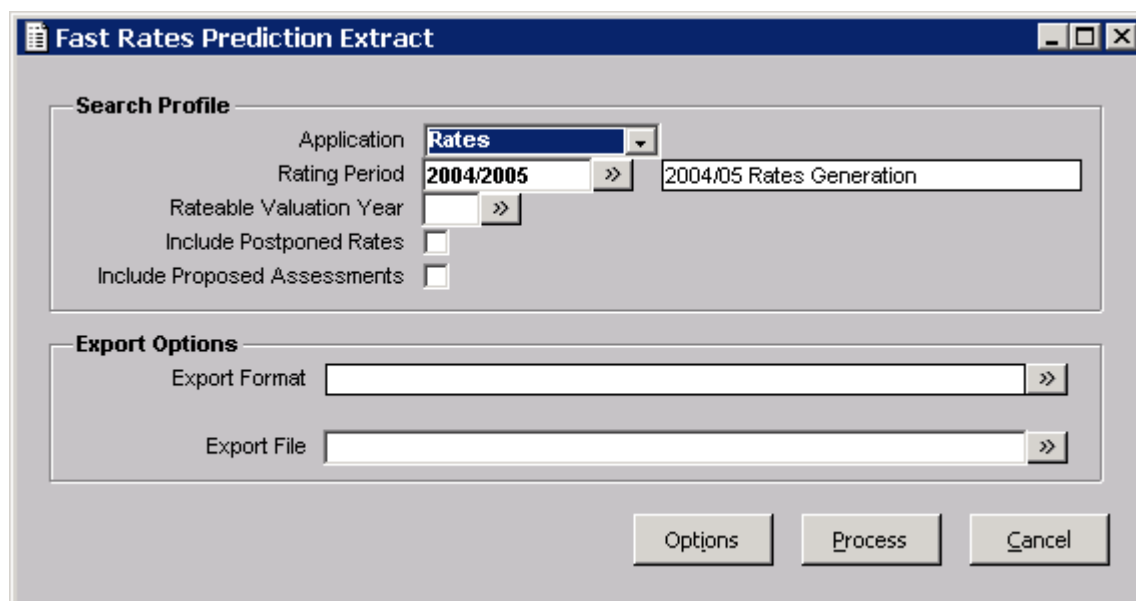
Include Field List checkbox should NOT be checked on

Selected Fields

RATETYPE	Rate Type
VALUATION	Valuation
NUMOFASSM	Number of Assessments
CALCMETHOD	Calculation Method
RATEINDOLL	Rate in the Dollar
NUMOFUNITS	Units
UNITCHARGE	Unit Charge
FIXEDAMT	Fixed Amount
MINRATE	Minimum Rate Amount per Rate Type
ADDCHARGE	Additional Charge
CALCVALUE	Calculated Value
CUMULASSM	Cumulative Assessments
DESCENDVAL	Descending Total Valuation (not used - currently calculated via spreadsheet function)

Fast Rates Prediction Extract Form

This function examines the current assessments and produces a CSV file containing current rateable valuations and rate types which is utilised by the Fast Test Billing Calculation.

The image shows a software window titled "Fast Rates Prediction Extract". It contains two main sections: "Search Profile" and "Export Options". In the "Search Profile" section, there is a dropdown menu for "Application" set to "Rates", a "Rating Period" field with "2004/2005" and a button to open a selection dialog, a "Rateable Valuation Year" field with a button, and two unchecked checkboxes for "Include Postponed Rates" and "Include Proposed Assessments". The "Export Options" section has an "Export Format" field with a button and an "Export File" field with a button. At the bottom are three buttons: "Options", "Process", and "Cancel".

Fast Rates Prediction Extract Form

Application

Select the Application for the Fast Rates Prediction to be run over from the pick list. The valid choices are: -

- Rates
- Spec Rate/Charge

Rating Period

This field contains the Rating Period that you are running the Fast Rates Prediction Extract for. Click on the Pop Up to select a Rating Period. (These Rating Periods must previously have been set up in "Rating Period Maintenance")

Rateable Valuation Year

This field contains the Rateable Valuation Year that the Values you will be using for the Fast Rates Prediction Extract are stored against. Click on the Pop Up to select a Rateable Valuation Year. (These Rateable Valuation Years must previously have been set up in "Rateable Valuation Years Maintenance")

Include Postponed Rates

If this checkbox is checked on, then Postponed Rates will be included in the Extract

Include Proposed Assessments

If this checkbox is checked on, then Proposed Assessments will be included in the Extract.

Export Format

Click on the Pop-up to select the export format creating the CSV file. (This format must have been previously created via the Query Import/Export Format Maintenance.)

Export File

This field will automatically populate from the Export Format on selection of the Format. Alternatively, click on the Pop-up to select a path and file name that the file will be saved.

Fast Rates Prediction

The Fast Rates Prediction function will interface with Excel Spreadsheet software, to enable the results of the Fast Rates Prediction extraction to be manipulated, for the purpose of finalising required Rate in \$ and other Rate Type charges.

The following information will be required to submit the Fast Rates Prediction and create a spreadsheet interface. On completion of the process, the Excel spreadsheet will automatically load. Alternatively, by accessing the XLS file created by the process, the spreadsheet will automatically load.

Spreadsheet	Pathway will currently support Excel 5 and Microsoft Excel 97
Date File	Select the Data file created during the Fast Rates Extraction process
Prediction Spreadsheet	Nominate the name of the spreadsheet to be created and the directory that this document is to be stored. If an existing document is selected, this spreadsheet will be overridden with the new details.

The following detail is available on the spreadsheet :-

Projected Total

The Projected Total indicates the total projected rates figure, based on the information extracted from the summary file. This includes the Unit Based, Fixed and Rate in \$ charges.

Target Total

The Target Total rates figure should be entered by council being the amount required in the new Rating Year. Based on this amount, the spreadsheet will calculate a Remaining Rates to Raise Amount.

Remaining Rates to Raise

The Remaining Rates to Raise figure relates to the Rate in \$ Rate Types. Target Total less the amount of Fixed/Unit Based Charges will give the Remaining Rates to Raise. Percentages of this total can be entered for individual rate types, and the spreadsheet will calculate the Rate in \$ required to achieve these totals.

Minimum Rates

The minimum rate amount will default from the first rate type carrying a minimum rate. The minimum rate will then default against all rate in the \$ rate types included in the spreadsheet. Councils may override the default (by amending or removing the minimum rate where appropriate) by highlighting the rate type and selecting the GOTO button.

Unit Based/Fixed Charges

Unit Based and Fixed Charge Rate Types are detailed in the top half of the spreadsheet. The Total Projected rates figure will be accumulated for these Rate Types. The spreadsheet will enable the following functions to be performed

1. To amend a Fixed Charge or Unit Charge Amount, highlight the Rate Type and select the GOTO Button. This will enable the charge to be maintained. The new amounts entered will be reflected in the Unit/Fixed Subtotals.
2. Rates Last Year can be entered for each Unit Based and Fixed Charge. The spreadsheet will calculate a \$ difference and a percentage difference between last year and the predicted rates, together with a total rate difference

Rate in the \$ Charges

The Remaining Rates to Raise amount indicates the additional revenue required from these rate types. Council should also ensure that the Minimum Rate amount is set to the required amount for each Rate Type (if this differs from the default).

The spreadsheet will enable the following functions to be performed :-

(a) Percentage Remaining

Nominate a percentage of the remaining rates to be raised amount and apply this against the required rate type. Based on this percentage, the spreadsheet will calculate the Rates Required. An overall total percentage allocation of 100% will be required to meet the rates required value and/or

(b) Rates Last Year

Rates Last Year can be entered for each Rate Type. The spreadsheet will calculate a \$ difference and a percentage difference between last year and the predicted rates, together with a total rate difference

The projected rates figure for each rate type can be amended by adjusting the rate in the \$ or the rate income to arrive at a satisfactory income figure.

1. Select the GOTO Button for the Rate Type. This will display the following information :-

Rate Type Information

Number of Properties

Total Valuation for the Rate Type

Calculated Revenue for the Rate Type

Rate in the \$ (Before and After Values)

Minimum Rate (Before and After Values)

Minimum Rate Information

Where certain properties are going to have the minimum rate applied, this will be reflected via the Minimum Information section of the spreadsheet. The Total number of properties affected will be highlighted. Where there are some properties that attract the minimum and other that do not, the spreadsheet will indicate the

- Valuation at the minimum – i.e. properties that have this valuation or under will attract the minimum
- Valuation amount above minimum – the valuation total that the remainder of the rates will be calculated with. This amount will only display if there are some minimum rates applied for the rate type.

2. Project the Rate in \$ or Minimum Rate based on a projected income value. Using the **Target Revenue button**, the spreadsheet will calculate either a Rate in \$, or a Minimum Value, based on the specified Target Revenue amount and populate the spreadsheet accordingly.

Fast Rates Prediction Control Form

This Function will create an interface with Excel to load a spreadsheet with the previously extracted prediction data

Fast Rates Prediction Control Form

Spreadsheet Product

Click on the Drop Down button to access the available Spreadsheet products.

Data File

Click on the Pop-up to select the data file (CSV) previously created by the Prediction Extract process.

Prediction Spreadsheet

Click on the Pop-up to select the data file (XLS) that the interface data is to be saved. If this process is being re-run, the file will be over-written with the new data. Alternatively, populate the field with a file path and name that the interface is to be saved.

Rates Generation

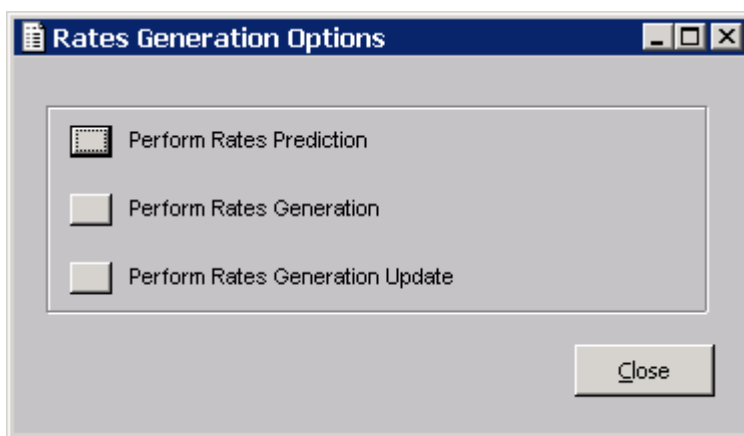
This function provides the facility for the Prediction, Generation and Update of rates transactions to the assessments.

This function can be run in multi-batch mode.

Rates Generation Options Form

This form enables you to choose from the following three Options:

- Perform Rates Prediction
- Perform Rates Generation
- Perform Rates Generation Update



Rates Generation Options Form

Perform Rates Prediction Button

Click on this button to enter Rates Prediction Test Set Data Maintenance where you can maintain up to ten different mixes (sets) of Rates in the \$, Unit Charges, Fixed Charges and calculation methods etc to assist the rates staff project expected rate yields for the ensuing year.

Perform Rates Generation Button

Click on this button to perform a Rates Generation with generation selection criteria options available.

Perform Rates Generation Update Button

Click on this button to select an option to perform the update of the Rates Generation or to “back out” the Rates Generation to its former state.

Rates Prediction Test Set Maintenance Form

This form enables the entry or maintenance of ten different mixes (sets) of rates in \$, fixed charges and calculation methods etc to assist the rates staff project expected rate yields for the ensuing year.

Rates Prediction Test Set Maintenance Form

Description

This field contains the Description of this particular Test Set of data for use in the Rates Prediction.

Description Detail Button

Click on this button to maintain Test Set Rate Types for the ten (10) different Test Sets. You can maintain values such as Rates in the \$, Unit & Fixed charges, calculation methods etc.

Copy Button

Click on this button to copy the highlighted Test Set (Rate Type details) to another. You can use this facility to cut down on entry of details for each Rate Type in each set.

Copy Set Form

This form enables the copying of one Test Set of data to another.

Copy Set Form

From

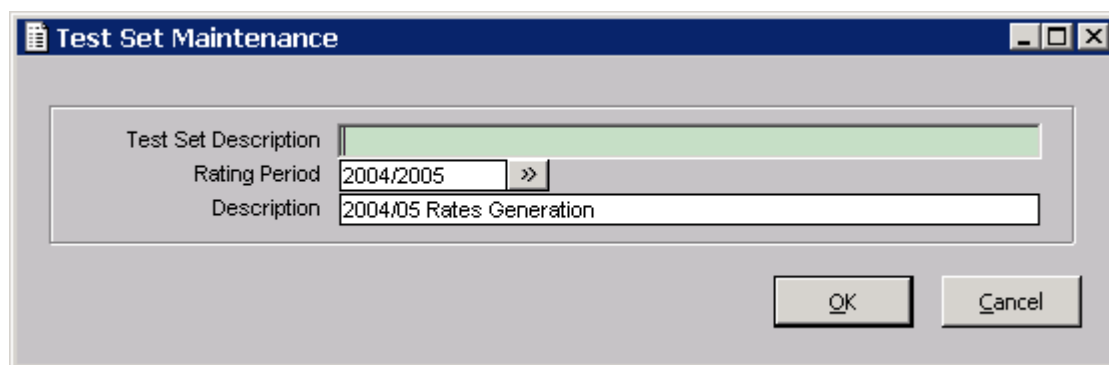
This field contains the Test Set of data that you are copying from.

To

This field contains the Test Set of data that you are copying to.

Test Set Maintenance Form

Use this form to insert a new Test Set.



The **Test Set Maintenance** form contains the following fields:

- Test Set Description:** A text input field.
- Rating Period:** A dropdown menu showing "2004/2005" with a right-pointing arrow button.
- Description:** A text input field showing "2004/05 Rates Generation".
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

Test Set Maintenance Form

Test Set Description

Enter the Description of the new Test Set.

Rating Period

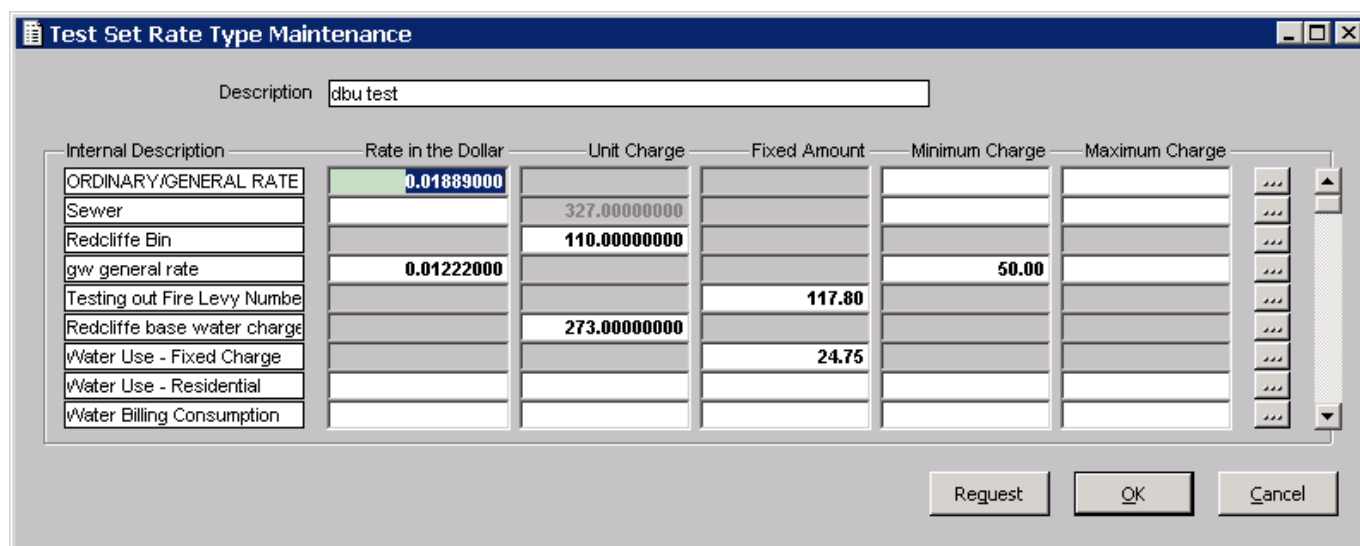
Select the Rating Period for this Test Set from the pop up.

Description

This field displays the Description of the selected Rating Period.

Test Set Rate Type Maintenance Form

This form displays Rate Type Values and enables you to request a Rates Prediction run for a particular Test Set of Data.



The **Test Set Rate Type Maintenance** form contains the following elements:

- Description:** A text input field showing "dbu test".
- Table:** A table with 6 columns: Internal Description, Rate in the Dollar, Unit Charge, Fixed Amount, Minimum Charge, and Maximum Charge.

Internal Description	Rate in the Dollar	Unit Charge	Fixed Amount	Minimum Charge	Maximum Charge
ORDINARY/GENERAL RATE	0.01889000				
Sewer		327.00000000			
Redcliffe Bin		110.00000000			
gw general rate	0.01222000			50.00	
Testing out Fire Levy Numbe			117.80		
Redcliffe base water charge		273.00000000			
Water Use - Fixed Charge			24.75		
Water Use - Residential					
Water Billing Consumption					
- Buttons:** "Request", "OK", and "Cancel" buttons at the bottom right.

Test Set Rate Type Maintenance Form

Description

This field contains the Description of the Test set of data you have chosen to maintain Rate Type details for.

Internal Description

This field contains the Internal Description of the Rate Type you are maintaining.

Rate In The Dollar

This field contains the Rate in the Dollar currently set for this Rate Type in this Test Data Set.

Unit Charge

This field contains the Unit Charge currently set for this Rate Type in this Test Data Set.

Fixed Amount

This field contains the Fixed Charge currently set for this Rate Type in this Test Data Set.

Minimum Rate

This field contains the Minimum Rate currently set for this Rate Type in this Test Data Set. This field will be unavailable (i.e. dimmed) when all of the following conditions are met:-

- The 'Tiered Rating Method' parameter is set to 'No Base Amount'.
- The Rate Type Application is 'RATES'.
- The Rate Type Calculation Method is 'Rateable Value x Rate in Dollar'.
- The Rating Period Rate Type has Tiered steps (i.e. no 'Rate in the Dollar' and Tiers do exist).

Maximum Rate

This field contains the Maximum Rate currently set for this Rate Type in this Test Data Set. This field will be unavailable (i.e. dimmed) when all of the following conditions are met:-

- The 'Tiered Rating Method' parameter is set to 'No Base Amount'.
- The Rate Type Application is 'RATES'.
- The Rate Type Calculation Method is 'Rateable Value x Rate in Dollar'.
- The Rating Period Rate Type has Tiered steps (i.e. no 'Rate in the Dollar' and Tiers do exist).

Detail Button

Click on this Detail Button to maintain Test Set Rate Type Details

Request Button

Click on this Request Button to go to the Rates Prediction Control.

Test Set Rate Type Details Maintenance Form

This form enables you to maintain Rate Type Details for a particular Test Set of Data.

Calculation Details	
Fixed Amount	
Rate in the Dollar	
Unit Charge	
Additional Charge	1.00
Minimum Charge	
Maximum Charge	1.00
Maximum Number of Units	

Test Set Rate Type Details Maintenance Form

Rate Type

This field contains the Rate Type that you have chosen to maintain details for.

Rateable Valuation Type

This field contains the Rateable Valuation Type that will be used in the calculation of Rates for this Rate Type. Click on the Pop Up to select a Rateable Valuation Type.

Use Default Rateable Valuation Type

If this checkbox is checked on, then the default Rateable Valuation Type as set in the System Parameters will be used with this Rate Type for the calculation of rates. The Rateable Valuation Type field will change to reflect the Default.

Fixed Amount

This field contains the Fixed Amount that will be used by this Rate Type in the rates calculation.

Rate In The Dollar

This field contains the Rate In The Dollar that will be used by this Rate Type in the rates calculation. If Tiers are to be used then this field must be left blank.

Unit Charge

This field contains the Unit Charge that (in conjunction with the number of units existing on the Assessment) will be used by this Rate Type in the rates calculation.

Additional Charge

This field contains the Additional Charge which (in conjunction with the Rateable Value & rate in the dollar) will be used by this Rate Type in the rates calculation.

Minimum Rate

This field contains the Minimum Rate that will be charged if the Rate in the Dollar multiplied by the Rateable Value is less than this amount. In this case, this Rate Type in the rates calculation will use the Minimum Rate.

The Minimum Rate field will be unavailable (i.e. dimmed) when all of the following conditions are met:-

- The new 'Tiered Rating Method' parameter is set to 'No Base Amount'.
- The Rate Type Application is 'RATES'.
- The Rate Type Calculation Method is 'Rateable Value x Rate in Dollar'.
- The Rating Period Rate Type has Tiered steps (i.e. no 'Rate in the Dollar' and Tiers do exist).

Maximum Number of Units

This field contains the Maximum Number of Units that (in conjunction with the Unit Charge) can be used by this Rate Type in the rates calculation. If the number of Units on the Assessment for this Rate Type is more than this number, then the maximum will be charged.

The Maximum Rate field will be unavailable (i.e. dimmed) when all of the following conditions are met:-

- The new 'Tiered Rating Method' parameter is set to 'No Base Amount'.
- The Rate Type Application is 'RATES'.
- The Rate Type Calculation Method is 'Rateable Value x Rate in Dollar'.
- The Rating Period Rate Type has Tiered steps (i.e. no 'Rate in the Dollar' and Tiers do exist).

Tiers Button

The Tiers button will reveal the Tier Maintenance form. It will only be displayed for Rates Rate Types with a Calculation Method of "Rateable Value X Rate in the Dollar" or "(Rateable Value X Rate in the Dollar) + Additional Charge" when no Rate in the Dollar has been entered.

The [Tiers] button will be unavailable (i.e. not visible) when all of the following conditions are met:-

- The new 'Tiered Rating Method' parameter is set to 'No Base Amount'.
- The Rate Type Application is 'RATES'.
- The Rate Type Calculation Method is 'Rateable Value x Rate in Dollar + Additional'.

Full Test Tier Maintenance Form

This form allows entry of Tiers for the Rate Type.

Rate Type: DRN13767-2 drn13767-2 rate in the dollar + additional charge

Upper Limit	Rate in the Dollar	Base Amount
50,000	0.01200000	0.00
80,000	0.01050000	75.00
120,000	0.00950000	155.00
999,999,999	0.00750000	395.00

Buttons: Calculate, Insert, OK, Cancel

Full Test Tier Maintenance Form (Use Base Amount)

Rate Type: NOBASE04 NOBASE04 GENERAL NOBASE TIERED - no relationship

Upper Limit	Rate in the Dollar
150,000	0.00353600
380,000	0.00265200
999,999,999	0.00176800

Buttons: Insert, OK, Cancel

Full Test Tier Maintenance Form (No Base Amount)

Rate Type

The Rating Period and its description are displayed in these fields. These fields are non-maintainable.

Upper Limit

This field is to contain the upper Valuation limit for which the associated Rate is to be used. The Upper Limit must increase with each Tier.

Rate in the Dollar

This field is to contain the rate in the dollar to be used for the associated Upper Limit when calculating Rates for this Tier. The Rate in the Dollar must decrease with each Tier.

Base Amount

This field is only available when the 'Tiered Rating Method' is set to 'Use Base Amount'. This field is to contain the Base Amount to be applied after the Valuation x Rate in the Dollar has been calculated. The

Base Amount can be entered manually or the system can calculate it when the Calculate button is pressed. The Base Amount must be positive and is mandatory.

Calculate Button

This button is only available when the 'Tiered Rating Method' is set to 'Use Base Amount'. Pressing the Calculate button will cause all the tiers Base Amounts to be calculated for presentation to the user. All Base Amounts will be calculated and loaded regardless if there is an amount already present (which could have either been entered by a user or loaded by previously pressing the Calculate button). The calculation of the Base Amount occurs as follows:

- The Base Amount for the first Tier will be \$0 as this is the first tier.
- The Base Amount for the second Tier will be \$75.00, calculated as follows:
The rates for the To Value of the prior (first) tier will be calculated using that first tier's Rate and Base Amount:-

$$\$50,000 \times 0.0120 = \$600.00 + \$0.00 \text{ (Base Amount)} = \$600.00$$
 The rates for the same valuation will be calculated for the second tier using the second tier's Rate:-

$$\$50,000 \times 0.0105 = \$525.00$$
 The difference between the two amounts will be the Base Amount to be applied to the second tier:-

$$\$600.00 - \$525.00 = \$75.00$$
 So if the calculation of rates for a valuation of \$50,000 was to use the second tier's details it would result in the same charge of \$600.00 that is calculated using the first tier's details.
- The Base Amount for the third Tier will be \$155.00, calculated as follows:-
The rates for the To Value of the prior (second) tier will be calculated using that second tier's Rate and Base Amount:-

$$\$80,000 \times 0.0105 = \$840.00 + \$75.00 \text{ (Base Amount)} = \$915.00$$
 The rates for the same valuation will be calculated for the third tier using the third tier's Rate:-

$$\$80,000 \times 0.0095 = \$760.00$$
 The difference between the two amounts will be the Base Amount to be applied to the third tier:-

$$\$915.00 - \$760.00 = \$155.00$$
- The Base Amount for the fourth Tier will be \$395.00, calculated as follows:-
The rates for the To Value of the prior (third) tier will be calculated using that third tier's Rate and Base Amount:-

$$\$120,000 \times 0.0095 = \$1140.00 + \$155.00 \text{ (Base Amount)} = \$1295.00$$
 The rates for the same valuation will be calculated for the fourth tier using the fourth tier's Rate:-

$$\$120,000 \times 0.0075 = \$900.00$$
 The difference between the two amounts will be the Base Amount to be applied to the fourth tier:-

$$\$1295.00 - \$900.00 = \$395.00$$

Each tier requires a value in the 'Upper Limit' and 'Rate in the Dollar' fields before the Base Amount can be calculated and if this is not the case an error message will be issued.

Rates Prediction Control Form

This form enables you to perform the Rates Prediction

Rates Prediction Control Form

Application

Click on the Drop Down to access the options to select the application applicable for the Rates Prediction run. The options are:-

- Rates
- Spec Rate/Charge

Only one application type can be processed with each Generation Run.

Search Method

Click on the Drop Down Menu to choose a Search Method to qualify the Assessments for the Rates Prediction

Possible options are:

- Assessment Range - only Assessments within the Range specified will be used in the for the Rates Prediction
- Search System - Only Assessments which are included in the Query Result will be used in the Rates Prediction

Assessment Range

Enter a "From Assessment Number" and a "To Assessment Number" if you selected Assessment Range as your Search Method.

Description

Click on the Pop Up to select a Query Result if you selected Search System as your Search Method.

Rating Period

This field contains the Rating Period that you are running the Rates Prediction on. Click on the Pop Up to select a Rating Period. (These Rating Periods must previously have been set up in "Rating Period Maintenance")

Rateable Valuation Year

This field contains the Rateable Valuation Year that the Values you will be using for the rates Prediction are stored against. Click on the Pop Up to select a Rateable Valuation Year. (These Rateable Valuation Years must previously have been set up in "Rateable Valuation Years Maintenance")

Include Proposed Assessments

If this checkbox is checked on, then Proposed Assessments will be included in the Rates Prediction

Print Detail Report

If this checkbox is checked on, then a detailed report of calculations will be printed.

Print Unvalued Non-Rateable Assessments

If this checkbox is checked on, then a unvalued Non-Rateable Assessments will be printed on the detail report.

Print Non-Rateable Assessments – No Rate Type

Where this option is ticked ON, then assessments that do not have any Rates Types will be reported on the Exception Report.

Calculate Postponed Rates

This check box is only displayed when Postponed Rates are set to SA mode. When this checkbox is set on, the Postponed Rates calculation is performed for assessments that have their Postponed Rates Apply check box set on. The Postponed Rates Generation and Postponed Rates Generation Exception Reports will be produced.

Rates will not be calculated for the Postponed Rate Type nominated on the SA Postponed Rates Parameter Maintenance form.

Tracking Button

Click on this button to further qualify your choice of Assessments for the Rates Prediction.

Rate Types Button

Click on this button to further qualify your choice of Rate Types for the Rates Prediction.

Notice Groups Button

Click on this button to further qualify your choice of Assessments for the Rates Prediction

Rates Generation Control Form

This form enables you to perform a Rates Generation.

This function can be run in multi-batch mode.

Rates Generation Control

Search Criteria

Application: Rates

Search Method: Assessment Range

Assessment Range:

Query Result:

Processing Options

Generation Run: »

Generation Run Number:

Rateable Valuation Year Used: 2004

Transaction Date: 20-Dec-2004

Create on Instalments: ☐

Print Detail Report: ☐

Print Unvalued Non-Rateable Assessments: ☐

Print Non-Rateable Assessments - No Rate Type: ☐

Minimum Instalment Amount:

Rates Capping Period: Full Year Period

Tracking Rate Types Notice Groups Options Process Cancel

Rates Generation Control Form

Application

Click on the Drop Down to access the options to select the application applicable for the Rates Generation Run. The options are:-

- Rates
- Spec Rate/Charge

Only one application type can be processed with each Generation Run.

If the application of Rates is selected, then only Rate Generation Runs are displayed on the Generation Run Pop Up Form.

If the application of Spec Rate/Charge is selected, then only Spec Rate/Charge Generation Runs are displayed on the Generation Run Pop Up Form

Search Method

Click on the Drop Down Menu to choose a Search Method to qualify the Assessments for the Rates Generation.

Possible options are:

- Assessment Range - only Assessments within the Range specified will be used in the for the Rates Generation
- Search System - Only Assessments which are included in the Query Result will be used in the Rates Generation

Assessment Range

Enter a "From Assessment Number" and a "To Assessment Number" if you selected Assessment 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.

Generation Run

This field contains the Generation Run for the Rates Generation. Click on the Pop Up to select a Rates Generation. (These Generation Runs must previously have been set up in "Generation Run Maintenance")

Generation Run Number

This field contains the Generation Run Number for this Rating Year

Rateable Valuation Year

This field contains the Rateable Valuation Year that the Values you will be using for the Rates Generation are stored against. Click on the Pop Up to select a Rateable Valuation Year. (These Rateable Valuation Years must previously have been set up in "Rateable Valuation Years Maintenance")

Transaction Date

This field contains the Transaction Date that will be assigned to all transactions generated in this Rates Generation. Pressing F2 or double clicking on this field displays a calendar which can be used to choose the required date from

Create On Instalments

Check this checkbox on if you wish to create Instalments.

Print Detail Report

Where this option is ticked ON, then a detailed report of calculations will be printed. This report should be printed and checked thoroughly for Calculations and Selection Criteria.

Print Unvalued Non-Rateable Assessments

Where this option is ticked ON, then Unvalued Assessments with Non Rateable Reason Codes applied will be reported on the Exception report.

Print Non-Rateable Assessments – No Rate Types Checkbox

Where this option is ticked ON, then assessments that do not have any Rates Types will be reported on the Exception Report.

Minimum Instalment Amount

Enter the minimum amount that instalments are to be created for if Create on Instalments is checked on.

Rates Capping Period

This will allow selection of the comparison method to use when assessing the use of the Capped Rates for the current period. This drop down is only available if the rates System Parameter has Capping turned on. The available options are:

- Full Year Period

When selected, the amount of Capped Rates generated as part of the Projected Capped Rates Generation will be divided by the value defined in the Rates Divisor for the Current Rating Period. This will then be compared to the Generated Rates Amount (which has also been divided by the Rates Divisor). This will ensure that the comparison of the Rates Capped amount and the Rates Generated amount are for the same period of time.

- **Half/Quarter Period**

When selected, the amount of the Capped Rates generated will NOT need to be further amended by the divisor. The original capped amount will be compared to the Generated Rates Amount (which has been divided by the Rates Divisor).

Tracking Button

Click on this button to further qualify your choice of Assessments for the Rates Generation.

Rate Types Button

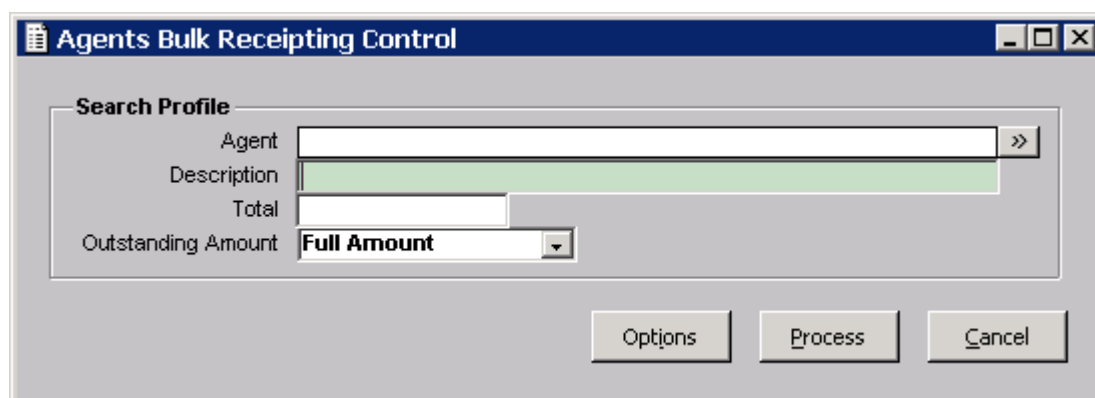
Click on this button to further qualify your choice of Rate Types for the Rates Generation.

Notice Groups Button

Click on this button to further qualify your choice of Assessments for the Rates Generation.

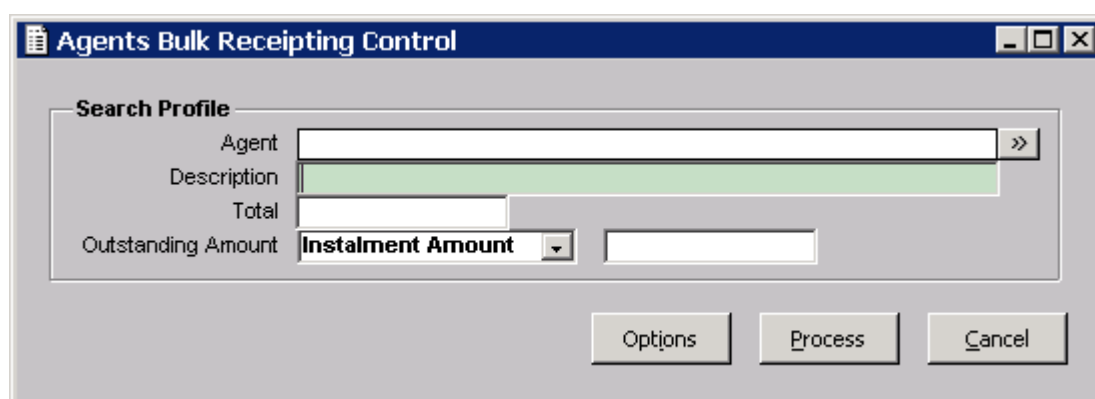
Agents Bulk Receipting Control Form

This form allows the selection of an agent to whom a bulk receipt has been issued.



The screenshot shows the 'Agents Bulk Receipting Control' window. It features a 'Search Profile' section with four fields: 'Agent' (a text box with a right-pointing arrow), 'Description' (a green-highlighted text box), 'Total' (a text box), and 'Outstanding Amount' (a dropdown menu currently set to 'Full Amount'). At the bottom of the window are three buttons: 'Options', 'Process', and 'Cancel'.

Agents Bulk Receipting Control Form



This screenshot shows the same 'Agents Bulk Receipting Control' window, but with the 'Outstanding Amount' dropdown menu set to 'Instalment Amount'. An additional empty text box appears to the right of the dropdown menu. The other fields and buttons remain the same as in the previous screenshot.

Agents Bulk Receipting (showing Instalment Amount)

Agent

This field is used to select an agent. Use the pop up arrow to activate the Agent - Name Search Profile form, (or double-click in the field, or press F2 in the field.) and select an agent from the Agent - Name Selection form.

Description

Enter a description for the job.

Total

Enter the total amount received to this agent in Receipt Entry. The amount entered here must match the amount received in Receipt Entry.

Outstanding Amount

This field is used to specify whether the payment is to cover the full amounts owing or instalment amounts. The options available for selection are:

- Full Amount
- Instalment Amount

Process Button

Click the Process button to send the agent details to the Rates Module to find all allocation lines listed against the agent.

Notice Group Maintenance Form

Initially, all Notice Groups maintained within the Rates Module will default to the left of the Form. By highlighting the required Group and taking the Select Button, the Notice Group will move to the assigned side of the form. By taking the Select All Button, all of the Notice groups 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 Notice groups to ensure none are overlooked during processing.

Available		Assigned	
1369993	1369993	CIT00	CITY REALTY P/L
ADE19	Adelaide Computer Superstore	COL01	COLLEY & CO REAL ESTATE
ADR00	ADRIAN SLAPE	COL03	COLLIERS JARDINE - MELBOURNE
BEL02	BELLSIDE NOMINEES P/L	COL08	COLLIERS JARDINE - SERVICES SA
BIG02	BIGGS & ASSOCIATES	COL10	COLLIERS JARDINE ACC: PERMANE
BLA00	BLACKFORDS MANAGEMENT SERV	COL19	COLLIERS JARDINE ACC: RAPTIS PI
BOW00	BOWMAN PROPERTY MANAGEMEN	COL62	Colliers Acc: Transadelaide
BRA12	BRADBROOK MANAGEMENT SERV	COL63	Colliers Jardine Acc: Superannatio
BUR03	BURROWS NOMINEES P/L	COL64	COLLIERS JARDINE ACC: NORELCC

Search Profile

Notice Group

Description

Search OK Cancel

Notice Group Maintenance Form

Available Notice Groups

All Notice Groups currently maintained within the rates Module will default to this area.

Assigned Notice Groups

The Notice Groups that you have assigned for the particular processing run will be listed here.

Select Button

Having highlighted the Notice Group 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 Notice Groups to the assigned side of the form.

Remove Button

Having highlighted the Notice Group 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 Notice Groups to the unassigned side of the form.

Search Profile – Notice Group

Enter the Notice Group code to search for the required Notice Group record.

Search Profile – Description

Enter the Notice Group Description to search for the required Notice Group record

Rate 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.

Rate 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 – Rate Type

Enter the rate type and click on Search to find the required rate type.

Search Profile – Description

Enter the rate type description and click on enter to find the required rate type.

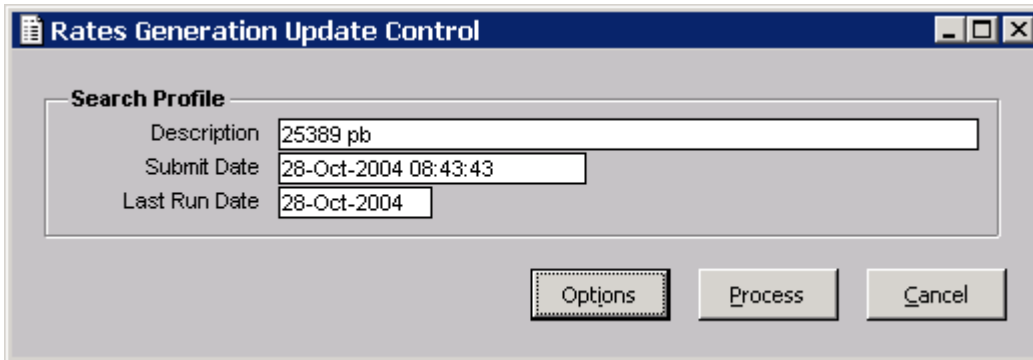
Search Profile – Category

Enter a rate type category on which to base your search. Alternatively a selection may be made by clicking on the Pop Up button and choosing a category from the Rate Category Pop Up Form.

Rates Generation Update Control Form

This form enables you to Update the Rates files once you have checked the Generation Report for accuracy & selection criteria.

This function can be run in multi-batch mode.



Rates Generation Update Control Form

Description

This field contains a description of this Rates Generation that will be used on the Header Page of the rates Generation Update Report.

Submit Date/Time

This field contains the date and time that the Rates Generation was submitted.

Last Run Date/Time

This field contains the date and time that the Rates Generation update actually ran.

Tax Generation

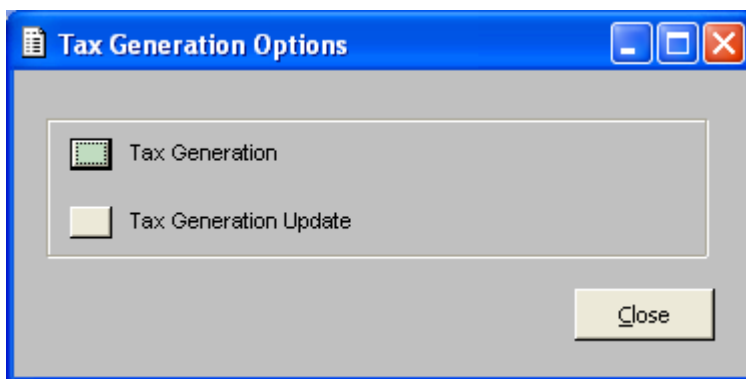
This function provides the ability to Generate Tax Transactions where the rate of tax charged changes part way through a Rating Period.

This function can be run in multi-batch mode.

Tax Generation Options form

This form enables one of the following two options to be selected:

- Tax Generation
- Tax Generation Update.



Tax Generation Options Form

Tax Generation Button

Press this button to navigate to the Tax Generation Control form where Tax can be chosen to be generated or adjusted.

Tax Generation Update Button

Press this button to navigate to the Tax Generation Update Control form where generated or adjusted Tax can be chosen to be updated.

Tax Generation Control Form

This form allows for the Generation or Adjustment of Tax against assessments in a Rating Period where the rate of tax charged changes part way through the Rating Period. Tax will only be calculated on Current Rates Assessments.

Tax is calculated on each instalment for an Assessment as follows:

- The due date of the instalment is used to determine which tax rate is applicable. If an Assessment has override instalment dates present they will be used in lieu of the instalment due dates present on the Instalment Plan.
- The taxable amount of the instalment is determined. This is achieved by accumulating the tax exclusive amounts that make up the instalment.
- The amount of tax applicable to the instalment is calculated by applying the tax rate from a) to the taxable amount from b).

The Tax Generation Control form has the ability to run in "Generate Tax" or "Adjust Tax" mode.

It is possible for the Tax Generation to be run with both the Generate Tax and Adjust Tax parameters set on. However, a given Assessment will have only its initial tax generated or its existing tax adjusted, depending on whether or not tax is already present for the Assessment. ***It will not have tax generated and adjusted in the same run.*** If an Assessment requires both the initial generation of tax and a tax adjustment, the Tax Generation must be performed twice for that Assessment – the first time with Generate Tax set on, and the second time with Adjust Tax set on.

This function can be performed in multi-batch mode.

Tax Generation Control Form

Search Criteria - Search Method

Click on the Drop Down Menu to choose a Search Method to qualify the Assessments for the Rates Generation.

Possible options are:

- Assessment Range
Only Assessments within the Range specified will be used in the for the Rates Generation
- Search System
Only Assessments which are included in the Query Result will be used in the Rates Generation

Search Criteria - Assessment Range

Enter a "From Assessment Number" and a "To Assessment Number" if Assessment Range is selected as the Search Method.

Search Criteria - Query Result

Click on the Pop Up to select a Query Result if Search System is selected as the Search Method.

Processing Parameters – Generate Tax

When set on, tax will be generated on Assessments that do not yet have any tax generated, ignoring any early payments and credit from previous rating periods.

Processing Parameters – Adjust Tax

When set on, the tax amount on Assessments that already have tax generated will be adjusted. Change of Instalment amounts, early payments and credits from previous rating periods are considered when deciding which tax rates to apply.

Tax Generation Update Control Form

This form is used to update the transactions generated by the Tax Generation process to the assessments.

The GST transactions will be allocated to the instalment for which they are calculated. If two GST Transaction Types have been nominated in the parameters, each GST transaction will be assigned the

appropriate Transaction Type according to whether the old or new tax rate was used for its calculation. Otherwise the only nominated GST Transaction Type will be used.

In addition to posting the GST transactions, the update will also do the following for each Assessment:

- Add the GST Rate Types to the Assessment if it is not already present.
- Calculate (or re-calculate) pending discount for the Assessment, and potentially convert the pending discount to actual discount if the Assessment has sufficient credit.
- Add the Tracking Activity (if any) nominated on the Tax Generation to the Assessment.

The Tax Generation Update produces the Transaction Summary Report which details the total amounts posted per Transaction Type, and the Exception Report.

When the Rates System Parameter Request Tax Generation Update Anytime is set ON this form can be submitted independently of a Tax Generation being completed.

Tax Generation Update Control Form when the Rates System Parameter Request Tax Generation Update Anytime is set OFF.

Tax Generation Update Control Form when the Rates System Parameter Request Tax Generation Update Anytime is set ON.

Description

This field contains a description of this Rates Generation that will be used on the Header Page of the rates Generation Update Report.

Submit Date

When the Rates System Parameter Request Tax Generation Update Anytime is set OFF this field contains the date and time that the Rates Generation was submitted.

When the Rates System Parameter Request Tax Generation Update Anytime is set ON this field will be blank.

Last Run Date

When the Rates System Parameter Request Tax Generation Update Anytime is set OFF this field contains the last run date that the Rates Generation was submitted.

When the Rates System Parameter Request Tax Generation Update Anytime is set ON this field will be blank.

Rateable Valuations Generation

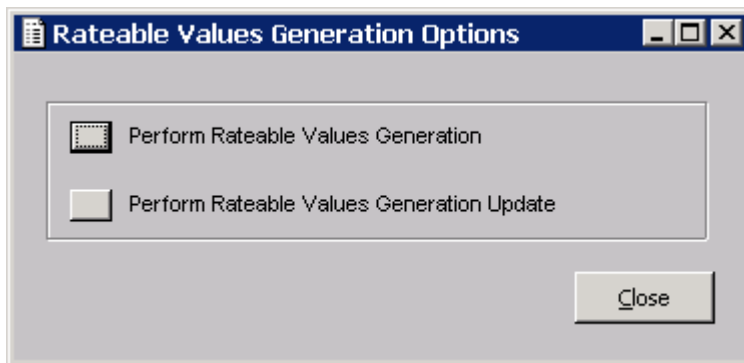
This facility provides the functionality for the generation of Rateable Valuations and the update of those rateable valuations to the Assessments.

When the Valuations System Parameter 'Valuation Notices to be Published' is set on, the Rateable Values Generation process will only consider the latest Valuation for the nominated Valuation Year with a "DVR Status" of 'Published' or 'Adopted'.

Rateable Valuations Generation Options Form

This form enables you to perform:

- a Rateable Values Generation
- a Rateable Values Generation Update once calculations and other details have been checked for accuracy.



Rateable Valuations Generation Options Form

Perform Rateable Values Generation Button

Click on this button to go the Rateable Values Generation Control Form

Perform Rateable Values Generation Update Button

Click on this button to go the Rateable Values Generation Update Form

Rateable Values Generation Control Form

This form enables you to perform a Rateable Values Generation for a specific year based on a Valuations year. Reports will be produced on completion of the process.

This function can be run in multi-batch mode.

Rateable Values Generation Control Form

Search Method

Click on the Drop Down Menu to choose a Search Method to qualify the Assessments for the Rates Generation.

Possible options are:

- VG Number Range – only Assessments within the Range of Valuer Generals Numbers specified will be used in the Rateable Values generation
- Search System – Only Assessments which are included in the Query Result will be used in the Rates Generation

VG Number Range

Enter a “From Valuer General’s Number ” and a “To Valuer General’s Number ” if you selected VG Number 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.

New Rating Period

Select the pop-up to access the Rating Period Pop-up to select the appropriate Rating Period.

Note: If generating rateable valuations for a new year, the appropriate rating Period must have been set up in the Parameters prior to running this process.

New Rateable Valuation Year

This field will default the Valuation year aligned with the Rating Period selected.

Effective Date

Insert the effective date of the rateable valuations

Correction Number

Click on the up and down arrows to increment the Correction Number, if necessary. If this is the first Rateable valuation generation for the year (for this particular VG Number, or number of VG Numbers), the Correction Number should be Zero.

Valuation Year

This field contains the Valuation Year to be used to update the Rateable Values. Click on the Pop Up to select a Valuation Year.

Existing Rateable Valuation Year

This field contains the current Rateable Valuation Year. The current Rateable Values for this Rateable Valuation Year will be used to compare the new Rateable Valuation Years Rateable Values. Click on the Pop Up to select the existing Rateable Valuation Year.

New Rateable Valuation Year

This field contains the new Rateable Valuation Year. Once the Rateable Values Generation is updated, the Rateable Values for this Rateable Valuations Year will be used in future rates Generation calculations. Click on the Pop Up to select the new Rateable Valuation Year.

Effective Date

This field contains the date that the new Rateable Valuation Year takes effect. Pressing F2 or double clicking on this field will display a calendar which can be used to choose the required date from

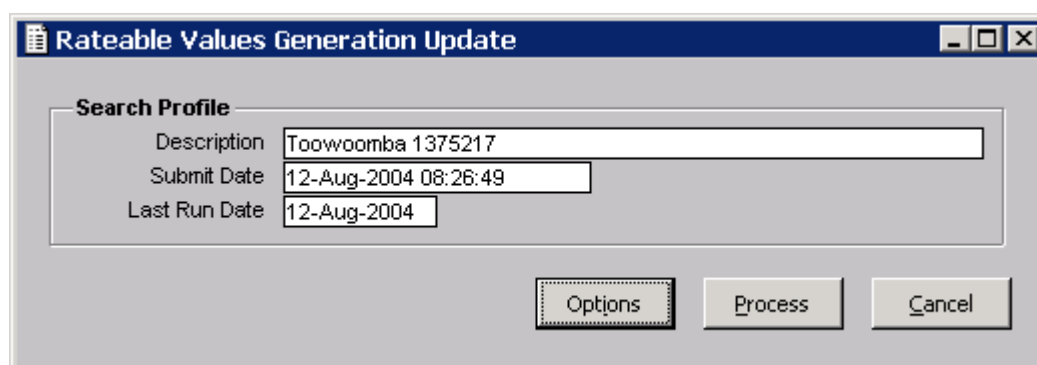
Print Percentage Difference Report

Check this checkbox on if you wish to print a report showing the percentage differences between the "current" and the "new" Rateable values for the years selected

Rateable Values Generation Update Form

This form enables you to perform a Rateable Values Generation update.

This function can be run in multi-batch mode.



Rateable Values Generation Update Form

Description

The field will populate with the description of the latest Rateable Valuation Generation previously run.

Submit Date

The field will populate with the submit date of the latest Rateable Valuation Generation run.

Last Run Date

This field will populate with the date of the latest Rateable Valuations Generation run.

Fines/Interest/Penalty Generation Options

This facility provides the functionality for the bulk generation of Fines/ Interest/Penalty and the subsequent update of those transactions to the assessments.

Prior to this process being run, it is assumed that the following parameters have been set:-

- The amount (percentage) of interest/fines that the calculations will be based has been established in the System Parameters.
- The rate of interest/fine i.e. daily or flat has been established in the System Parameters.
- The method of calculation of the interest/fine e.g. simple or compound has been established in the System parameters.
- All Rate Types have the Fineable check box checked on, where appropriate, at the rate Type Parameters.
- All Transaction Types that are to be included in the fine/interest calculations have the fineable check box ticked on in the Transaction Type Parameters.

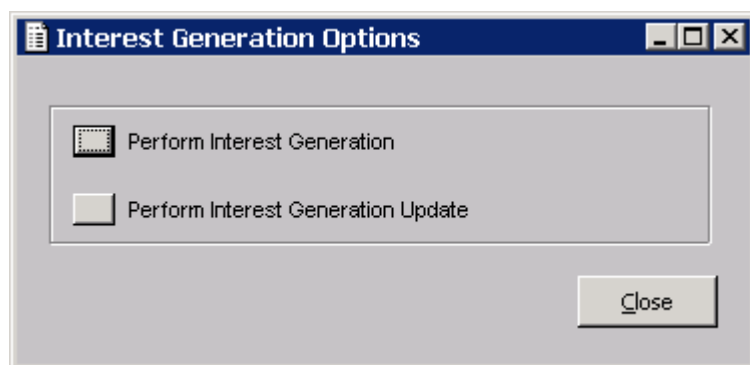
The functionality is also provided for the bulk generation (and immediate update) of PENDING interest/fines. This process will create pending interest/fines e.g. FINC-D, FINI-D, FINA-D and FINP-D transactions and update the assessments accordingly. Accounting records for these transactions will not be generated.

Prior to this process being run, it is assumed that the following parameters have been set:-

- Calculate Pending Interest for rates
- Calculate Pending Interest for receipting (if applicable)

Fines/Interest/Penalty Generation Options Form

This form provides the facility to Generate Fines/interest, and to update those generated records to the assessments.

The image shows a screenshot of a software window titled "Interest Generation Options". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Inside the window, there are two buttons: "Perform Interest Generation" and "Perform Interest Generation Update". The "Perform Interest Generation" button is highlighted with a mouse cursor. At the bottom right of the window, there is a "Close" button.

Interest Generation Options Form

Perform Interest Generation

Select this button to access the Interest Generation Control Form.

Perform Interest Generation Update

Select this Button to access the Interest Generation Update Control Form.

Fines/Interest/Penalty Generation Control Form

The Interest Generation Control Form provides the process to raise fines/interest/penalties on assessments. A requirement prior to performing this process is that:-

- Parameters will have been established on the System Parameters Form.
- All relevant rate Types will have the Fineable check box checked on where appropriate.

- All transaction types that are to be included in the fines generation will have the fineable check box ticked on where appropriate.

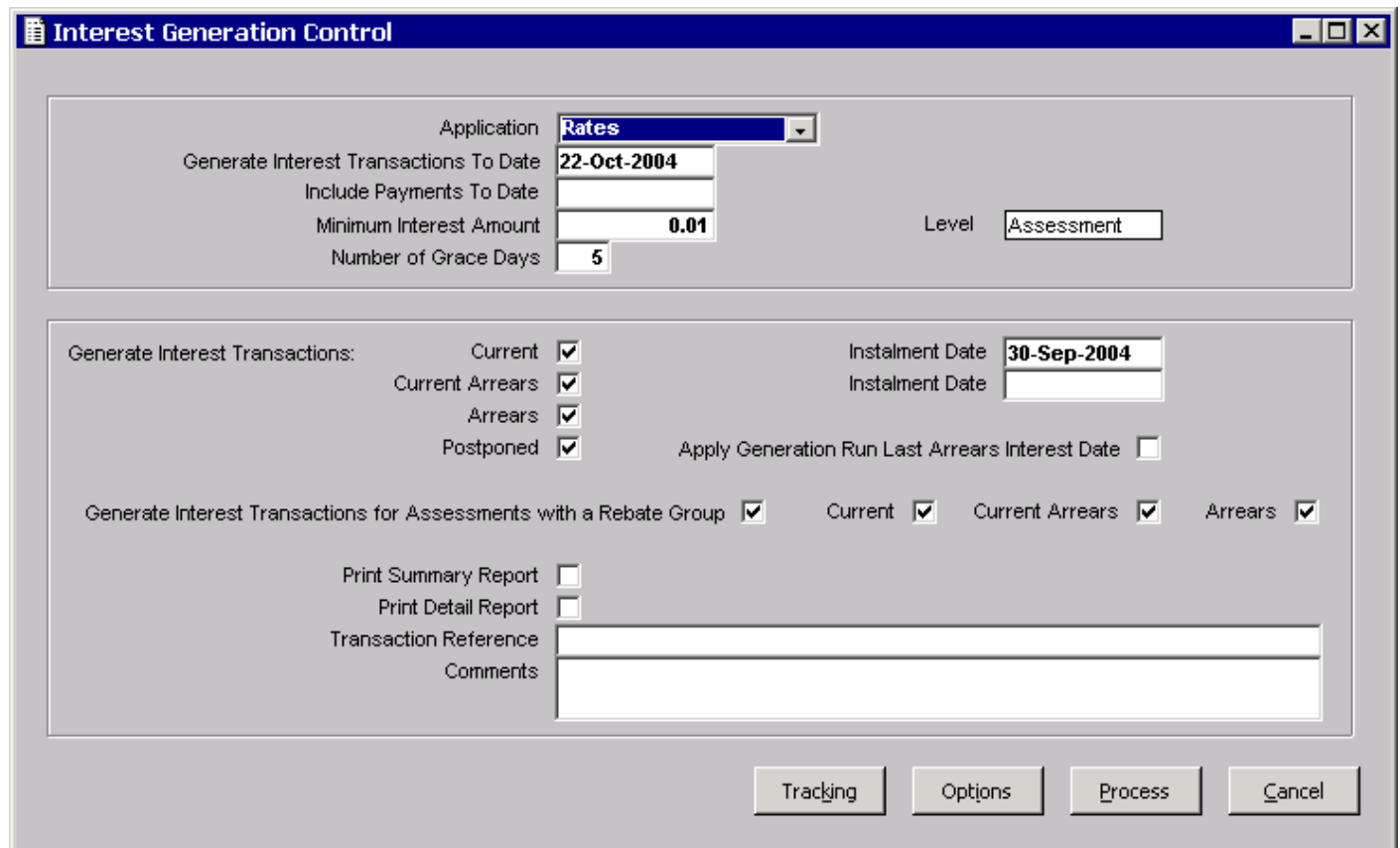
Fines/Interest/Penalty Generation can be run in multi-batch mode.

The Pending Interest Generation Form provides for the bulk generation (and immediate update) of PENDING interest/fines. In addition to the above parameters having been set, it is assumed that the following parameters will also have been set:-

- Calculate Pending Interest for rates
- Calculate Pending Interest for receipting (if applicable)

An Exception Report will also be produced for each process.

This function can be run in multi-batch mode.



The screenshot shows the 'Interest Generation Control' window. It has a title bar with a document icon and the text 'Interest Generation Control'. The window is divided into several sections. The top section contains fields for 'Application' (a dropdown menu showing 'Rates'), 'Generate Interest Transactions To Date' (a date field showing '22-Oct-2004'), 'Include Payments To Date' (an empty date field), 'Minimum Interest Amount' (a text field showing '0.01'), 'Number of Grace Days' (a text field showing '5'), and 'Level' (a text field showing 'Assessment'). The middle section is titled 'Generate Interest Transactions:' and contains checkboxes for 'Current', 'Current Arrears', 'Arrears', and 'Postponed', all of which are checked. To the right of these are 'Instalment Date' (a date field showing '30-Sep-2004') and another empty 'Instalment Date' field. Below these is a checkbox for 'Apply Generation Run Last Arrears Interest Date' which is unchecked. The bottom section contains a checkbox for 'Generate Interest Transactions for Assessments with a Rebate Group' which is checked, followed by checkboxes for 'Current', 'Current Arrears', and 'Arrears', all of which are checked. Below these are checkboxes for 'Print Summary Report' and 'Print Detail Report', both of which are unchecked. At the bottom of the window are four buttons: 'Tracking', 'Options', 'Process', and 'Cancel'. There are also fields for 'Transaction Reference' and 'Comments' at the bottom of the main form area.

Interest Generation Control Form

Pending Interest Generation Control

Application

Click on the Drop Down to access the options to select the application applicable for the Generation Run. The options are:-

- Rates – only rate assessments considered
- Water Billing – only water assessments considered
- Spec Rate/Charge – only special rates and charges assessments considered
- Rates and Water Billing – rates and water assessments considered

Generate Fines Transactions to Date

Insert the date that fines are to be calculated. The field will default to current date. With the parameter set to rate “Daily”, this is the date that fines will be calculated.

Include Payments to Date

Insert the date that payments are to be considered when calculating Fines. E.g. Council may wish to generate fines to the 1st of the month but allow a grace period for payments having been received up to the 5th of the month.

Generate Fines Transactions – Current

Tick the check box on if Current Fines are to be calculated. Insert a date in the Instalment date field that will be the latest Instalment to be unpaid.

The instalment date field will not be maintainable if the check box has not been clicked on.

If instalments are not in place on the assessments, the current date may be inserted.

Generate Fines Transactions – Current Arrears

Tick the check box on if Current Arrears Fines are to be calculated. Insert a date in the Instalment date field that will be the latest instalment that has current fines attaching.

Example

Rates generated 15/8/99 with instalments due 1/9/99, 1/12/99, 1/3/2000, 1/6/2000

No payments have been received to date.

Fines/interest generation run say 30/9/99 will have a Current Instalment date of 1/9/99

Fines run say 31/12/99 will have a Current Instalment date of 1/12/99 and a Current Arrears Instalment date of 1/9/99

Generate Fines Transactions – Arrears

Tick the check box on if it is required that fines are calculated on arrears rates transactions.

Generate Fines Transactions – Postponed

NSW Requirement only. This field will only be available if the Postponed check box at the System Parameters has been checked on

Tick the check box on if it is required that Fines are calculated on postponed rates transactions.

Apply Generation Run Last Arrears Interest Date

This field will be available if the relevant Application's system parameter has been turned on, and the "Generate Fines Transactions - Arrears" checkbox has been selected.

If the field is selected, Arrears Fines (and postponed Arrears Fines, if relevant) will be calculated starting from (as a default) the Last Arrears Fine Date that is present on the given Generation Run of the debt being fined.

Note: If the Last Arrears Fine Date on the given Generation Run is null or later than the start date of the Current Rating Period, then Arrears Fines will *not* be calculated from a date in the prior period.

Number of days to Consider

Insert the number of days that the fines generation will utilise.

This field will override the number of days that the system would have normally used. This field will only be available if the check box at the System Parameter level has been checked on.

Minimum Interest Amount

Insert the amount that will represent the minimum amount of fines/interest that will be calculated on that level.

Minimum Interest Level

This field defaults from the System Parameters and indicates the level the minimum amount of fines will be calculated. The options are Rate Type or Assessment. If the calculation at either the rate type or the assessment level is below the minimum set, then no fines/interest will be raised.

Generate Interest Transactions for Assessments with a Rebate Group

Click on the check box if it is intended that assessments that have a rebate group attached are to be included in the fines/interest calculations.

If the check box is clicked on, the options are provided to check on the relevant check boxes for Current, Current Arrears and Arrears, or all three.

Print Detail Report

Check on the check box if a detailed report is required which will all assessment together with all details of fines/interest to be raised on that assessment.

Print Summary Report

Check on the check box if a Summary report is required which only summarise the fines transaction to be raised

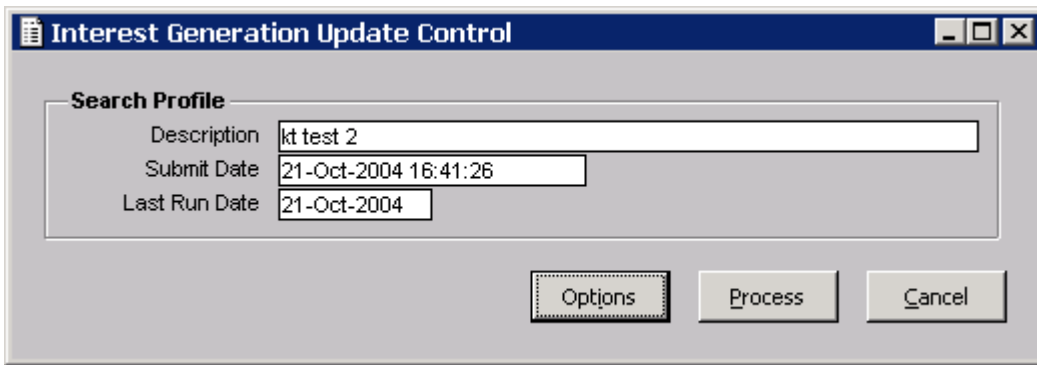
Tracking Button

Click on this button to display the Tracking Selection Form

Fines/Interest/Penalty Generation Update Control Form

This form is used to Update the Fines/Interest/Penalties that were previously generated and checked.

This function can be run in multi-batch mode.

A screenshot of a Windows-style dialog box titled "Interest Generation Update Control". It features a "Search Profile" section with three input fields: "Description" containing "kt test 2", "Submit Date" containing "21-Oct-2004 16:41:26", and "Last Run Date" containing "21-Oct-2004". At the bottom right, there are three buttons: "Options" (with a dotted border), "Process", and "Cancel".

Search Profile	
Description	kt test 2
Submit Date	21-Oct-2004 16:41:26
Last Run Date	21-Oct-2004

Options Process Cancel

*Interest Generation Update Control Form***Description**

The field will be populated with the description of the Interest generation run.

Submit Date

This field will be populated with the date the latest Interest generation was submitted.

Last Run Date

This field will populate with the date of the latest Interest generation run.

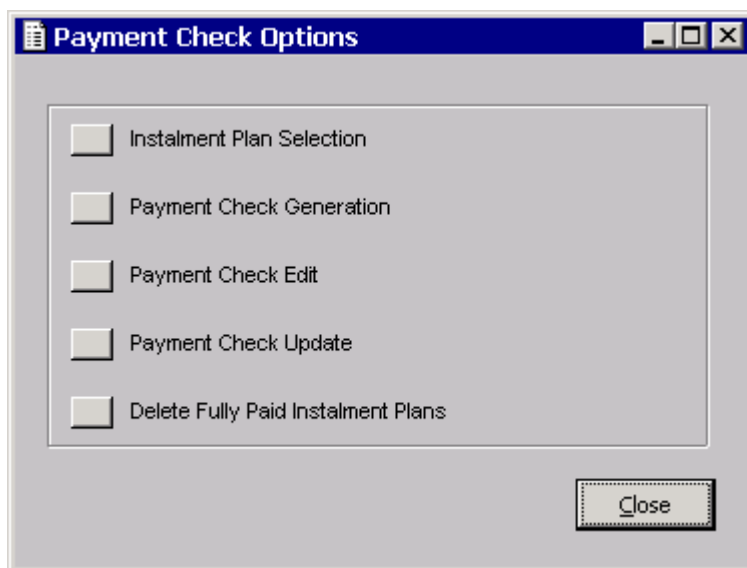
Payment Check Options

The Payment Check Options comprises two functions.

- When councils offer two or more instalment plans to ratepayers (one Plan being the default plan). Upon a payment being updated to the assessment, and subsequently the 1st instalment due date having passed, the Instalment Plan Selection process may be run. This process will validate the payment against all the instalment plans on the Generation Run. It will select a Plan having compared the payment to the 1st instalment of each Plan on the basis that the payment is the exact amount of the 1st instalment or is within the tolerance amount set at the System Parameters. Upon selecting the Plan, the alternate plans will be removed from the assessment. Pending Instalment Administration Fees and Instalment Interest Fees (WA sites only) will be converted to actual transactions. The pending transactions applicable to the alternate plans will be removed.
- If payment is made prior to the due date of the 1st instalment totally satisfying the total debt on the assessment, Pending Instalment Fees and Pending Administration Fees will be removed.
- If no payments are made, or insufficient payments made to meet the amount required for the 1st instalment of an Instalment Plan, the Payment Check Generation Option provides the ability for the user to remove Instalment Plans from Assessments. The process will access each assessment and where no payments have been made or insufficient payments have been made to satisfy the Instalment Plan requirements, the Plans will be removed from the Assessments.
- When the “Generate Interest for Full Payment as per Instalments” system parameter check box is checked on and if no payment has been made matching an Assessment’s instalment plan, the Assessment will be flagged as Full Payment and the instalments will not be deleted but will be considered as ‘virtual’ instalments.

Payment Check Options Form

This form provides the functionality for the Instalment Selection process (WA), the Payment Check Generation together with the Payment Check Edit and the Payment Check update.



Payment Check Options Form

Instalment Plan Selection

Where multiple instalment plans exist on the same Generation Run, select this option to match payments against the 1st instalment of the Plans in order that a Plan is selected and the alternate Plan is removed.

Delete Fully Paid Instalment Plans

Select this option to delete Instalments from assessments where the Instalment Plan has been fully paid.

Payment Check Generation

Select this option to generate a file of those assessments that have Instalment Plans that meet the criteria for removal

Payment Check Edit

Select this option if it is desired to amend the file prior to updating.

Payment Check Update

Select this option to update the file and remove the Instalment Plans from the eligible Assessments.

Payment Check Update Control Form

The screenshot shows a Windows-style dialog box titled "Payment Check Generation Update Control". It contains a "Search Profile" section with three text boxes: "Description" (containing "Assm 23886"), "Submit Date" (containing "09-Oct-2003 12:37:25"), and "Last Run Date" (containing "09-Oct-2003"). Below these is a checkbox labeled "Print Cancelled Instalment Report" which is currently unchecked. At the bottom right are three buttons: "Options", "Process", and "Cancel".

Payment Check Update Control Form

Search Profile – Description

This is the description entered at the time of the generation. This field is not maintainable.

Search Profile – Submit Date

This is the date that the generation run was executed.

Search Profile – Last Run Date

This is the last date of the update run.

Print Cancelled Instalment Report

Tick this Box to require a report to be produced of those assessments that the Instalment Plans have been removed.

Delete Fully Paid Instalment Plans

This Option will remove the Instalment Plan from the assessment where the Instalments have been fully paid. This is instead of leaving the Instalment Plan against the assessment with a zero amount outstanding against each Instalment.

Delete Fully Paid Instalment Plans Control Form

Search Criteria – Query Result

Optional for selection of a Query result to restrict the range of assessments considered. If no Query Result is selected the job is run over all assessments (Rates, Water Billing & Special Rates and Charges) unless Tracking criteria is entered.

Processing Parameters – Small Balance Tolerance

Enter a tolerance dollar value that the process will use to determine if the Instalments have been fully paid.

Tracking Button

Click on this button to further qualify your choice of Assessments for the Fully Paid Instalment Deletion.

Instalment Plan Selection Control Form

When councils offer two or more instalment plans to ratepayers (one Plan being the default plan). Upon a payment being updated to the assessment, and subsequently the 1st instalment due date having passed, the Instalment Plan Selection process may be run. This process will validate the payment against all the instalment plans on the Generation Run. It will select a Plan having compared the payment to the 1st instalment of each Plan on the basis that the payment is the exact amount of the 1st instalment or is within the tolerance amount set at the System Parameters. Upon selecting the Plan, the alternate plans will be removed from the assessment. Pending Instalment Administration Fees and Instalment Interest Fees (WA sites only) will be converted to actual transactions. The pending transactions applicable to the alternate plans will be removed.

Instalment Plan Selection Control Form

Generation Run

Click on the Pop-up to select the Generation Run that the Instalment Plan selection process is to run.

Payment Check Variance Amount

This field is populated with the variance amount set on the System Parameters Form.

Query result – Description

Click on the Pop-up to select the query result that will be used to run the Instalment Plan Selection process.

Tracking Button

Click on this button to further qualify your choice of Assessments for the Rates Generation.
Selection of this button will display the Tracking Selection Form.

Payment Check Generation Control Form

If no payments are made, or insufficient payments made to meet the amount required for the 1st instalment of an Instalment Plan, the Payment Check Generation Option provides the ability for the user to remove Instalment Plans from Assessments. The process will access each assessment and where no payments have been made or insufficient payments have been made to satisfy the Instalment Plan requirements, the Plans will be removed from the Assessments.

Payment Check Generation Control Form

Query Result

This field may be used to specify a previously created query definition to identify a group of records. Alternatively, a query may be selected from the pop up.

Instalment Date

Insert in this field the instalment date that the program is to check all assessments.

Up-To Instalment

Tick this box on if the process is to check all instalments up to the instalment date inserted.

Include Payments to Date

Insert the date that payments will be included in the process of checking Instalment Plans.

Payment Check Variance Amount

This amount is not maintainable on this form. It is populated from the Instalment Parameter Maintenance Form from within the Rates System Parameters. This tolerance is used to determine if the full instalment payment has been made.

Include Beneficiaries

Tick this box to include assessments with Rebates or Pending Rebates. Any assessment with a rebate requiring a Beneficiary (usually pensioners) will be included. If is intended not to remove the Instalments Plans from these assessments, then leave the box blank.

Check Two Consecutive Instalments

Tick this box if it is required that the process checks two consecutive Instalments prior to including them for removal.

Print Failed Instalment Report

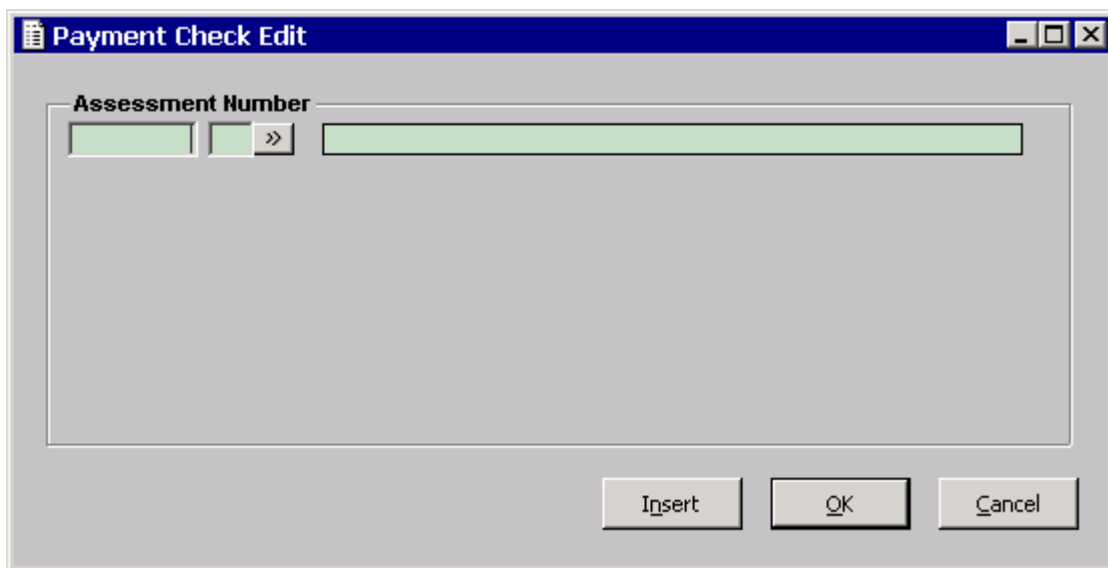
Tick this box if it is intended that a report be provided of those assessments that Instalment Plans have been removed

Tracking button

Click on this button to further qualify your choice of Assessments for the Rates Generation.

Payment Check Edit Form

The Payment Check Edit Form provides the option to edit (remove) those assessments that it is not intended to remove the Instalment Plans. Following the execution of the Payment Check Generation, and on checking the subsequent report, assessments that you do not wish to delete Instalment Plans can be deleted from the file prior to update.



Payment Check Edit Form

Assessment Number

Select the Pop-up to retrieve the assessment details that is required. Alternatively, if the assessment number is known, you may enter the number (plus check digit) and tab through the field. The system will validate the assessment number and return the assessment details.

Direct Debit Extraction

This facility provides the option to extract amounts due, and their particulars, from those Assessments 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 Bank/Building Society/etc for debiting of the ratepayers account and crediting of the Council's Bank account.
- 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 flag are set to ensure no duplication of payment. Should it, for whatever reason, be necessary to run the process again, the re-run flag 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

This Form facilitates the extraction of amounts due, and their particulars, from those Assessments that have Direct Debit Arrangements in place.

The process will create two files:

- The Direct debit Extract File to be forwarded to the Bank/Building Society/etc for debiting of the ratepayers account and crediting of the Council's Bank account.
- The Direct Debit Update file to be uploaded via receipting (via External Receipt Import followed by Process External Receipts) in order that the respective assessments are updated with the payments.

Note: When Validating Offline Receipts for direct debit transactions, it is most important that the Direct Debit Update button is taken to process these transactions in order that the necessary process is completed satisfactorily.

Once the process has been run, various flag are set to ensure no duplication of payment. Should it, for whatever reason, be necessary to run the process again, the re-run flag should be ticked on.

This function can be run in multi-batch mode.

Direct Debit Extraction Form

Search Profile – Date Range

Enter the date that you wish to perform the extract. If the extract has already been performed over this range a warning message will be presented.

Search Profile – Rates

Check this box on if Direct Debits are to be extracted for Rates assessments.

Search Profile – Water Billing

Check this box on if Direct Debits are to be extracted for Water Billing assessments.

Search Profile – Spec Rate/Charge

Check this box on if Direct Debits are to be extracted for Special Rates and Charges assessments.

Search Profile – Debtors

Check this box on if Direct Debits are to be extracted for Debtors assessments.

Self Balancing File

Tick this box on if you wish a self-balancing file to be incorporated in the file to forward to the Bank.

Rerun Extraction

Tick this box on if you wish to re-run a previous extraction. The Extracted but not Updated Direct Debit Amounts for the selected Applications and Direct Debit Type across the Date Range will be extracted in addition.

Output Format

Select the drop down for the available options. They are:

- Report Only
- Export Only
- Export/Report

Direct Debit Extract File

This field will populate from the Query Extract Format once they have been selected. However, you may create a file path by taking the Pop Up and formulating the Path.

Header

Click the Pop-up button to select the appropriate Query Extract Format.

Detail

Click the Pop-up button to select the appropriate Query Extract Format.

Footer

Click the Pop-up button to select the appropriate Query Extract Format.

Self-Balancing

This field appears when the Self-Balancing checkbox is ticked ON. Click the Pop-up button to select the appropriate Query Extract Format

Direct Debit Update File

This field will populate from the Query Extract Format once they have been selected. However, you may create a file path by taking the Pop Up and formulating the Path.

Header

Select the Pop-up button to select the appropriate Query Extract Format.

Detail

Select the Pop-up button to select the appropriate Query Extract Format.

Direct Debit Type Button

Use this button to display the Direct Debit Type Maintenance form where Direct Debit Types can be selected for extraction. The available Direct Debit Types will only be for the Applications checked on.

Direct Debit Type Maintenance Form

Use this form to select the Direct Debit Types to be processed for extraction. The available Direct Debit Types will only be for the Applications checked on.

Available		Assigned	
Code	Description	Code	Description
BWTEST	BW Schedule DDR	DINSTRCAL	Debtors Instalments
DCURRRCAL	Debtors Current	DNETTRCAL	Debtors Nett
DFAUST	DF	DNON-EXTR	Debtors Non-Extractable
DFNZ	DF Schedule	DRN15113	DRN 15113 Direct Debit Instalment
		DSCHEDFIX	Debtors Scheduled (fixed)
		DSCHEDRCAL	Debtors Scheduled - Recalc
		JSCSCH	John's Scheduled Direct Debit
		KTSCHE	Karen's Scheduled DD
		KTSCHE	KT Scheduled Direct Debit

Search Profile

Direct Debit Type:

Description:

Search OK Cancel

Direct Debit Type Maintenance Form

Available

Lists Direct Debit Types to be Assigned. Direct Debit Types Available are not used for processing.

Assigned

Lists the Direct Debit Types that the Direct Debit Extraction process will use when processing.

Search Profile – Direct Debit Type

These fields allow for a partial entry of a Direct Debit Type Code to be used as searching criterion.

Search Profile – Description

These fields allow for a partial entry of the Direct Debit Type Code Description to be used as searching criterion.

Select All Button

Take the Select All Button to move all of the Direct Debit Types to the assigned side of the form.

Select Button

Having highlighted the Direct Debit Type to be assigned, take the Select Button to move it to the assigned side of the form

Remove Button

Having highlighted the Direct Debit 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 Direct Debit Types to the unassigned side of the form.

Direct Debit Recalculation

This process caters for the import and/or re-calculation of Direct Debit Schedules. This process can be run in multi-batch mode.

Direct Debit Recalculation Control Form

Direct Debit Recalculation Control Form

Search Method

There are 2 methods in which to search for Rate Assessments:

- Assessment Range – simply enter a range eg 100 to 200
- Search System – allows the selection of a query

Assessment Range

Simply enter a range of rate assessments 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.

Application

There are 3 applications this function may be run over:

- Rates
- Water Billing
- Special Rates & Charges

Simply select the application required from the drop-down menu.

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 Record/Schedule 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.

Available		Assigned	
Direct Debit Type	Description	Direct Debit Type	Description
BWTEST	BW Schedule DDR	DINSTRCAL	Debtors Instalments
DCURRRCAL	Debtors Current	DNETTRCAL	Debtors Nett
DFAUST	DF	DNON-EXTR	Debtors Non-Extractable
DFNZ	DF Schedule	DRN15113	DRN 15113 Direct Debit Instalment
		DSCHEDFIX	Debtors Scheduled (fixed)
		DSCHEDRCAL	Debtors Scheduled - Recalc
		JSCSCH	John's Scheduled Direct Debit
		KTSCHED	Karen's Scheduled DD
		KTSCHED	KT Scheduled Direct Debit

Search Profile

Direct Debit Type:

Description:

Search OK Cancel

Direct Debit Maintenance Form

Tracking Button

An activity may be added to the rate assessment from this form, otherwise this form can be used to identify rate assessments by using existing activity codes which may exist on the rate assessment.

Tracking Selection					
Add Activity					
Activity		Next Action Date	Expiry Date		
Add Recovery Group					
Recovery Group					
Select Activities					
And/Or	Test	Activity	Test	Next Action Date	Status
					Current or Historic
Insert OK Cancel					

Tracking Selection Form

Add Instalment Charges Generation

WA Councils requirement.

The facility will calculate Instalment Administration Charges and Instalment Interest Charges on assessments that carry a required generation run.

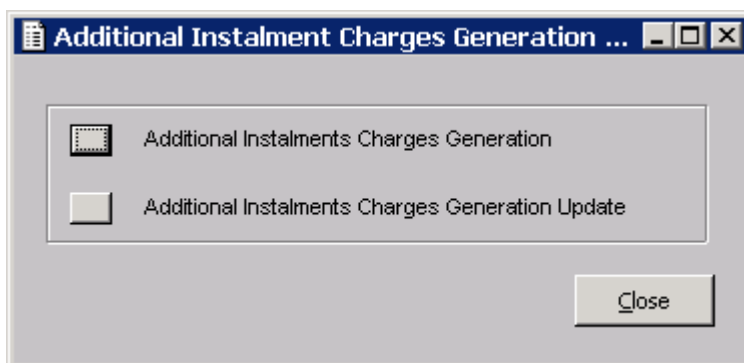
Prior to running this option, the necessary System Parameters will have been established, the Generation Run will have Instalment Plans attached with the Administration Fee and Interest Fee check boxes ticked on as appropriate, a Rate Type established for the Administration Fee and attached to each relevant assessment.

The fees will be created as pending transactions to be converted to actual transactions upon payment of an amount sufficient to meet the 1st instalment of one of the Instalment Plans.

Additional Instalment Charges Generation Options Form

This form provides the facility to generate the Instalment Administration Charge and the Instalment Interest Charge on each applicable assessment.

The charges will be created as pending charges and will be created on all instalment plans.



Additional Instalment Charges Generation Options Form

Additional Instalments Charges Generation

Click on this button to access the Additional Instalment Charges Generation Control Form.

Additional Instalments Charges Update

Click on this button to access the Additional Instalment Charges Update Control Form.

Additional Instalment Charges Generation Control Form

Additional Instalment Charges Generation Control Form

Search Profile – Search Method

Click on the drop down to access the option. The options are:-

- Assessment range
- Search System

Search Profile – Assessment Range

Insert the assessment numbers that the run is to commence and to complete
Leave this field blank and the process will run over all assessments.

Search Profile – Query Result

Click on the drop down to select the query result that it is intended to use to run the process over.

Processing Parameters – Generation Run

Click on the Pop-up to select the required Generation Run carrying the instalment plans that it is intended that the Fees and interest will be calculated.

Processing Parameters – Transaction Date

Insert a date to be added to the transactions being raised by the process.

Rate Types Button

Selection of this button will display the Rate Type Maintenance Form.

Notice Groups Button

Selection of this button will display the Notice Group Maintenance Form.

Tracking Button

Selection of this button will display the Tracking Selection Form.

Additional Instalment Charges Generation Update Control Form

Additional Instalment Charges Generation Update Control Form

Search Profile – Description

The field will populate with the description of the Generation Run.

Search Profile – Submit Date

This field will populate with the submit date of the latest Generation Run

Search Profile – Last Run Date

The field will populate with the date of the latest Generation Run.

Transaction Entry

This Section describes the Journal or Transaction Entry facility that is used to journal in Rating Transactions such as adjustments to levies etc.

Transaction Entry Form

This form enables the entry of adjustments or journal entries to Rating Assessments.

If the Rate Type being used is checked on at the Parameter level as Installable, and the Generation Run has an instalment plan attached, on taking the Accept Button a Pop Up form will be provided inviting a nomination of the instalment number the journal is to be attached to.

The facility to review transactions entered within this session on-line and the ability to print a listing of all transactions entered through this form are also provided.

Transaction Entry

Assessment Number: 30573 9 >> 34/1 Supplementary Street, Wayville SA 5034
 Meter ID: G Woodhead
 Reversal: ☐ Reverse Transaction

Transaction Date: 29-Dec-2006 Outstanding Balance: 24.75

Transaction Reference:
 Comments:
 Rate Type: >>
 Transaction Type: >>
 Generation Run: >>
 Supp Rate Notice Gen Run: >>
 Rebate Type: >>
 Rate:
 Quantity:
 Amount:
 Tier Number:
 Late Levy Period: Full Current
 Installable:
 Tax Amount:
 Reason: >>
 Control Account: QL LRA-RATES CONTROL Rates Control Account - Outstanding Balance
 Revenue Account: QL LRA-RATES REVENUE Rates Revenue Account
 Override Posting Period: >>

Accept Schedule History Clear OK Cancel

Transaction Entry Form

Assessment Number

This field contains a nine-digit Assessment Number that has been automatically allocated to the Assessment when the Assessment was created. The (1) digit check digit number is used in conjunction with the Assessment Number to ensure that digits of the Assessment number are not keyed incorrectly. Enter the Assessment Number you wish to journal amounts for or click on the Assessment Pop Up to select an Assessment Number.

Location Description

This field contains the formatted location description of the Assessment that can be used as a further check to ensure that you are adding journal entries into the correct Assessment.

Meter ID

Enter or select from the pop up the meter number to which the journal relates. Entry of the Meter Id optional but it should always be populated for Water Billing Consumption Journals.

If the Water Billing System is not active this field will not be visible.

This field will only be available for selection/entry for Journal Entries that have a Water Billing Rate Type and where Transaction Type is not REBA/REBC/REBG or not based on REBA/REBC/REBG.

Ratepayer Name

This field displays the Ratepayer name(s) on the assessment.

Assessment Detail Button

Click on this detail button to go to the Assessment Summary form for this Assessment.

Reversal Checkbox

If this checkbox is checked on, then the transaction you are entering is a reversal of a previous entry.

Reverse Transaction

This field contains the description of the Reversal Transaction. Click on the Pop Up to select a Transaction to reverse. Note that the Pop Up is not accessible until you have checked the Reversal Checkbox to **ON**.

Transaction Date

This field contains the Transaction date of the entry and will default to the system date but can be overridden. The Transaction date is the date that the Transaction takes effect from for Discount and Fines/Interest/Penalties calculations. Pressing F2 or double clicking on this field displays the default calendar that can be utilised to select the required date.

Transaction Reference

Enter in this field a Transaction Reference that is associated with this Transaction. The reference is limited to 100 characters. The reference will appear on various transaction related on-line enquires, 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 transaction related on-line enquires, 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.

Rate Type

This field contains the Rate Type that you are entering transactions against. Click on the Pop Up to select a Rate Type. (These Rate Types must previously have been set up in "Rate Types Maintenance" and must have been entered onto this Assessment via Assessment 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").

Supplementary Rate Notice Generation Run Code

Insert the Supplementary Generation Run in this field if it is intended that the transaction be incorporated in any Supplementary rate notices that are subsequently generated. Alternatively, select the pop-up button to access the available generation runs to select the required supplementary generation run.

Rebate Type

This field contains a ten-character code representing the Rebate Type. It is valid to enter data in this field only if the Transaction Type entered is of a Rebate nature. Click on the Pop Up to select a Rebate Type. (These Rebate Types must previously have been set up in "Rebate Types Maintenance").

Quarter Applicable From

This field is available when entering a Rebate Transaction with Rebate Timing set to Quarters under the Rebates parameters. It logs the Quarter onto the LRATRAN record for the Rebate, so that if the Rebate is then subsequently ended, it can perform a correct pro-rata calculation based on the quarter it was raised for.

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. For negative transactions, place minus before the amount.

Tier Number

This field is only displayed when the 'Tiered Rating Method' is set to 'No Base Amount'. If the transaction meets all of the following criteria then a Tier Number must be provided:

- The Rate Type Application is 'RATES'.
- The Rate Type Calculation Method is 'Rateable Value x Rate in Dollar'.
- The Rating Period Rate Type has Tiered steps (i.e. no 'Rate in the Dollar' and Tiers do exist).
- The Transaction Type for the Journal is based on the System Transaction Types GENR* or EXGR*.

If there is no Tier Number provided in this case, then an error message will be displayed.

If the transaction does require a Tier Number and an invalid Tier Number has been provided (i.e. one that does not actually exist against the relevant Rating Period Rate Type record), then an error will be issued.

When reversing an existing transaction that was raised for a particular Tier, the Tier Number for the reversal transaction will be populated with the Tier Number from the original transaction and cannot be changed.

Reason Code

Enter a Reason Code or make a selection from the Pop Up Form, which is displayed when the Pop Up button is clicked.

Outstanding Balance

This field contains the balance outstanding for the Assessment

Late Levy Period

This field is primarily used to flag the transaction if it is to be other than for a full year and therefore affect other processes e.g. Supplementary Rates processing.

Select the drop-down to access the available options. The options are:-

- Full Current – The transaction is for the full current rating year.
- Part Current – The transaction is for only part of the current year
- Previous – The transaction is for the previous year

Note: The field will always default to Full Current

Installable

This facility is primarily used where an adjustment is required to an existing transaction from a previous period and particular instalments are required to reflect the adjustment.

Note: This field will not be available unless certain Transaction Types have been entered e.g. GENR-P, LFEE. This field is not available for credit GENR-P or EXGR-P transaction types.

The field will also be maintainable if a LFEE (Legal Fee) transaction type is entered for a Rate Type that is Installable with a Generation Run with an Installment plan.

Note: The above Legal Fee functionally only applies to Rates and Water Billing Assessments .

Select the drop-down to access the available options. The options are:-

- Allocate – To allocate the journal entry against certain instalments
- Not Installable – The transaction is not installed

Raised for Period

Postponed rates - For NSW sites only

This field is only maintainable if the transactions are FINP or FINP-P. Click on the Pop Up to select the period that the Postponed rates transaction is to be linked.

Rates Control Account

These fields contain the Ledger Account that the Transaction amount is to be Debited to. These fields will default with the details previously established at the Transaction Type Parameters.

Credit 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.

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.

Accept Button

Click on this button to Accept the current entry. Clicking Accept commits the entry.

Schedule Button

Select this button to go to the Payment Schedule Summary that summarises all transactions posted to this Assessment

Clear Button

Select this button to clear the current transaction off the screen.

History Button

Select this button to go to the Journal Entry Query that displays all transactions entered this session. The details will not be available once you exit Transaction Entry.

Transaction Pop Up

Use this form to select a transaction to be either fully or partially reversed.

Transaction Pop Up

Rate Type	Transaction Type	Posting Date	Transaction Date	Amount
240L	GENR	22-Oct-2004 11:54:30	22-Oct-2004	1,450.00
BUS	GENR	22-Oct-2004 11:54:30	22-Oct-2004	3,345.60
RES	GENR	22-Oct-2004 12:03:10	02-Sep-2004	615.11
FIRE	GENR	22-Oct-2004 12:03:10	01-Jan-2005	14.88
RES	REBG-D	03-Nov-2004 11:41:39	03-Nov-2004	-125.00
RES	REBC-D	03-Nov-2004 11:41:39	03-Nov-2004	-125.00
RES	REBA-D	03-Nov-2004 11:41:40	03-Nov-2004	-87.50

Search Profile

Rate Type

Transaction Type

Posting Date

Transaction Date

Amount

Search Select Close

Transaction Pop Up Form

Rate Type

This field displays the Rate Type that the transaction was created against.

Transaction Type

This field displays the Transaction Type of the transaction.

Posting Date

This field displays the date and time that the transaction was entered against the system.

Transaction Date

This field displays the date of the transaction.

Amount

This field shows the amount of the transaction.

Search Profile - Rate Type

Enter part of a Rate Type code to use as search criteria.

Search Profile - Transaction Type

Enter part of a Transaction Type code to use as search criteria.

Search Profile - Posting Date

Enter a Posting Date to use as search criteria.

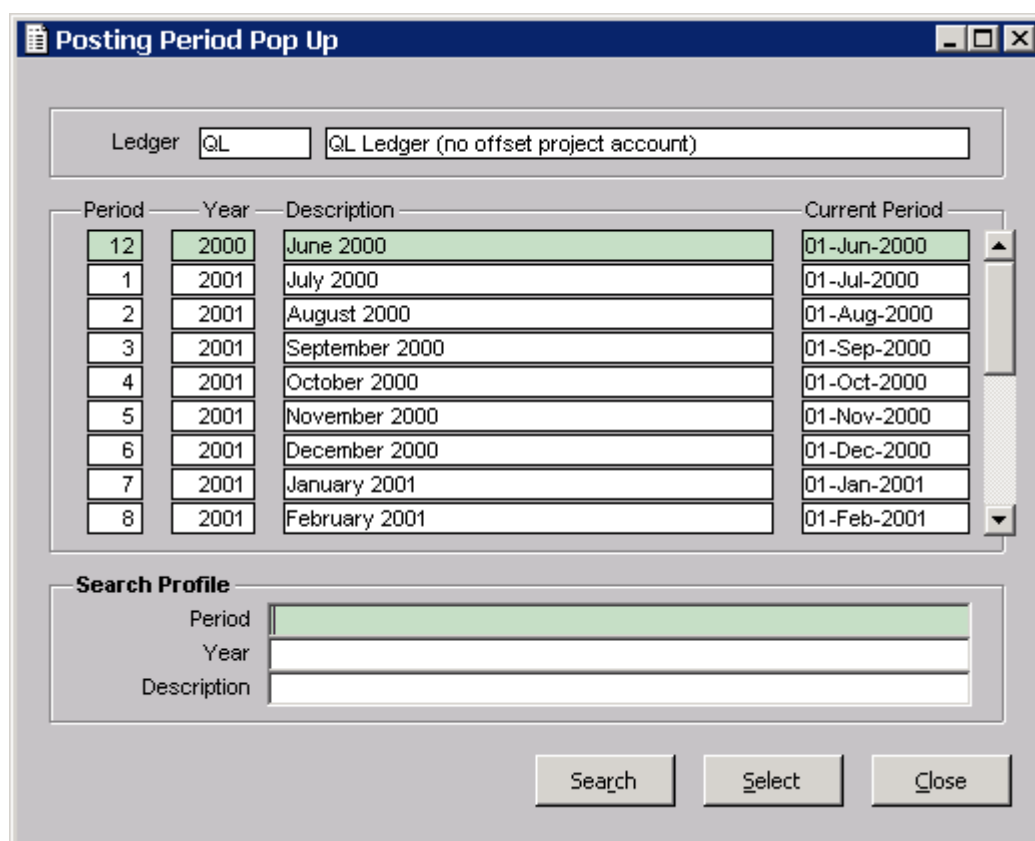
Search Profile - Transaction Date

Enter a Transaction Date to use as search criteria.

Search Profile – Amount

Enter an amount to use as search criteria.

Posting Period Pop-Up



The form is titled "Posting Period Pop Up". It contains a "Ledger" section with a text box containing "QL" and a description "QL Ledger (no offset project account)". Below this is a table with four columns: "Period", "Year", "Description", and "Current Period". The table lists months from June 2000 to February 2001. The "Period" column has values 12, 1, 2, 3, 4, 5, 6, 7, 8. The "Year" column has values 2000, 2001, 2001, 2001, 2001, 2001, 2001, 2001, 2001. The "Description" column lists months from June 2000 to February 2001. The "Current Period" column lists dates from 01-Jun-2000 to 01-Feb-2001. Below the table is a "Search Profile" section with three input fields: "Period", "Year", and "Description". At the bottom are three buttons: "Search", "Select", and "Close".

Period	Year	Description	Current Period
12	2000	June 2000	01-Jun-2000
1	2001	July 2000	01-Jul-2000
2	2001	August 2000	01-Aug-2000
3	2001	September 2000	01-Sep-2000
4	2001	October 2000	01-Oct-2000
5	2001	November 2000	01-Nov-2000
6	2001	December 2000	01-Dec-2000
7	2001	January 2001	01-Jan-2001
8	2001	February 2001	01-Feb-2001

Search Profile

Period
Year
Description

Search Select Close

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

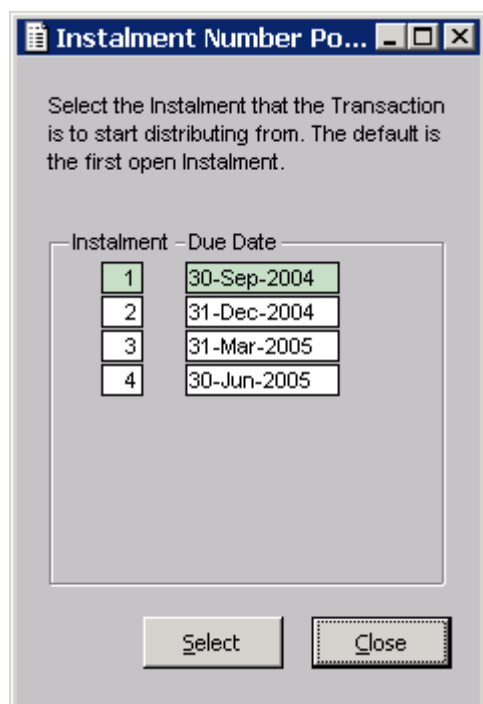
This field contains the description of the Ledger year. This field cannot be maintained on this form.

Current Period

This field contains the Current Period applicable to the Ledger year. This field cannot be maintained on this form.

Instalment Number Pop Up Form

Use this form to select the Instalment that the transaction is to start distributing from. The default is the first open instalment.



Select the Instalment that the Transaction is to start distributing from. The default is the first open Instalment.

Instalment	Due Date
1	30-Sep-2004
2	31-Dec-2004
3	31-Mar-2005
4	30-Jun-2005

Select Close

*Instalment Number Pop Up Form***Instalment Number**

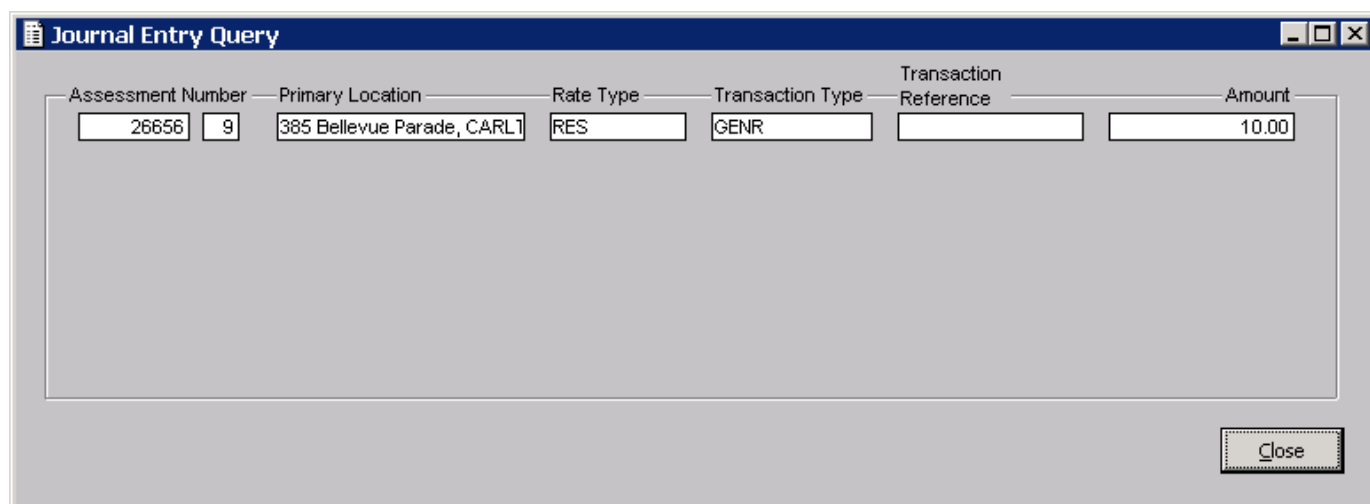
This is the instalment number of the current instalment plan on the assessment

Due Date

This is the due date of the instalment.

Journal Entry Query Form

This form displays all entered Transactions in this session. The details will NOT be available once you exit Transaction Entry.



Journal Entry Query

Assessment Number	Primary Location	Rate Type	Transaction Type	Transaction Reference	Amount	
26656	9	385 Bellevue Parade, CARL1	RES	GENR		10.00

Close

*Journal Entry Query Form***Assessment Number**

This field contains a nine-digit Assessment Number that has been automatically allocated to the Assessment when the Assessment was created. The (1) digit check digit number is used in conjunction with the Assessment Number to ensure that digits of the Assessment number are not keyed incorrectly. Enter the Assessment Number you wish to journal amounts for or click on the Assessment Pop Up to select an Assessment Number.

Primary Location

This field contains the formatted location description of the Assessment.

Rate Type

This field contains the Rate Type against which the transaction was entered.

Transaction Type

This field contains the Transaction Type of the transaction entered.

Transaction Reference

This field contains the Transaction Reference that is associated with this Transaction.

Amount

This field contains the amount of the transaction. Negative transactions will have a minus sign before the amount.

Rates Capping Options

The Rates Capping Function provides the ability for Council to cap the rates:-

- (a) to the amount of rate levied for the previous year
- (b) to the amount of rate levied for the previous year plus or minus a specified percentage.
- (c) to the amount of rate levied for the previous year minus a "Rebate Capping Transaction"

The Function will extract from the rates database those assessments applicable, together with the rates charged in the year specified, and calculate the new rate amount taking into consideration the Capping Percentage specified. In order that an assessment is selected, there must exist on the assessment a rate type that rate capping has been indicated.

The subsequent Rates Generation Function will raise the appropriate rates via the capped amount against each assessment.

The Rates Capping in Use check box in the System Parameters must be checked on prior to commencing the Rates Capping Function.

The establishment of a Activity Code must be undertaken and the System Parameters updated.

Each Rate Type that is to be subject to Rate Capping must have the Capping Applies check box ticked on and the percentage figure inserted.

The generation of projected capped rates can be processed based on either the current rating period, or a previous rating period. The rating period selected will be determined by whether the End of Period Roll has been processed or not.

The Function can be run as many times as required. Executing the generation run and then the reports will provide the information on which to amend the generation file if required.

Example (1)

Rates have been generated for the 1999/2000 rating year. Projected capped rates figures are required for use in rate prediction functions for the rating year 2000/2001. The current rating period of 1999/2000 would be nominated in the Projected Capped Rates Generation.

Example (2)

Rates have been generated for the 1999/2000 rating year and an End of Period Roll has been performed to commence the 2000/2001 rating period. The Projected Capped Rates process would be run using last years rating period of 1999/2000 to utilise last years rates transactions.

The Rates Capping Function will base capping on transactions that apply to the full rating period unless specified by selection of the Apply Pro-Rata Capping check box. In this case, Assessments with rate transactions for part year e.g. journals that transactions are nominated for part period, supplementary rates raised for part period, will be used to extrapolate a full years rates.

All projected rates transactions will be rounded in according to the Rates rounding parameters.

Projected Rates Capping Maintenance

The Projected Capped Rates Maintenance function enables the following maintenance to be performed on Current assessments, where the assessments have been included in the generation.

- Override of the projected capped rates amount by a user defined amount
- Suspension of the assessment from rates capping (this will ensure the rates generation does not utilise the capping figure)
- Addition of capped amounts to new assessments that were not included in the original projected figures
- Deletion of capped rates details for an assessment

Rates Capping Detail Report – this report details each assessment and displays previous years rates, generated capped rates, override capped rates (if they exist) and indicate whether the rates capping has been suspended.

These detail are produced for each rates type on the assessment.

Rates Capping Summary Report – this report provides totals by rate type for the previous years rates, generated rates and override capped rates (if they exist). It also incorporates a Nett column, that provides a total by rate type, based on the override values and generated values (i.e. where an override exists, this is included in the nett total).

Reports can be produced using assessment ranges, query results and specifying particular rate types.

Rates Generation Functions

The Rates Generation function has been modified to take into consideration any capped rates for an assessment. Capped Rates will be applied IF

(a) They are less than what would be generated for that year without capping applied

(b) They are not less than the Minimum Rates amount, in which case the minimum will still be applied

Assessment Transaction Enquiry

The Rates Transaction Enquiry and Transaction Detail Enquiry screens will indicate that a transaction has been Capped by displaying this information in the Reference field.

The assessment will also be updated with an Activity Code, to indicate that Capping has been applied. The Activity Code nominated in the Rates System Parameters will be utilised.

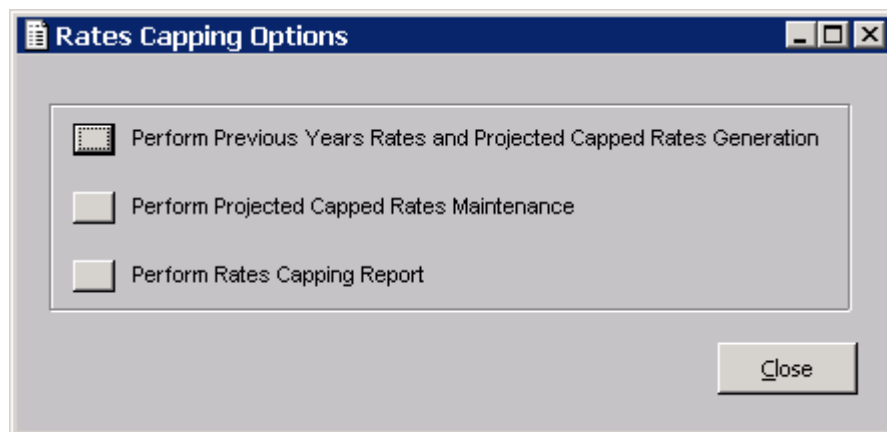
Rates Notices

The Rates Notice function has been modified to include a new charge line, with the description of 'General Rate Capped'. This enables this information to be printed on the Rates Notices if required.

This description will also appear on the Rates Copy Notice Report, which is produced via the Rates Notice Function.

Rates Capping Options Form

This form provides the options to perform the rates capping generation, capped rates maintenance, and generate a rates capping report.



Rates Capping Options Form

Perform Previous Years Rates and Projected Capped Rates Generation Button

Select this button to proceed to execute the extract process.

Perform Projected Capped Rates Maintenance Button

Select this button to access the maintenance form.

Perform Rates Capping Report

Select this button to access the report facility.

Previous Years Rates and Projected Capped Rates Generation Control Form

The generation of projected capped rates can be processed based on either the current rating period, or previous rating period(s). The rating period(s) selected will be determined by whether the End of Period Roll has been processed or not.

Example (1)

Rates have been generated for the 1999/2000 rating year. Projected capped rates figures are required for use in rate prediction functions for the rating year 2000/2001. The current rating period of 1999/2000 would be nominated in the Projected Capped Rates Generation.

Example (2)

Rates have been generated for the 1999/2000 rating year and an End of Period Roll has been performed to commence the 2000/2001 rating period. The Projected Capped Rates process would be run using last year's rating period of 1999/2000 to utilise last years rates transactions.

The Rates Capping Function will base capping on transactions that apply to the full rating period. That is, Assessments with rate transactions for part year e.g. journals that transactions are nominated for part period, supplementary rates raised for part period, will be ignored unless the Apply Pro Rata Capping check box is set on.

All projected rates transactions will be rounded according to the Rates rounding parameters.

Previous Years Rates and Projected Capped Rates Generation Co...

Rating Period

- 2008/2009
- 2007/2008
- 2006/07Q4
- 2006/07Q3
- 2006/07Q2
- 2006/07Q1
- 2006/2007**
- 2005/2006

Processing Parameters

Apply Pro-Rata Capping ☐

Apply Rating Period Pro-Rata Capping ☐

Match Period Rate Types by Category ☐

Iran. Types Options Process Cancel

Previous Years Rates and Projected Capped Rates Generation Control Form

Rating Period

Select (by clicking with the mouse) the Rating Periods that capping is to be performed over. This enables the calculation of a capped amount based over an entire year.

Apply Pro-Rata Capping

Check this on if capping is to be performed where rates have been generated for part of the period. The capping process will calculate the amount of rates that would have been generated for the full period and apply the capping percentage factor.

Apply Rating Period Pro-Rata Capping

This check box only becomes available when multiple Rating Periods have been selected. Check this on to pro rata the capping for the Rating Periods selected. For example if there are rates generated in 2 of 4 Rating Periods selected then the capped amount will be calculated on double the rates generated.

Match Period Rate Types by Category

Tick ON this option if a match between rate types and categories is required. This option should be used where capping is required on assessments where the rate type has changed from one rating period to the next rating period.

Any assessment that has more than 1 capped rate type will be excluded from the processing and will appear on the Exception Report.

Any assessment that does not have a capped rate type will be excluded from processing altogether and will not appear on the Exception Report.

Example 1

If an assessment has 2 rate types in the same category (eg Business & Residential), this assessment will be excluded if this option is ticked on, however the assessment will appear on the Exception Report.

Example 2

If an assessment has 1 rate type in the current year (eg Residential), and the same rate type in the previous year, then this assessment will be included for processing.

Tran. Types button

This option is used to override the "Rebate Capping Transaction" Transaction type as defined in the Rates System Parameters. If you wish to override this default, select one or more Transaction Types you require to be processed as "Capping Transactions". The Capping Transactions will be deducted from the Generate Rate to calculate the "Capped Amount".

NOTE: If you select an override Transaction Type, the "Rebate Capping Transaction" Transaction type will be excluded unless it is also selected.

NOTE: Trans Type button will only be available if Rates Capping In Use parameter is set to "Rates Less Rebates" mode.

Projected Capped Rates Search Profile Form

The Projected Capped Rates Maintenance function enables the following maintenance to be performed on Current assessments, where the assessments have been included in the generation.

- Override of the projected capped rates amount by a user defined amount
- Suspension of the assessment from rates capping (this will ensure the rates generation does not utilise the capping figure)
- Addition of capped amounts to new assessments that were not included in the original projected figures
- Deletion of capped rates details for an assessment

Projected Capped Rates Search Profile Form

Search Profile - Assessment Number

Insert the Assessment number and select the search button. If the assessment number is not included in the rates Capping generation, the new button will become available to insert a new assessment together with details, if required.

Alternatively, click on the Pop-up to access the Assessment Search Profile to search for the required assessment.

Search Profile - Primary Location

Following validation of the assessment number, this field will display the location address of the assessment.

Projected Capped Rates Maintenance Form

On selection of an assessment contained with the Rates Capping generation, the form will default with the rate type(s) currently on the assessment (that rate Capping has been indicated). The description of the rate type, the amount of the previous years rates, and the amount of the projected capped rates will be displayed. The ability is provided to override the amount of the projected rates with an amount. The ability is also provided to suspend the capping.

Projected Capped Rates Maintenance Form

Primary Location

This field is populated with the description of the selected assessment and the current status of the property.

Assessment Number

This field is populated with the assessment number selected and the status of the assessment number.

Rate Type

The field will default with the rate type(s) currently on the assessment (that rate Capping has been indicated) and the description of the rate type.

Alternatively, click on the Pop-up to access the Rate Type Profile insert a rate type. (The rate type must also be added to the Assessment and must have Rate Capping indicated in order that any rate generation will be effective.)

Previous Years Rates

This field will default the amount of the rates for the previous year.

Projected Capped Rates - Generated

This field will default to the amount of the projected Capped Rates generated.

Projected Capped Rates - Override

Insert in this field the amount of rates that will override the generated Rates Capped amount. Subsequent rates generation will address the override amount.

Capping Suspended

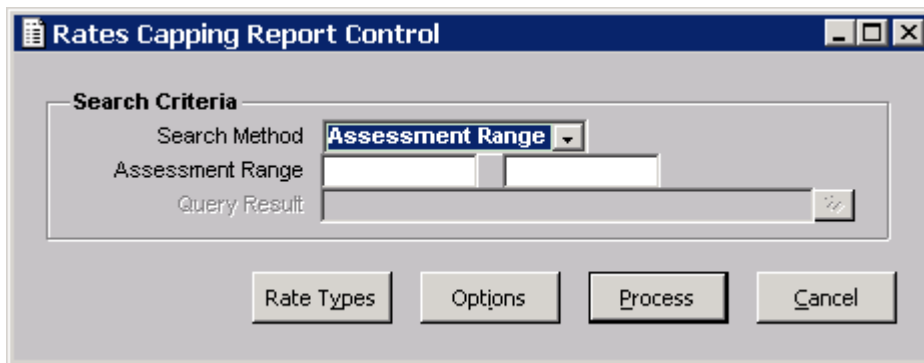
Click on the check box to suspend the rate type from consideration for rate capping at a subsequent rates generation.

Rates Capping Report Control Form

The Rates Capping Report Control Form provides two reports:-

Rates Capping Detail Report – this report details each assessment and displays previous years rates, generated capped rates, override capped rates (if they exist) and indicate whether the rates capping has been suspended. These detail are produced for each rates type on the assessment.

Rates Capping Summary Report – this report provides totals by rate type for the previous years rates, generated rates and override capped rates (if they exist). It also incorporates a Nett column, that provides a total by rate type, based on the override values and generated values (i.e. where an override exists, this is included in the nett total). Reports can be produced using assessment ranges, query results and specifying particular rate types.



Rates Capping Report Control Form

Search Criteria - Search Method

Click on the drop-down to select the method of searching.

Search Criteria - Assessment Range

Insert the assessment number range that the report is to run.

Query Result

Click on the drop-down to select the query file that the report is to run.

Rate Types Button

Click on the rate type button to access the Rate Types Maintenance Form. All rate types that have Rates Capping indicated will be displayed. The report can be run for all (is selected) or any one rate type by selecting that one rate type only.

Batch Journal Maintenance

This facility provides the functionality to:-

- Raise a Batch Header. Input Journal details and update those Journals via the batch update process.
- Raise a Batch Header and import data from an external source to be subsequently updated via the batch update process.

Note: Prior to importing and updating data from an external source, the necessary Import Format must have been established via the Query Import/Export Format Maintenance

Batch Header Selection Form

This form will list the batches that are currently available for maintenance or update processing. Click on the Underline for each Column Heading to sort the batches into Ascending or Descending order. Highlight the Batch Entry required and, double click to access the Transaction Entry Screen. Highlight the Batch Entry required and select the Header button to access the Batch Header record. Select the New button to create a new Batch Header record.

Note: The Batch Header Record will not be accepted unless a Description is entered at the time of creation of the Batch Header record. However, the Batch Header record will default the next batch number and will not be reused even if the Batch Header record is not created.

Batch Number	Description	User	Creation Date	Batch Type	Document Type	Status
70	Batch test for DRN 5091	JGO	06-Nov-2000	Standard	Journal	Awaiting Update
100	Import	MORRISN	02-Feb-2001	Standard	Journal	Awaiting Update
101	Import	MORRISN	02-Feb-2001	Standard	Journal	Awaiting Update
148	batch header	JGO	28-Mar-2001	Standard	Journal	Awaiting Update
169	dbu test	BUXTOND	23-Apr-2001	Standard	Journal	Awaiting Update
198	Test DRN 6763	MITCHEJ	27-Aug-2001	Standard	Journal	Awaiting Update
280	BATCH PROCESSING IN RATES	COOKP	25-Jul-2002	Standard	Journal	Awaiting Update
282	drn5623	WOODHEG	03-Sep-2002	Standard	Journal	Awaiting Update
359	Import batch - DRN 10100	SFURB	10-Mar-2003	Standard	Journal	Awaiting Update

Header New Modify Close

Batch Header Selection Form

Batch Number

This field will be populated with the next number available. This number will not be reused following update, deletion etc.

Description

Insert a description of the Batch to be processed.

User

This field will default with the user identification of the person creating the batch. This field is not maintainable.

Creation Date

The field will default with the system date. This field is not maintainable.

Batch Type

The field will default as Journal. This field is not maintainable.

Document Type

This field will default as Journal. This field is not maintainable.

Status

This field displays the current status of the Batch.

Header Button

Highlight the Header Record and select the Header Button to access the Batch header maintenance Form.

New Button

Select the New button if a new Batch Header Record is required to be established.

Modify Button

Select the Modify Button to access the Batch Transaction Selection Form that will provide access to each journal entry comprised in the batch.

Batch Transaction Selection

Use this form to select an assessment number to modify the details of the journal. This may be necessary when errors are reported with the Batch.

Batch Number	Description	User	Creation Date	Document Type
101	Import	MORRISN	02-Feb-2001	Journal

Assessment No.	Document	Transaction Date	Generation Run	Rate Type	Amount	Status
15000	2	12-Mar-2004	2002/2003	TORRENS	-100.00	Current
22707	3	01-Sep-2001	1999/00	ORDINARY	244.00	Current

Search Profile
Rate Type

Totals
Transactions: 2 Total Amount: 144.00

Search New Modify Close

Batch Transaction Selection Form

Batch Number

This field displays the Batch Number of the selected Batch.

Description

This field displays the Description of the selected Batch.

User

This field displays the User ID of the person that created the selected Batch.

Creation Date

This field displays the Date that the Batch was created.

Document Type

This field displays the Document Type that the Batch was created with.

Assessment No.

This field displays the assessment numbers that are included in the Batch.

Transaction Date

This field displays the Date of the Transaction.

Generation Run

This field displays the Generation Run used for the assessment.

Rate Type

This field displays the Rate Type used for the assessment.

Amount

This field displays the amount of the Transaction for the assessment.

Status

This field displays the status of the Transaction for the assessment. If Error is displayed the transaction must be amended before the Batch can be updated.

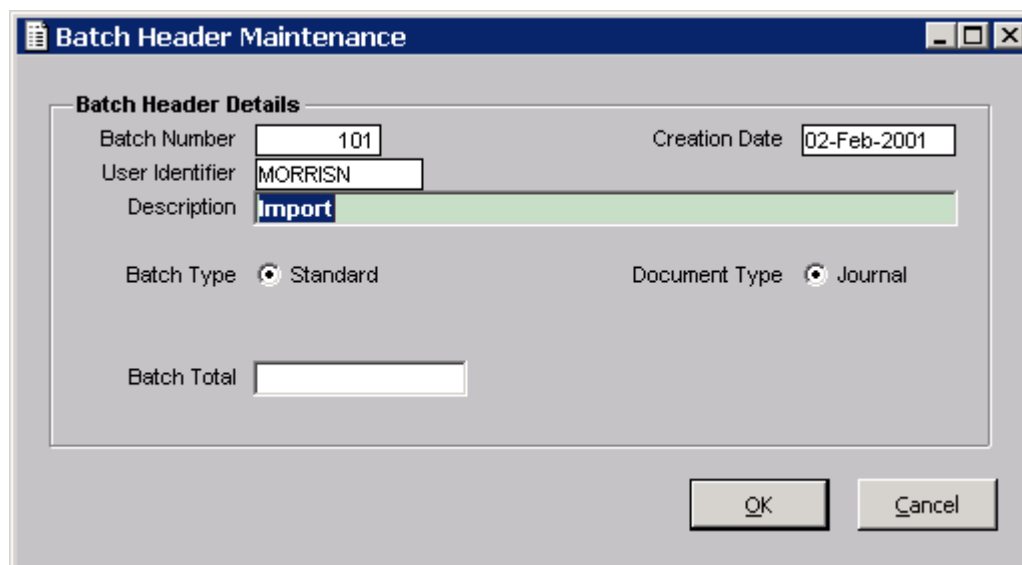
Search Profile – Rate Type

Use this field to select Transactions on assessments with the entered rate Type.

Batch Header Maintenance

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

Batch Number

The field is populated by the system with the next batch number available. A unique batch number is allocated by the system to each batch.

Creation date

The field defaults the system date as the date the Batch Header was created.

User Identifier

This field defaults the user's sign on as the person creating the header.

Description

Enter in the field a description of the Batch being raised.

Batch Type Standard Button

The Radio Button defaults to on. (rates)

Document Type Journal Button

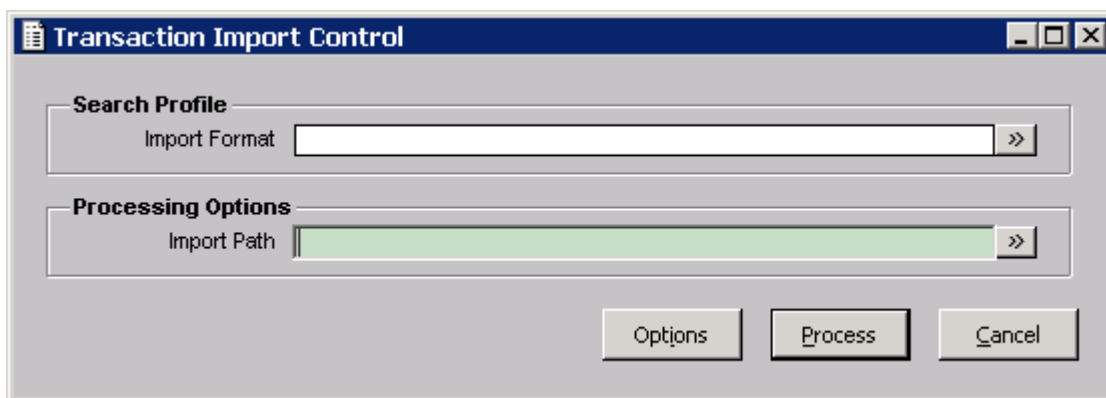
The Radio Button defaults to on (rates)

Import Button

Press this button to Import a file.

Transaction Import Control

This form allows data to be imported to be processed in the Batch.

The image shows a screenshot of a software dialog box titled "Transaction Import Control". The dialog has a blue title bar with standard window controls (minimize, maximize, close). Inside, there are two main sections. The first section, "Search Profile", contains a label "Import Format" followed by a text input field and a button with two right-pointing arrows ">>". The second section, "Processing Options", contains a label "Import Path" followed by a text input field with a green background and a button with two right-pointing arrows ">>". At the bottom right of the dialog, there are three buttons: "Options", "Process", and "Cancel".

Transaction Import Control Form

Search Profile - Import File

Select the format of the file to be imported.

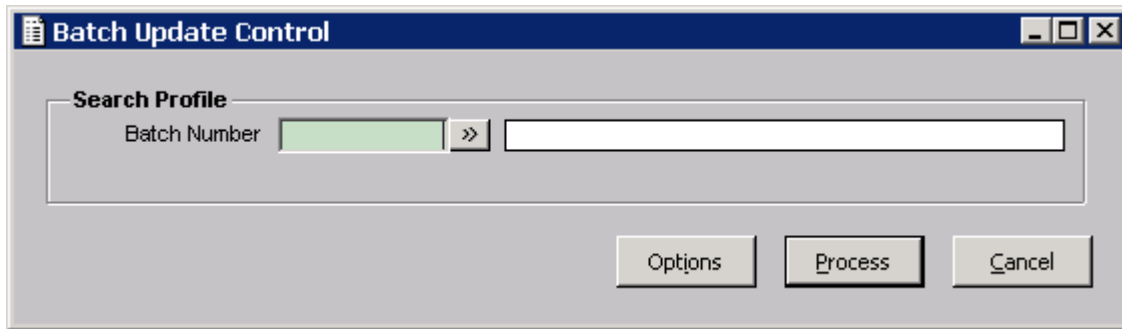
Processing Options – Import Path

Select the path and file name of the file to be imported.

Batch Update

Batch Update Control

This Form will process the Batch and update the assessments with the transactions.

The screenshot shows a software window titled "Batch Update Control". Inside the window, there is a section labeled "Search Profile" which contains a text input field labeled "Batch Number" followed by a button with a right-pointing arrow. To the right of this is a larger, empty text input field. At the bottom of the window, there are three buttons: "Options", "Process", and "Cancel".

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.

Arrangement Creation

Note: This function is Pine Rivers Specific.

The main criterion for this function is that the assessment **MUST** have an Arrears transaction present. The function provides the ability to create Arrangements to Pay records and Direct Debit records following the annual generation of rates. The previous period arrears will be incorporated within the Schedule of the Direct Debits or Arrangements to Pay and spread over the nominated period. Provision has been made for the Schedules to be re-calculated based on supplementary rates, fines generation and additional journals.

Creation of Arrangements to Pay records

The creation of Arrangement records is required once the Annual rates have been generated for the year. The creation process will create Adhoc arrangement records. Arrangement Records will be created if

- the assessment is on instalments and has outstanding previous period Arrears
- there is no overriding tracking selections to exclude the assessment
- an arrangement record with the re-calculate flag set on does not already exist AND a direct debit with the re-calculate flag set does not already exist.

Creation of Direct Debit schedule records

The creation of Direct Debit records is required once the Annual rates have been generated for the year. The creation process will create direct debit schedules for any assessments that already have a Direct Debit header record. Direct Debit Records will be created if

- the assessment is on instalments and has outstanding previous period Arrears
- the assessment has a direct debit header (Scheduled schemes only)
- there is no overriding tracking selections to exclude the creation
- a scheduled direct debit record with the re-calculate flag set does not already exist.

Re-calculation of Arrangements to Pay records

A re-calculation option is available, in order to recalculate arrangements where arrears, fines or supplementary rates have been added to the assessment after creation. This process will utilise the existing arrangement records, and update the new scheduled amounts.

The Rates Tracking feature is available when processing a re-calculation, to enable another means of running the process over particular records (i.e. using activity codes).

Re-calculation of Direct Debit schedule records

The re-calculation of Direct Debit Schedule Records is also available where additional charges are raised on the assessment, following the initial creation. This process will update any existing direct debit scheduled arrangements with the new amounts.

Direct Debit and Arrangement Maintenance

Creation of new Direct Debit Schedules will be processed via the Direct Debit and Arrangement functions in Assessment Maintenance. The Auto Re- calculate flag **MUST** be checked on for any direct debits schedules or arrangement schedules, that are to be incorporated into the regular re-calculation function

Arrangement Re-Calculation Control

Pine Rivers specific function

This facility provides the functionality to create Arrangements to Pay and Direct Debits Arrangements following the Annual generation of rates. The process can be run over a number of assessments or all assessments. The process is run in creation mode when first run after the annual generation of rates. Subsequently, when re-calculation of the Arrangements to Pay and/or the Direct Debit facilities is required, the mode is set to re-calculation. Up to 12 dates may be entered that will be the dates utilised when creating the Arrangements to Pay or the Direct debit Schedules. In re-calculation mode, the date fields are not maintainable.

Arrangement Re-Calculation Control Form

Application

Click on the drop down to select the available Applications. The options are:-

- Rates
- Spec Rate/Charge
- Water Billing

Assessment Range

Insert the Assessment numbers that the process is to run. If you leave the fields blank, the process will run over all of the assessments within the file.

Run Mode

Click on the radio button to select the required mode. The options are:-

- Pre-calculate
- Calculate from Imported Data
- Calculate from Pathway Data
- Re-Calculation – When amounts have been added to the assessments e.g., Fines, Journals etc, the facility is provided to re-calculate the amounts on the Arrangements to Pay and the Direct Debit Arrangements. These amounts will be spread evenly over the remaining arrangement dates.
- Delete Arrangements

Pre-Calculation Date Range

Enter a Date Range to perform the pe-calculation over.

Pre-Calculation Weekly

Tick ON if pre-calculations over a week is required.

Pre-Calculation Fortnightly

Tick ON if pre-calculations over a fortnight is required.

Pre-Calculation Monthly

Tick ON if pre-calculations over a month is required.

Pre-Calculation Bi-Monthly

Tick ON if pre-calculations over 2 months is required.

Pre-Calculation Quarterly

Tick ON if pre-calculations over a quarter (3 months) is required.

Pre-Calculation Half-Yearly

Tick ON if pre-calculations over half a year (6 months) are required.

Create from Imported Data – Import

Tick ON this option if Arrangements are to be recalculated from an Import.

Create from Imported Data – Create Schedule

Tick ON this option if Arrangement Schedules are to be created during the Import

Create from Imported Data – Import Format

Select the import format required from the pop-up form.

Create from Imported Data – Import Path

This is where the file is located on your computer (or network).

Create from Pathway Data – Check Arrears**Create from Pathway Data – Check Instalment Plan****Recalculation – Check Payments****Recalculation – Recalculate Payment From**

Enter the date here that the direct debits are to be recalculated from.

Recalculation – Clear to Zero Date

The outstanding balance must be paid off by the date entered in this field.

Recalculation – Recalculate Payment To

Enter the date here that direct debits are to be recalculated to.

Instalment Dates

Insert the dates that the Arrangements will be due. The dates are utilised for the creation of both the Arrangements to Pay facility and the Direct Debits facility.

The date fields are not available when the re-calculation mode is selected.

Tracking Button

Select the button to access the Tracking Selection form.

Housing Notice Extract

Housing Notice Extract Control Form

This form operates in different modes depending on the Notice Extract Format selected on the More Parameters maintenance form. In Vic (Office of Housing) mode it will look as follows.

The screenshot shows a Windows-style application window titled "Housing Notice Extract Control". The window contains several sections for data entry:

- Search Profile:** Includes a "Search Method" dropdown menu set to "Assessment Range", an "Assessment Range" input field with a minus sign, and a "Generation Run - Rates" input field with a right-pointing arrow.
- Query Result:** A single input field with a right-pointing arrow.
- Description:** A large text input field with up and down arrow buttons on the right.
- Export Format:** A list of six items, each with a right-pointing arrow:
 - File Header
 - Invoice Header
 - Invoice Detail
 - Invoice Trailer
 - File Trailer
 - File Free Text
- Export File:** A single input field with a right-pointing arrow.

At the bottom of the window, there are five buttons: "Notice Groups", "Tracking", "Options", "Process", and "Cancel".

Housing Notice Extract Control Form in Vic (Office of Housing) Mode

In QLD (Department of Housing) mode it will look as follows:

Housing Notice Extract Control

Search Profile

Search Method: **Assessment Range**

Assessment Range: [] - []

Rating Period: []

Notice Type: **Rates Notice**

Generation Run - Rates: [] >> []

Generation Run - Water: [] >> []

DOH Last Reading Date: **24-Feb-2004**

Consider rolled transactions as Arrears: ☐

Query Result

Query Result: [] [Refresh]

Description

[]

Export Format

File Header: [] >>

Assessment Header: [] >>

Amount Record: [] >>

Kilolitre Record: [] >>

File Trailer: [] >>

End of File: [] >>

Export File

[] >>

Notice Groups Tracking Options Process Cancel

Housing Notice Extract Control Form in QLD (Dept of Housing) Mode

In NSW (Department of Housing) mode it will look as follows:

Housing Notice Extract Control

Search Profile

Search Method: **Assessment Range**

Assessment Range: [] - []

Generation Run - Rates: [] >> []

Claim Type: []

Instalment Number: []

Query Result

Query Result: [] [Refresh]

Export Format

Rate Notice Header: [] >>

Rate Notice Detail: [] >>

Instalment Notice: [] >>

Instalment Notice Detail: [] >>

Export File

[] >>

Notice Groups Tracking Options Process Cancel

Housing Notice Extract Control Form in NSW (Dept. of Housing) Mode

*** Victoria Specific ***

For Vic (Office of Housing) the file produced by this extract process is in the following format. Each of the following records needs to be set up in Query >> Query Parameters >> Export / Import Format Maintenance on the entity LRPRA51 and details of the set up follow the file layout.

File Header

<u>Selected Field</u>	<u>Length</u>	<u>Positions</u>
RECTYPE	1	1
AUTHID	5	2 – 6
AUTHDESCR	30	7 – 36
GSTINVFLAG	1	37 – 37

Invoice Header

<u>Selected Field</u>	<u>Length</u>	<u>Positions</u>
RECTYPE	1	1
(Insert Blank Field)	50	2 – 51
OPENBALANCE	10	52 – 61
NOTICEDATE	10	62 – 71
NOTICETOTAL	10	72 – 81
DUE DATE	10	82 – 91
AUTHPROPID	20	92 – 111
STRTNUM	20	112 – 131
STRTNAME	30	132 – 161
SUBURBNAME	30	162 – 191
POSTCODE	7	192 – 198
NUMINSTAL	2	199 – 200
INSTALMENT1	10	201 – 210
INSTALMENT2	10	211 – 220
INSTALMENT3	10	221 – 230
INSTALMENT4	10	231 – 240
INSTALMENT5	10	241 – 250
INSTALMENT6	10	251 – 260
INSTALMENT7	10	261 – 270
INSTALMENT8	10	271 – 280
INSTALMENT9	10	281 – 290
INSTALMENT10	10	291 – 300
INSTALMENT11	10	301 – 310
INSTALMENT12	10	311 – 320

Invoice Detail

<u>Selected Field</u>	<u>Length</u>	<u>Positions</u>
RECTYPE	1	1
(Insert Blank Field)	20	2 – 21
CHARGE CODE	20	22 – 41
STARTDATE	10	42 – 51
ENDDATE	10	52 – 61
VALUNITS	10	62 – 71
CHARGERATE	10	72 – 81
CHARGEAMT	10	82 – 91
GSTAMOUNT	10	92 – 101

Invoice Trailer

<u>Selected Field</u>	<u>Length</u>	<u>Positions</u>
RECTYPE	1	1
(Insert Blank Field)	20	1 – 21
FTEXT	260	22 – 281

File Trailer

<u>Selected Field</u>	<u>Length</u>	<u>Positions</u>
RECTYPE	1	1
NUMINVOICE	5	2 – 6
INVOICETOT	10	7 – 16

File Free Text

<u>Selected Field</u>	<u>Length</u>	<u>Positions</u>
RECTYPE	1	1
(Insert Blank Field)	20	2 – 21
FTEXT	999	22 – 1020

Query Extract Format set up.

To allow the Housing Notice Extract function to be used, Extract Format details need to be defined as follows.

Access the Export/Import Format Maintenance option (under Query, Query Parameters). Press the New button to create each of the following Export Format types, ensuring that the Format is set as Fixed Width and the Entity as "LRPRA51".

Six Query Extract Formats will need to be created. The following procedure is used to create each individual export Format:

File Header

- Enter in a description: i.e. 'File Header'
- Set Export/Import to 'Export'
- Set default file path to 'C:\Extracts\AUTIDDD-MM-YY01.pre'. This only needs to be done for the file header.
- Set the Export import format to 'Fixed Width'
- Set the Entity to 'LRPRA51'
- Select the following fields and change the length value as indicated:
- Repeat the process for the remaining five formats.

Export/Import Format Maintenance

Description: **Vic (OOH) File Header**

Default Export/Import File: **C:\Extracts\AUTIDDD-MM-YY01.pre**

Export / Import: **Export Only**

Export/Import Format

☐ Comma Separated (CSV) ☒ Fixed Width

Comma Separated Options

Text Qualifier: **(default)** Include Field List: **(none)**

Entity

LRPRA51 Housing Notice extract

Exportable Fields

Field	Description	Length
TPKLRPRA51	Housing Notice extract	
U_VERSION	U_VERSION	
TFKCBTSJOB	Scheduled Job	
ORDERKEY	Order key	
OPENBALNCE	Opening Balance	
NOTICEDATE	Date of Notice	
DUE DATE	Due Date	
AUTHPROPID	Property Identifier	
STRTNUM	Street Number	

Selected Field

Field	Description	Length
RECTYPE	Record Type	1
AUTHID	Authority ID Number	5
AUTHDESCR	Authority Description	30
GSTINVFLAG	GST Invoice flag	1

Buttons: Sequence, Insert, OK, Cancel

File Header

Export/Import Format Maintenance

Description: **Vic (OOH) Invoice Header**

Default Export/Import File: **C:\TEMP\AUTIDDD-MM-YY01.pre**

Export / Import: **Export Only**

Export/Import Format
☐ Comma Separated (CSV) ☒ Fixed Width

Comma Separated Options
 Text Qualifier: **(default)** Include Field List: **(none)**

Entity
LRPRA51 Housing Notice extract

Exportable Fields

Field	Description
TPKLRPRA51	Housing Notice extract
U_VERSION	U_VERSION
TFKCBTSJOB	Scheduled Job
ORDERKEY	Order key
AUTHID	Authority ID Number
AUTHDESCR	Authority Description
GSTINVFLAG	GST Invoice flag
CHARGECODE	Type of Charge
STARTDATE	Start Date

Selected Field

Field	Description	Length
RECTYPE	Record Type	1
		50
OPENBALNCE	Opening Balance	10
NOTICEDATE	Date of Notice	10
NOTICETOT	Notice Total	10
DUEDATE	Due Date	10
AUTHPROPID	Property Identifier	20
STRTNUM	Street Number	20
STRTNAME	Street	30

Sequence Insert OK Cancel

Invoice Header

Invoice Header (continued)

Export/Import Format Maintenance

Description: **Victorian Office of Housing extract INVOICE HEADER**

Default Export/Import File:

Export / Import: **Export Only**

Export/Import Format
☐ Comma Separated (CSV) ☒ Fixed Width

Comma Separated Options
 Text Qualifier: **(default)** Include Field List: **(none)**

Entity
LRPRA51 Housing Notice extract

Exportable Fields

Field	Description
TPKLRPRA51	Housing Notice extract
U_VERSION	U_VERSION
TFKCBTSJOB	Scheduled Job
ORDERKEY	Order key
AUTHID	Authority ID Number
AUTHDESCR	Authority Description
GSTINVFLAG	GST Invoice flag
CHARGECODE	Type of Charge
STARTDATE	Start Date

Selected Field

Field	Description	Length
SUBURBNAME	Suburb	30
POSTCODE	Postcode	7
NUMINSTAL	Number of Instalments	2
INSTAMT1	Instalment Amount	10
INSTAMT2	Instalment Amount	10
INSTAMT3	Instalment Amount	10
INSTAMT4	Instalment Amount	10
INSTAMT5	Instalment Amount	10
INSTAMT6	Instalment Amount	10

Sequence Insert OK Cancel

Invoice Header (continued)

Export/Import Format Maintenance

Description: **Victorian Office of Housing extract INVOICE HEADER**

Default Export/Import File: >>

Export / Import: **Export Only**

Export/Import Format
☐ Comma Separated (CSV) ☒ Fixed Width

Comma Separated Options
Text Qualifier: **(default)** Include Field List: **(none)**

Entity
LRPRA51 Housing Notice extract

Exportable Fields

TPKLRPRA51	Housing Notice extract
U_VERSION	U_VERSION
TFKCBTSJOB	Scheduled Job
ORDERKEY	Order key
AUTHID	Authority ID Number
AUTHDESCR	Authority Description
GSTINVFLAG	GST Invoice flag
CHARGECODE	Type of Charge
STARTDATE	Start Date

Selected Field Description Length

INSTAMT4	Instalment Amount	10
INSTAMT5	Instalment Amount	10
INSTAMT6	Instalment Amount	10
INSTAMT7	Instalment Amount	10
INSTAMT8	Instalment Amount	10
INSTAMT9	Instalment Amount	10
INSTAMT10	Instalment Amount	10
INSTAMT11	Instalment Amount	10
INSTAMT12	Instalment Amount	10

Sequence Insert OK Cancel

Note: That the NOTICEDATE & DUE DATE fields are date fields that need to be formatted. Detail out on these fields and set the Field Layout Template to dd/mm/yyyy.

Invoice Detail

Export/Import Format Maintenance

Description: **Vic (OOH) Invoice Detail**

Default Export/Import File: **C:\TEMP\AUTIDDD-MM-YY01.pre** >>

Export / Import: **Export Only**

Export/Import Format
☐ Comma Separated (CSV) ☒ Fixed Width

Comma Separated Options
Text Qualifier: **(default)** Include Field List: **(none)**

Entity
LRPRA51 Housing Notice extract

Exportable Fields

TPKLRPRA51	Housing Notice extract
U_VERSION	U_VERSION
TFKCBTSJOB	Scheduled Job
ORDERKEY	Order key
AUTHID	Authority ID Number
AUTHDESCR	Authority Description
GSTINVFLAG	GST Invoice flag
OPENBALNCE	Opening Balance
NOTICEDATE	Date of Notice

Selected Field Description Length

RECTYPE	Record Type	1
CHARGECODE	Type of Charge	20
STARTDATE	Start Date	10
ENDDATE	End Date	10
VALUNITS	Valuation / Units	10
CHARGERATE	Rate Levied	10
CHARGEAMT	Amount Levied	10
GSTAMOUNT	Tax Amount	10

Sequence Insert OK Cancel

Note: That the STARTDATE & ENDDATE fields are date fields that need to be formatted. Detail out on these fields and set the Field Layout Template to dd/mm/yyyy.

Invoice Trailer

Export/Import Format Maintenance

Description: **Vic (OOH) Invoice Trailer**
 Default Export/Import File: **C:\TEMP\AUTIDDD-MM-YY01.pre**
 Export / Import: **Export Only**

Export/Import Format
☐ Comma Separated (CSV) ☒ Fixed Width

Comma Separated Options
 Text Qualifier: **(default)** Include Field List: **(none)**

Entity
LRPRA51 Housing Notice extract

Exportable Fields

TPKLRPRA51	Housing Notice extract
U_VERSION	U_VERSION
TFKCBTSJOB	Scheduled Job
ORDERKEY	Order key
AUTHID	Authority ID Number
AUTHDESCR	Authority Description
GSTINVFLAG	GST Invoice flag
OPENBALNCE	Opening Balance
NOTICEDATE	Date of Notice

Selected Field

Selected Field	Description	Length
RECTYPE	Record Type	1
		20
FTEXT	Message	260

Sequence Insert OK Cancel

File Trailer

Export/Import Format Maintenance

Description: **Vic (OOH) File Trailer**
 Default Export/Import File: **C:\TEMP\AUTIDDD-MM-YY01.pre**
 Export / Import: **Export Only**

Export/Import Format
☐ Comma Separated (CSV) ☒ Fixed Width

Comma Separated Options
 Text Qualifier: **(default)** Include Field List: **(none)**

Entity
LRPRA51 Housing Notice extract

Exportable Fields

TPKLRPRA51	Housing Notice extract
U_VERSION	U_VERSION
TFKCBTSJOB	Scheduled Job
ORDERKEY	Order key
AUTHID	Authority ID Number
AUTHDESCR	Authority Description
GSTINVFLAG	GST Invoice flag
OPENBALNCE	Opening Balance
NOTICEDATE	Date of Notice

Selected Field

Selected Field	Description	Length
RECTYPE	Record Type	1
NUMINVOICE	Number of Records	5
INVOICETOT	Total Amount	10

Sequence Insert OK Cancel

File Free Text

Queensland Specific

For QLD (Department of Housing) the file produced by this extract process is in the following format. Each of the following records needs to be set up in Query >> Query Parameters >> Export / Import Format Maintenance on the entity LRPRA51 and details of the set up follow the file layout.

File Header

<u>Selected Field</u>	<u>Length</u>	<u>Positions</u>
H	1	1
B	1	2 – 2
NOTICEDATE	8	3 – 10
NOTETYPE	1	11 – 11
RATEPERIOD	1	12 – 12
STARTDATE	8	13 – 20
ENDDATE	8	21 – 28
AUTHID	10	29 – 38
AUTHDESCR	40	39 – 78
FTEXT	15	79 – 93
DUE DATE	8	94 – 101

Assessment Header

<u>Selected Field</u>	<u>Length</u>	<u>Positions</u>
P	1	1
AUTHPROPID	25	2 – 26
DNRVALNO	25	27 – 51
FTEXT	60	52 – 111
VALUNITS	13	112 – 124

Amount Record

<u>Selected Field</u>	<u>Length</u>	<u>Positions</u>
D	1	1
CHARGE CODE	3	2 – 4
:	1	5 – 5

Field	Length	Positions
CHARGEAMT	13	6 – 18

Kilolitre Record

<u>Selected Field</u>	<u>Length</u>	<u>Positions</u>
D	1	1
CHARGECODE	3	2 – 4
:	1	5 – 5
CONSUMPTN	13	6 – 18

File Trailer

<u>Selected Field</u>	<u>Length</u>	<u>Positions</u>
T	1	1
NUMINVOICE	5	2 – 6
INVOICETOT	13	7 – 19

End of File

<u>Selected Field</u>	<u>Length</u>	<u>Positions</u>
~	1	1
END OF FILE	11	2 - 12

To allow the Housing Notice Extract function to be used, Extract Format details need to be defined as follows.

Access the Export/Import Format Maintenance option (under Query, Query Parameters). Press the New button to create each of the following Export Format types, ensuring that the Format is set as Fixed Width and the Entity as "LRPRA51".

File Header

Export/Import Format Maintenance

Description: **Old DOH File Header**

Default Export/Import File: []

Export / Import: **Export Only**

Export/Import Format

☐ Comma Separated (CSV) ☒ Fixed Width

Comma Separated Options

Text Qualifier: (default) Include Field List: (none)

Entity

LRPRA51 Housing Notice extract

Exportable Fields

Field	Description
TPKLRPRA51	Housing Notice extract
U_VERSION	U_VERSION
TFKCBTSJOB	Scheduled Job
ORDERKEY	Order key
RECTYPE	Record Type
GSTINVFLAG	GST Invoice flag
OPENBALNCE	Opening Balance
AUTHPROPID	Property Identifier
STRTNUM	Street Number

Selected Field

Field	Description	Length
H		1
B		1
NOTICEDATE	Date of Notice	8
NOTETYPE	Notice Type	1
RATEPERIOD	Rate Period	1
STARTDATE	Start Date	8
ENDDATE	End Date	8
AUTHID	Authority ID Number	10
AUTHDESCR	Authority Description	40

Sequence Insert OK Cancel

File Header (continued)

Export/Import Format Maintenance

Description: **Qld DOH File Header**

Default Export/Import File:

Export / Import: **Export Only**

Export/Import Format

☐ Comma Separated (CSV) ☒ Fixed Width

Comma Separated Options

Text Qualifier: **(default)** Include Field List: **(none)**

Entity

LRPRA51 // **Housing Notice extract**

Exportable Fields

TPKLRPRA51	Housing Notice extract
U_VERSION	U_VERSION
TFKCBTSJOB	Scheduled Job
ORDERKEY	Order key
RECTYPE	Record Type
GSTINVFLAG	GST Invoice flag
OPENBALNCE	Opening Balance
AUTHPROPID	Property Identifier
STRTNUM	Street Number

Selected Field **Description** **Length**

NOTICEDATE	Date of Notice	8
NOTETYPE	Notice Type	1
RATEPERIOD	Rate Period	1
STARTDATE	Start Date	8
ENDDATE	End Date	8
AUTHID	Authority ID Number	10
AUTHDESCR	Authority Description	40
FTEXT	Message	15
DUE DATE	Due Date	8

Sequence Insert OK Cancel

Ensure that the Length of the following fields is not left as the defaulted length but as directed: -

- FTEXT : 15

Press the Detail button for the following fields and set the values as directed.

- NOTICEDATE : Field Layout Template: "ddmmyyyy"
- STARTDATE : Field Layout Template: "ddmmyyyy"
- ENDDATE : Field Layout Template: "ddmmyyyy"
- DUE DATE : Field Layout Template: "ddmmyyyy"

Assessment Header

Export/Import Format Maintenance

Description: **Qld DOH Assessment Header**

Default Export/Import File: >>

Export / Import: **Export Only**

Export/Import Format

☐ Comma Separated (CSV) ☒ Fixed Width

Comma Separated Options

Text Qualifier: **(default)** Include Field List: **(none)**

Entity

LRPRA51 >> **Housing Notice extract**

Exportable Fields

TPKLRPRA51	Housing Notice extract
U_VERSION	U_VERSION
TFKCBTSJOB	Scheduled Job
ORDERKEY	Order key
RECTYPE	Record Type
AUTHID	Authority ID Number
AUTHDESCR	Authority Description
GSTINVFLAG	GST Invoice flag
OPENBALNCE	Opening Balance

Selected Field | Description | Length

P	P	1
AUTHPROPID	Property Identifier	25
DNRVALNO	Valuer General Number	25
FTEXT	Message	60
VALUNITS	Valuation / Units	13

Sequence Insert OK Cancel

Move

Ensure that the Length of the following fields is not left as the defaulted length but as directed: -

- FTEXT : 60
- VALUNITS : 13

Press the Detail button for the following fields and set the values as directed.

- VALUNITS : Field Layout Template: "99999999999.99"

Amount Record

Export/Import Format Maintenance

Description: **Qld DOH Amount Record**

Default Export/Import File:

Export / Import: **Export Only**

Export/Import Format
☐ Comma Separated (CSV) ☒ Fixed Width

Comma Separated Options
 Text Qualifier: **(default)** Include Field List: **(none)**

Entity
 LRPRA51 // Housing Notice extract

Exportable Fields

TPKLRPRA51	Housing Notice extract
U_VERSION	U_VERSION
TFKCBTSJOB	Scheduled Job
ORDERKEY	Order key
RECTYPE	Record Type
AUTHID	Authority ID Number
AUTHDESCR	Authority Description
GSTINVFLAG	GST Invoice flag
OPENBALNCE	Opening Balance

Selected Field **Description** **Length**

	D	1
CHARGECODE	Type of Charge	3
	:	1
CHARGEAMT	Amount Levied	13

Sequence Insert OK Cancel

Ensure that the Length of the following fields is not left as the defaulted length but as directed: -

- CHARGECODE : 3
- CHARGEAMT : 13

Kilolitre Record (This only needs to be defined if the Water Billing application is in use.)

Export/Import Format Maintenance

Description: **Qld DOH Kilolitre Record**

Default Export/Import File:

Export / Import: **Export Only**

Export/Import Format
☐ Comma Separated (CSV) ☒ Fixed Width

Comma Separated Options
 Text Qualifier: **(default)** Include Field List: **(none)**

Entity
 LRPRA51 // Housing Notice extract

Exportable Fields

TPKLRPRA51	Housing Notice extract
U_VERSION	U_VERSION
TFKCBTSJOB	Scheduled Job
ORDERKEY	Order key
RECTYPE	Record Type
AUTHID	Authority ID Number
AUTHDESCR	Authority Description
GSTINVFLAG	GST Invoice flag
OPENBALNCE	Opening Balance

Selected Field **Description** **Length**

	D	1
CHARGECODE	Type of Charge	3
	:	1
CONSUMPTN	Consumption	13

Sequence Insert OK Cancel

Ensure that the Length of the following fields is not left as the defaulted length but as directed: -

- CHARGECODE : 3
- CONSUMPTN : 13

File Trailer

Export/Import Format Maintenance

Description: **Old DOH File Trailer**

Default Export/Import File:

Export / Import: **Export Only**

Export/Import Format

☐ Comma Separated (CSV) ☒ Fixed Width

Comma Separated Options

Text Qualifier: **(default)** Include Field List: **(none)**

Entity

LRPRA51 // Housing Notice extract

Exportable Fields

TPKLRPRA51	Housing Notice extract
U_VERSION	U_VERSION
TFKCBTSJOB	Scheduled Job
ORDERKEY	Order key
RECTYPE	Record Type
AUTHID	Authority ID Number
AUTHDESCR	Authority Description
GSTINVFLAG	GST Invoice flag
OPENBALNCE	Opening Balance

Selected Field **Description** **Length**

T	Number of Records	1
NUMINVOICE	Number of Records	5
INVOICETOT	Total Amount	13

Sequence Insert OK Cancel

Ensure that the Length of the following fields is not left as the defaulted length but as directed: -

- NUMINVOICE : 5
- INVOICETOT : 13

End of File Record

Search Profile – Search Method

Enables the process to be run utilising an Assessment Range or Query Result. The Query Result can utilise queries over the assessment file (LRAASSM).

Search Profile – Rating Period

This field is only available when the Notice Extract Format on the More Parameters Maintenance form is set to QLD (Department of Housing). Select the frequency of rating. The valid options are:

- Quarterly
- Semi Annually
- Yearly
- Other

Search Profile – Assessment Range

This can be left blank to process ALL assessments, or particular assessment numbers or ranges defined.

Search Profile – Notice Type

This field is only available when the Notice Extract Format on the More Parameters Maintenance form is set to QLD (Department of Housing). Choose the Notice Type being extracted. The valid choices are:

- Rates Notice
- Water Notice

If the Generation Run – Rates selected is the same as the Generation Run – Water then the only choice is Rates Notice.

Search Profile – Generation Run – Rates

These fields are only available when the Notice Extract Format on the More Parameters Maintenance form is set to QLD (Department of Housing). Select the Generation Run used to generate Rates charges.

Search Profile – Generation Run – Water

These fields are only available when the Notice Extract Format on the More Parameters Maintenance form is set to QLD (Department of Housing). Select the Generation Run used to generate Water charges. This may or may not be the same Generation Run as used to generate Rates charges.

Search Profile – DOH Last Reading Date

This field is only available when the Notice Extract Format on the More Parameters Maintenance form is set to QLD (Department of Housing) and is not maintainable. It is automatically updated when extracting Water details.

Query Result – Query Result

Enter the name of the file created from the Query that will be used if the Search Method chosen for updating Assessments was Search System. Click on the Pop Up to select a Query Result. These Query Results must have previously been created. The Query Result can utilise queries over the assessment file (LRAASSM).

Description - Description

This field is only available when the Notice Extract Format on the More Parameters Maintenance form is set to Vic (Office of Housing). Enter a description to appear in the File Free Text record of the file.

Export Format – File Header (QLD & VIC)

Click on the Pop-up to select the export format of the File Header. (This format must have been previously created via the Query Import/Export Format Maintenance.)

Export Format – Assessment Header (QLD) / Invoice Header (VIC)

Click on the Pop-up to select the export format of the Assessment Header for QLD or the Invoice Header for VIC. (This format must have been previously created via the Query Import/Export Format Maintenance.)

Export Format – Amount Record (QLD) / Invoice Detail (VIC)

Click on the Pop-up to select the export format of the Amount Record for QLD or the Invoice Detail for VIC. (This format must have been previously created via the Query Import/Export Format Maintenance.)

Export Format – Kilolitre Record (QLD) / Invoice Trailer (VIC)

Click on the Pop-up to select the export format of the Kilolitre Record for QLD or the Invoice Trailer for VIC. (This format must have been previously created via the Query Import/Export Format Maintenance.)

Export Format – File Trailer

Click on the Pop-up to select the export format of the File Trailer. (This format must have been previously created via the Query Import/Export Format Maintenance.)

Export Format – End of File (QLD) / File Free Text(VIC)

Click on the Pop-up to select the export format of the End of File for QLD or the File Free Text for VIC. (This format must have been previously created via the Query Import/Export Format Maintenance.)

Export File

This field will be automatically populated if a Default Export/Import File has been entered against the File Header record in Query Import/Export Format Maintenance. If not enter the destination path and file name.

QLD

There are no requirements from the Department of Housing as to the naming standard of the exported file.

VIC

The Export file name will be generated automatically to the correct format as required by the Victorian Office of Housing. This format is as follows:

"XXXXXDD-MM-YYYYNN.pre"

where

XXXXX is the authority ID (padded with leading zero's if required)

DD Day (i.e.. 09)

- '-' character

MM Month (i.e.. 02)

- '-' character

YYYY Year (i.e.. 2001)

NN is a sequential number that is unique for the day. **

.pre '.pre'

** Note: In most cases this will be '01' but if two files are sent on the same day it will be '02' etc. This number will need to be manually updated.

Notice Groups Button

Click on this button to further qualify your choice of Assessments for the Extract.

Tracking Button

Click on this button to further qualify your choice of Assessments for the Extract.

*****NSW Specific*****

For NSW (Department of Housing) the file produced by this extract process is in the following format. Each of the following records needs to be set up in Query >> Query Parameters >> Export / Import Format Maintenance on the entity **LRPRA65** and details of the set up follow the file layout.

FILE LAYOUT FOR RATE NOTICE HEADER FORMAT

<u>Selected Field</u>	<u>Description</u>	<u>Length</u>	<u>Positions</u>
BATCHNUM	Batch Number	6	1-6
BATCHDATE	Batch Date	8	7-14
RECORDTYPE	Record Type	1	15-15
ASSMNUMCHK	Assessment Number	20	16-35
	Blank Line	20	36-55
	Rating Authority Code	2	56-57
VGDISTNUM	VG District Number	3	58-60
DPTHSGPT	Dept of Housing Plan	5	61-65
	Type		
VGNUMBER	Valuer General	8	66-73
	Number		
RECCOUNT	Record Count	3	74-76
RPSTARTDAT	Rating Period Start	8	77-84
	Date		
RPENDDAT	Rating Period End	8	85-92
	Date		
	Current Annual Rates	10	93-102
	Total Amount	10	103-112
TOTAMOUNCD	Credit or Debit	1	113
LOTNUMBER	Lot Number	4	114-117
	Deposited Plan	9	118-126
	Number		
ADDRESS	Address	40	127-166
RTLANDVALU	Rateable Land Value	10	167-176
	Instalment 1	8	177-184
	Instalment 2	8	185-192
	Instalment 3	8	193-200
	Instalment 4	8	201-208
DPTHSGSN	Dept of Housing	4	209-212
	Section Number		
	Blank Line	38	213-250

FILE LAYOUT FOR RATE NOTICE DETAIL FORMAT

<u>Selected Field</u>	<u>Description</u>	<u>Length</u>	<u>Positions</u>
BATCHNUM	Batch Number	6	1-6
BATCHDATE	Batch Date	8	7-14
RECORDTYPE	Record Type	1	15-15
ASSMNUMCHK	Assessment Number	20	16-35
RTCATCODE	Rate Category Code	3	36-38
	Rate Category Amount	10	39-48
RTCATAMTCD	Credit or Debit	1	49-49
	Blank Line	141	50-191

FILE LAYOUT FOR INSTALMENT NOTICE HEADER FORMAT

<u>Selected Field</u>	<u>Description</u>	<u>Length</u>	<u>Positions</u>
BATCHNUM	Batch Number	6	1-6
BATCHDATE	Batch Date	8	7-14
RECORDTYPE	Record Type	1	15-15
ASSMNUMCHK	Assessment Number	20	16-35
	Blank Line	20	36-55
	Rating Authority Code	2	56-57
VGDISTNUM	VG District Number	3	58-60

DPTHSGPT	Dept of Housing Plan Type	5	61-65
VGNUMBER	Valuer General Number	8	66-73
INSTDUE DAT	Instalment Due Date	8	74-81
INSTALLNUM	Instalment Number	1	82-82
	Instalment Amount	8	83-90
RECCOUNT	Record Count	1	91-91
	Total Amount	8	92-99
TOTAMOUNCD	Credit or Debit	1	100-100
LOTNUMBER	Lot Number	4	101-104
	Deposited Plan Number	9	105-113
ADDRESS	Address	40	114-153
DPTHSGSN	Dept of Housing Section Number	4	154-157
	Filler	43	158-200

FILE LAYOUT FOR INSTALMENT NOTICE DETAIL FORMAT

<u>Selected Field</u>	<u>Description</u>	<u>Length</u>	<u>Positions</u>
BATCHNUM	Batch Number	6	1-6
BATCHDATE	Batch Date	8	7-14
RECORDTYPE	Record Type	1	15-15
ASSMNUMCHK	Assessment Number	20	16-35
RTCATCODE	Rate Category Code	3	36-38
	Rate Category Amount	8	39-46
RTCATAMTCD	Credit or Debit	1	47-47
	Blank Line	103	48-151

Rate Notice Header File

Export/Import Format Maintenance

Description: **NSW DOH Rate Notice Header File**

Default Export/Import File: **c:\temp\NSW_Rate_Notice_Header.txt**

Export / Import: **Export Only**

Export/Import Format

☐ Comma Separated (CSV) ☒ Fixed Width

Comma Separated Options

Text Qualifier: **(default)** Include Field List: **(none)**

Entity

LRPRA65 NSW DOH Notice Extraction

Exportable Fields

TPKLRPRA65	NSW DOH Notice Extraction
U_VERSION	U_VERSION
TFKCBTSJOB	Scheduled Job
TFKLRPRAAS	Assessment
RTCATCODE	Rate Category Code
RTCATAMT	Rate Category Amount
RTCATAMTCD	Credit or Debit
CURANRATES	Current Annual Rates
TOTAMOUNT	Total Amount

Selected Field

Selected Field	Description	Length
BATCHNUM	Batch Number	6
BATCHDATE	Batch Date	8
RECORDTYPE	Record Type	1
ASSMNUMCHK	Assessment Number	20
		20
	Rating Authority Code	2
VGDISTNUM	VG District Number	3
VGNUMBER	Valuer General Number	13
RECCOUNT	Record count	3

Sequence Insert OK Cancel

NSW Rate Notice Header File (screen)

Export/Import Format Maintenance

Description: **NSW DOH Rate Notice Header File**
 Default Export/Import File: **c:\temp\NSW_Rate_Notice_Header.txt**
 Export / Import: **Export Only**

Export/Import Format
☐ Comma Separated (CSV) ☒ Fixed Width

Comma Separated Options
 Text Qualifier: **(default)** Include Field List: **(none)**

Entity
LRPRA65 **NSW DOH Notice Extraction**

Exportable Fields

Field	Description
TPKLRPRA65	NSW DOH Notice Extraction
U_VERSION	U_VERSION
TFKCBTSJOB	Scheduled Job
TFKLRPRAAS	Assessment
RTCATCODE	Rate Category Code
RTCATAMT	Rate Category Amount
RTCATAMTCD	Credit or Debit
CURANRATES	Current Annual Rates
TOTAMOUNT	Total Amount

Selected Field

Field	Description	Length
RPSTARTDAT	Rating Period Start Date	8
RPENDDAT	Rating Period End Date	8
	Current Annual Rates	10
	Total Amount	10
TOTAMOUNCD	Credit or Debit	1
LOTNUMBER	Lot Number	4
DEPPLANNUM	Deposited Plan Number	6
ADDRESS	Address	40
RTLANDVALU	Rateable Land Value	10

Buttons: Sequence, Insert, OK, Cancel

NSW Rate Notice Header File (screen)

Export/Import Format Maintenance

Description: **NSW DOH Rate Notice Header File**
 Default Export/Import File: **c:\temp\NSW_Rate_Notice_Header.txt**
 Export / Import: **Export Only**

Export/Import Format
☐ Comma Separated (CSV) ☒ Fixed Width

Comma Separated Options
 Text Qualifier: **(default)** Include Field List: **(none)**

Entity
LRPRA65 **NSW DOH Notice Extraction**

Exportable Fields

Field	Description
TPKLRPRA65	NSW DOH Notice Extraction
U_VERSION	U_VERSION
TFKCBTSJOB	Scheduled Job
TFKLRPRAAS	Assessment
RTCATCODE	Rate Category Code
RTCATAMT	Rate Category Amount
RTCATAMTCD	Credit or Debit
CURANRATES	Current Annual Rates
TOTAMOUNT	Total Amount

Selected Field

Field	Description	Length
LOTNUMBER	Lot Number	4
DEPPLANNUM	Deposited Plan Number	6
ADDRESS	Address	40
RTLANDVALU	Rateable Land Value	10
	Instalment Amount 1	8
	Instalment Amount 2	8
	Instalment Amount 3	8
	Instalment Amount 4	8
		1

Buttons: Sequence, Insert, OK, Cancel

NSW Rate Notice Header File (screen)

Rate Notice Detail File

Export/Import Format Maintenance

Description: **NSW DOH Rate Notice Detail File**

Default Export/Import File:

Export / Import: **Export Only**

Export/Import Format

☐ Comma Separated (CSV) ☒ Fixed Width

Comma Separated Options

Text Qualifier: **(default)** Include Field List: **(none)**

Entity

LRPRA65 NSW DOH Notice Extraction

Exportable Fields

Field	Description
TPKLRPRA65	NSW DOH Notice Extraction
U_VERSION	U_VERSION
TFKCBTSJOB	Scheduled Job
TFKLRPRAAS	Assessment
RECCOUNT	Record count
RTCATAMT	Rate Category Amount
VGDISTNUM	VG District Number
VGNUMBER	Valuer General Number
RPSTARTDAT	Rating Period Start Date

Selected Field

Field	Description	Length
BATCHNUM	Batch Number	6
BATCHDATE	Batch Date	8
RECORDTYPE	Record Type	1
ASSMNUMCHK	Assessment Number	20
RTCATCODE	Rate Category Code	3
RTCATAMTCD	Rate Category Amount	10
	Credit or Debit	1
		141

Sequence Insert OK Cancel

NSW Rate Notice Detail File

Instalment Notice Header File

Export/Import Format Maintenance

Description: **NSW DOH Instalment Notice Header File**

Default Export/Import File:

Export / Import: **Export Only**

Export/Import Format

☐ Comma Separated (CSV) ☒ Fixed Width

Comma Separated Options

Text Qualifier: **(default)** Include Field List: **(none)**

Entity

LRPRA65 NSW DOH Notice Extraction

Exportable Fields

Field	Description
TPKLRPRA65	NSW DOH Notice Extraction
U_VERSION	U_VERSION
TFKCBTSJOB	Scheduled Job
TFKLRPRAAS	Assessment
RTCATCODE	Rate Category Code
RTCATAMT	Rate Category Amount
RTCATAMTCD	Credit or Debit
RPSTARTDAT	Rating Period Start Date
RPENDDAT	Rating Period End Date

Selected Field

Field	Description	Length
BATCHNUM	Batch Number	6
BATCHDATE	Batch Date	8
RECORDTYPE	Record Type	1
ASSMNUMCHK	Assessment Number	20
		20
	Rating Authority Code	2
VGDISTNUM	VG District Number	3
VGNUMBER	Valuer General Number	13
INSTDUEAT	Instalment Due Date	8

Sequence Insert OK Cancel

NSW Instalment Notice Header File (screen)

Export/Import Format Maintenance

Description: **NSW DOH Instalment Notice Header File**

Default Export/Import File: >>

Export / Import: **Export Only**

Export/Import Format

☐ Comma Separated (CSV) ☒ Fixed Width

Comma Separated Options

Text Qualifier: **(default)** Include Field List: **(none)**

Entity

LRPRA65 **NSW DOH Notice Extraction**

Exportable Fields

Field	Description
TPKLRPRA65	NSW DOH Notice Extraction
U_VERSION	U_VERSION
TFKCBTSJOB	Scheduled Job
TFKLRPRAAS	Assessment
RTCATCODE	Rate Category Code
RTCATAMT	Rate Category Amount
RTCATAMTCD	Credit or Debit
RPSTARTDAT	Rating Period Start Date
RPENDDAT	Rating Period End Date

Selected Field

Field	Description	Length
INSTDUE DAT	Instalment Due Date	8
INSTALLNUM	Instalment Number	1
	Instalment Amount	8
RECCOUNT	Record count	1
	Total Amount	8
TOTAMOUNCD	Credit or Debit	1
LOTNUMBER	Lot Number	4
DEPPLANNUM	Deposited Plan Number	6
ADDRESS	Address	40

Sequence Insert OK Cancel

NSW Instalment Notice Header File (screen)

Instalment Notice Detail File

Export/Import Format Maintenance

Description: **NSW DOH Instalment Notice Detail File**

Default Export/Import File: >>

Export / Import: **Export Only**

Export/Import Format

☐ Comma Separated (CSV) ☒ Fixed Width

Comma Separated Options

Text Qualifier: **(default)** Include Field List: **(none)**

Entity

LRPRA65 **NSW DOH Notice Extraction**

Exportable Fields

Field	Description
TPKLRPRA65	NSW DOH Notice Extraction
U_VERSION	U_VERSION
TFKCBTSJOB	Scheduled Job
TFKLRPRAAS	Assessment
RECCOUNT	Record count
RTCATAMT	Rate Category Amount
VGDISTNUM	VG District Number
VGNUMBER	Valuer General Number
RPSTARTDAT	Rating Period Start Date

Selected Field

Field	Description	Length
BATCHNUM	Batch Number	6
BATCHDATE	Batch Date	8
RECORDTYPE	Record Type	1
ASSMNUMCHK	Assessment Number	20
RTCATCODE	Rate Category Code	3
	Rate Category Amount	8
RTCATAMTCD	Credit or Debit	1
		103

Sequence Insert OK Cancel

NSW Instalment Notice Detail File

Search Method

There are 2 options to choose from

- Assessment Range – enter a range of numbers eg 1000-2000
- Search System – allows the results of a query to be used

Assessment Range

This can be left blank to process ALL assessments, or particular assessment numbers or ranges defined

Generation Run – Rates

Select a generation run from the pop-up for the extraction

Claim Type

There are 2 options to choose from:

- 1st Instalment
- 2nd, 3rd or 4th Instalment

Instalment Number

This field allows entry of the instalment number when the claim type selected is 2nd, 3rd or 4th Instalment. It is not necessary to enter a number in this field if the claim type selected is 1st Instalment.

Query Result

Select a query from the pop-up to run the extract over. This field becomes available if the Search System Search Method is being used.

Rate Notice Header

Select the Rate Notice Header format to be used from the pop-up.

Rate Notice Detail

Select the Rate Notice Detail format to be used from the pop-up.

Instalment Notice Header

Select the Instalment Notice Header format to be used from the pop-up.

Instalment Notice Detail

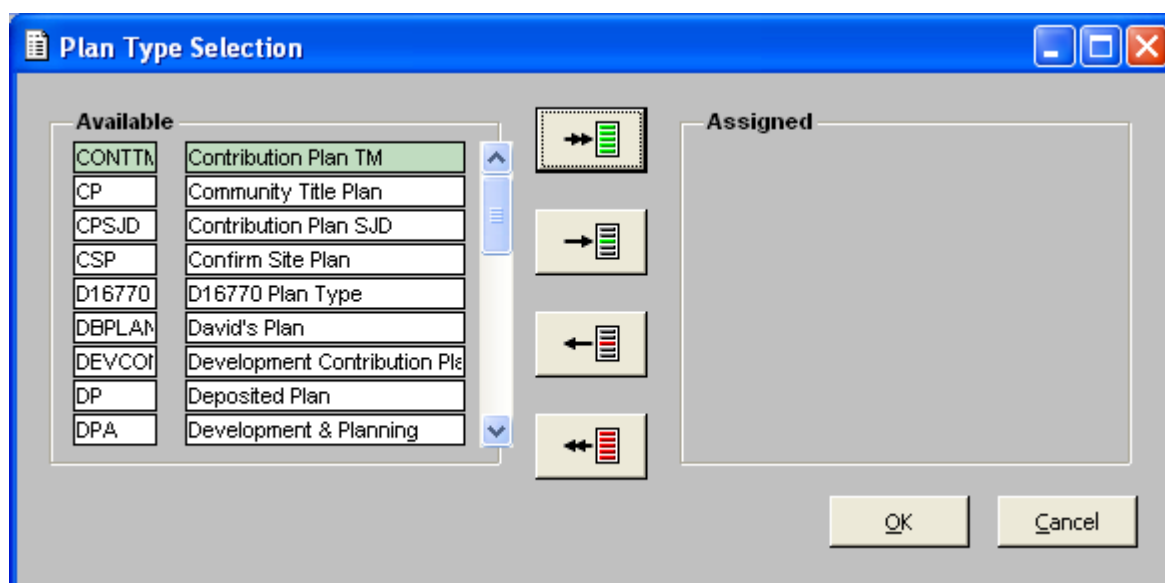
Select the Instalment Notice Detail format to be used from the pop-up.

Export File

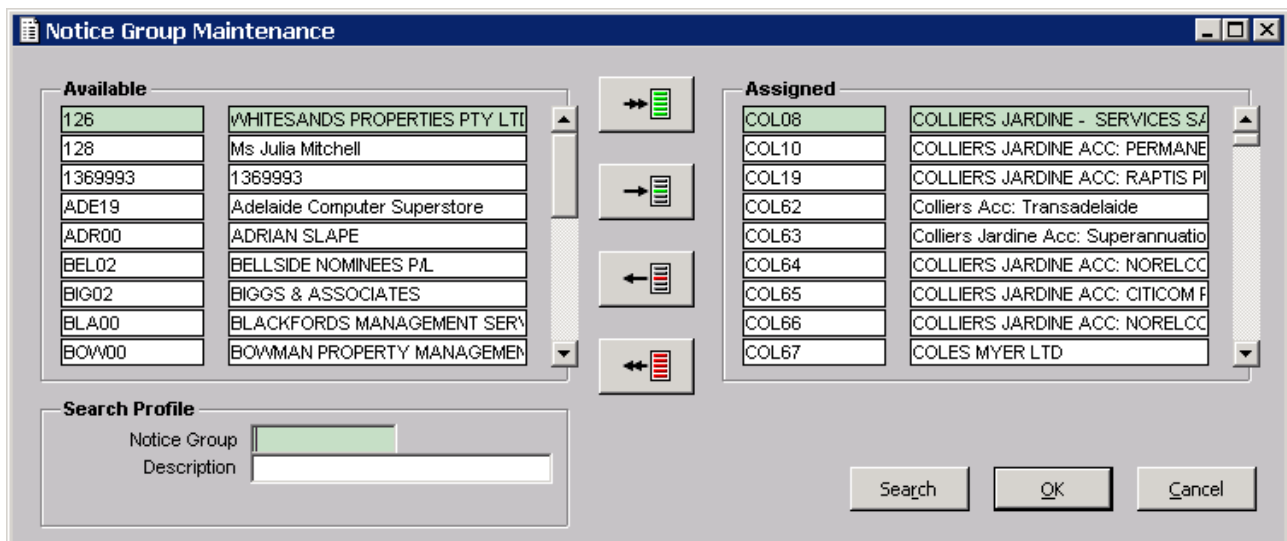
Enter a directory and name for the export file if one is not already present here eg C:\Temp\Export_File.txt

Excluded Plan Types Button

This button is only available when the Rates System Parameter Notice Extract Format is set to “NSW (Department of Housing)”. Press this button to display the Plan Type Selection form where Plans can be chosen to be excluded from the extract.

**Notice Groups Button**

Click this button and the Notice Groups Maintenance form appears. Choose to use all Notice Groups for the extract or only a select few.



Notice Group Maintenance

Available		Assigned	
126	WHITESANDS PROPERTIES PTY LTD	COL08	COLLIERS JARDINE - SERVICES SA
128	Ms Julia Mitchell	COL10	COLLIERS JARDINE ACC: PERMANE
1369993	1369993	COL19	COLLIERS JARDINE ACC: RAPTIS PI
ADE19	Adelaide Computer Superstore	COL62	Colliers Acc: Transadelaide
ADR00	ADRIAN SLAPE	COL63	Colliers Jardine Acc: Superannuatio
BEL02	BELLSIDE NOMINEES P/L	COL64	COLLIERS JARDINE ACC: NORELCC
BIG02	BIGGS & ASSOCIATES	COL65	COLLIERS JARDINE ACC: CITICOM F
BLA00	BLACKFORDS MANAGEMENT SERV	COL66	COLLIERS JARDINE ACC: NORELCC
BOW00	BOWMAN PROPERTY MANAGEMEN	COL67	COLES MYER LTD

Search Profile

Notice Group

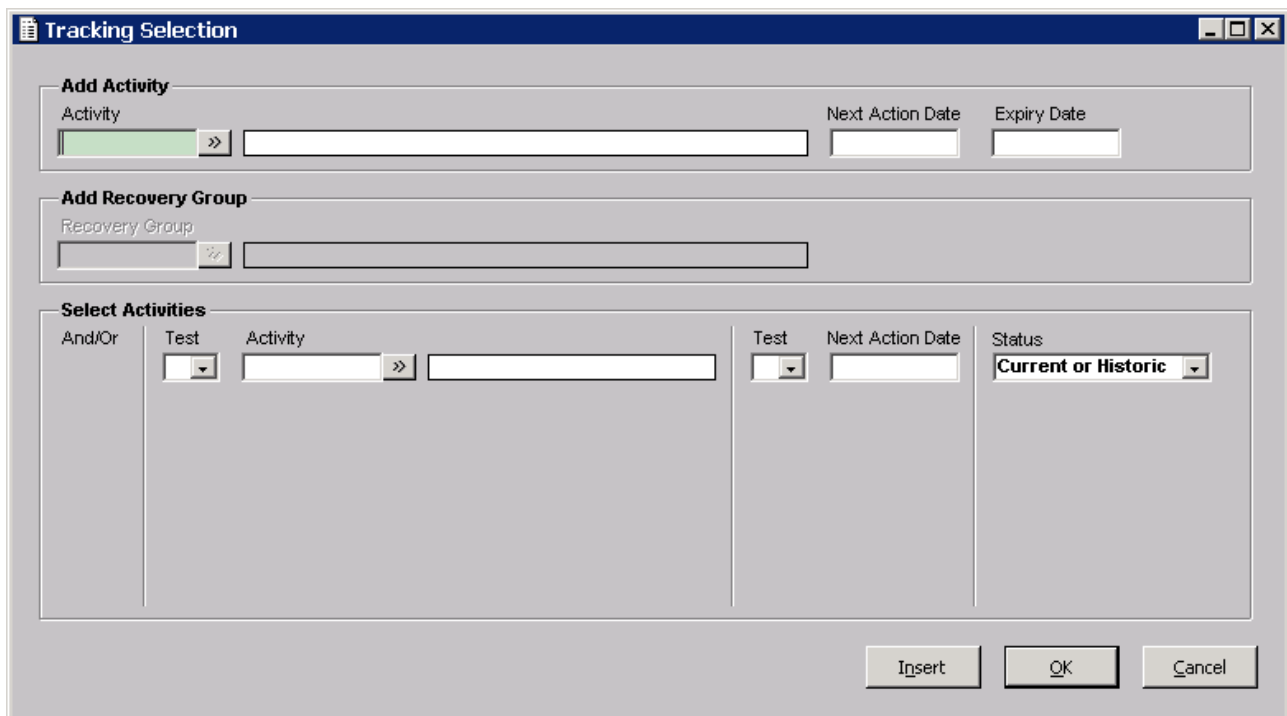
Description

Search OK Cancel

Notice Groups Maintenance Form

Tracking Button

Click this button and the Tracking Selection form appears. Use this form to add an Activity Code or only select assessments with a particular activity code.



Tracking Selection

Add Activity

Activity >> Next Action Date Expiry Date

Add Recovery Group

Recovery Group

Select Activities

And/Or	Test	Activity	Test	Next Action Date	Status
		>>			

Insert OK Cancel

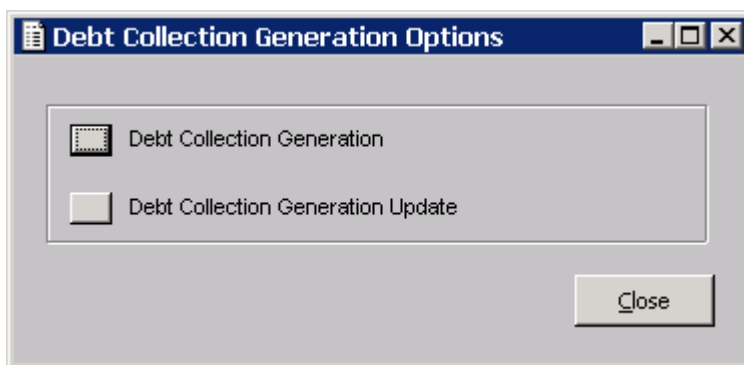
Tracking Selection Form

Debt Collection Generation Options

The Debt Collection Generation Function will perform a number of different functions in relation to the management of outstanding debts.

- Provide a workflow (report only or report and update) within a Debt Recovery Group. This enables the action of various activities, generation of letters, update of cashier warnings and sending e-mails.
- Enable the management of Defaulted Payments – update of a new recovery group where more than a certain number of payments has defaulted.
- Removal of Debt Recovery Groups from assessments that have paid in full (within a tolerance).
- Enable logging of a Recovery Group to identify assessments that have paid outside of the discount period, enough to cover the rates less the proposed discount.
- The automation of this function will be controlled by the Next Actions Dates logged on the Debt Collection Generation Activity Parameter.

Debt Collection Generation Options Form



Debt Collection Generation Options Form

Debt Collection Generation

Selecting this button will display the Debt Collection Generation Control Form.

Debt Collection Generation Update

Selecting this button will display the Debt Collection Generation Update Control Form.

Debt Collection Generation Control Form

Debt Collection Generation Control

Search Criteria

Search Method: **Assessment Range**

Assessment Range: [] - []

Query Result: []

Processing Parameters

Balance Range: [] - []

Print Letter: **(none)**

Check for Defaulted Payments: ☐

Number of Missed Payments: [1]

Remove if Fully Paid: ☐

Tolerance: []

Fully Paid less Discount Recovery Group: [] >> []

Recovery Groups Options Process Cancel

Debt Collection Generation Control Form

Search Method

Enables the process to be run utilising an Assessment Range or Query Result. The Query Result can utilise queries over the assessment file (LRAASSM).

Assessment Range

This can be left blank to process ALL assessments, or particular assessment numbers or ranges defined.

Query Result

This field may be used to specify a previously created query result to identify a group of records. Alternatively, a query may be selected from the pop up.

Balance Range

The Debt Collection function can be run over assessments that have a balance that falls within a certain range. For example, debt collection processing may be required for all assessments that have a balances exceeding \$500.00

Print Letter

This setting will be utilised if Assessments have Activities that involve creation of a letter. The letter generation will occur during the update. If the Print Letter checkbox is set on, the letter will also be printed at time of update.

Check for Defaulted Payments

If this checkbox is checked on, Assessments with Arrangements to Pay will be interrogated to determine if the arrangements are in default. This parameter will work in conjunction with the number of Missed Payments. This option will enable the update of a NEW recovery group for defaulted payment arrangements.

Number of Missed Payments

When checking for Defaulted arrangements, the number of missed payments can be nominated. This option will enable the update of a NEW recovery group for defaulted payment arrangements.

Remove if Fully Paid

This option will enable the removal of a Recovery Group for assessments that are fully paid. This parameter will work in conjunction with the Tolerance field (if entered). The Recovery Group will be flagged as historic, so that a history is retained.

Tolerance

The tolerance field is used for two purposes:

1. The tolerance will be utilised in conjunction with the number of missed payments, to determine whether an arrangement has been defaulted.
2. The tolerance will be utilised in conjunction with the remove if fully paid option, to determine if the assessment has been fully paid.

Fully Paid less Discount Recovery Group

This option will enable a special recovery group to be logged onto assessments where the amount still outstanding is the same as the pending discount for the assessment. This effectively identifies those who have missed the due-date for payment. NOTE – the Pathway system MUST still have pending discount transactions (i.e. Pending Discount Re-Calculation not run to remove discount) at the time of using this functionality.

Recovery Groups Button

This function can be run over ALL or selected Recovery Groups to further define the Assessments that are processed.

Recovery Group Maintenance Form

Available		Assigned	
ARR	Arrangements Debt Recovery	SFAG	Arrangement Arrears - After Letter
DISCOUNT	Discount short paid	SFAH	Arrangement Arrears - After Summ
GWV1	Test adding a new Recovery Group	SFLP	Caboolture - Legal Action Taken Pre
GWV2	Test for deletion of Recovery Group	SFP	Caboolture - Pensioner with extensi
KT GROUP	Karen's Recovery Group	SFPA	Caboolture - Pensioner no extensio
NWV RC A	NWV RC A - Rec Group	SFPT	Pensioner with Arrangement
NWV RC R	NWV RC R - Rec Group	SFPZ	Caboolture - Pensioner with outstar
PAR	pats par testing	SFR	Standard Debt Recovery
SFA	Ordinary Arrangement Recovery Gr	SFRC	Caboolture - Reminder Notice Sent

Search Profile

Recovery Group

Description

Buttons: Search, OK, Cancel

Recovery Group Maintenance Form

Available

Lists Recovery Groups to be Assigned. Recovery Groups Available are not used for processing.

Assigned

Lists the Recovery Groups that the Debt Collection Generation process will use when processing.

Search Profile - Recovery Group/Description

These fields allow for a partial entry of either a Recovery Group Code or Description to be used as searching criterion.

Select All Button

Take the Select All Button to move all of the Notice Groups to the assigned side of the form.

Select Button

Having highlighted the Notice Group to be assigned, take the Select Button to move it to the assigned side of the form

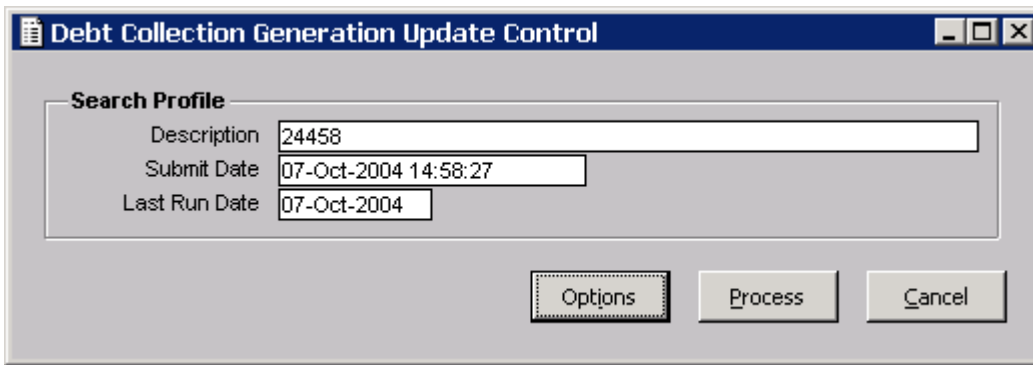
Remove Button

Having highlighted the Notice Group 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 Notice Groups to the unassigned side of the form.

Debt Collection Generation Update Control Form



The screenshot shows a Windows-style dialog box titled "Debt Collection Generation Update Control". It features a "Search Profile" section with three input fields: "Description" containing "24458", "Submit Date" containing "07-Oct-2004 14:58:27", and "Last Run Date" containing "07-Oct-2004". At the bottom of the dialog are three buttons: "Options" (which is highlighted with a dotted border), "Process", and "Cancel".

Debt Collection Generation Update Control Form

Description

This field contains a description of the Debt Collection Generation that will be used on the Header Page of the Debt Collection Generation Update Report. It is the description entered on the processing Options Maintenance form when the Debt Collection Generation was submitted.

Submit Date

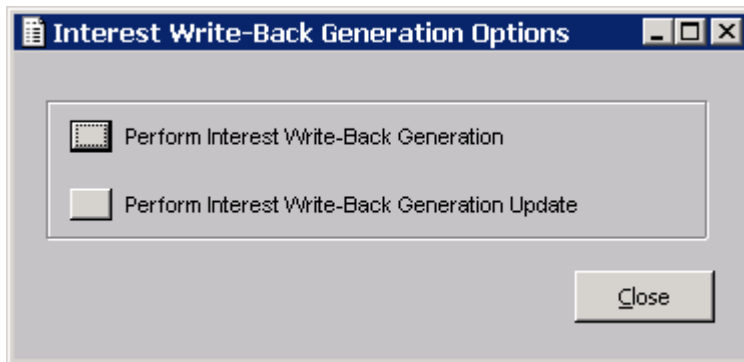
This field contains the date and time that the Debt Collection Generation was submitted.

Last Run Date

This field contains the date that the Debt Collection Generation was last run.

Fines Write-Back Generation Options

Interest Write-Back Generation Options



Interest Write-Back Generation Options Form

Perform Interest Write-Back Generation

Select this button to display the Interest Write-Back Generation Control form.

Perform Interest Write-Back Generation Update

Press this button to display the Interest Write-Back Generation Update Control form.

Interest Write-Back Generation Control Form

The Fines Write-Back Generation is a function that allows portions of previously generated Arrears Fines to be reversed (that is, written-back). It is a two-stage process, consisting of a Generation stage where any applicable Arrears Fines write-back amounts are calculated and reported, and an Update stage that creates the reported write-back amounts from the previous Generation as transactions on the relevant Assessments.

It is designed to be used only if the following business rules are in place:

- Arrears Fines are generated once only at the beginning of each Rating Year after the Rates End of Period Roll, and are calculated for the entire year in advance.
- When payments of Arrears are made throughout the Rating Year, any amounts of Arrears Fines that no longer apply are to be written-back.
- The Rate and Method for calculating Rates Arrears Fines are 'Daily' and 'Simple' respectively.
- Note: access to the Fines Write-Back Generation Options is barred if the Rates Arrears Fines Rate is 'Flat' or the Rates Arrears Fines Method is 'Compound'.
- Any 'Arrears' amounts must be paid before any Arrears Fines are paid. This is controlled by parameter settings and must have been set up prior to the conversion of any transactions. Refer to the "Important Note" below.
- When performing the Rates End of Period Roll at the end of each Rating Year, the Brought Forward Transactions option should only be set to 'Make Arrears' or 'Use new Generation Run'. If one of these is not selected, some of the Arrears Fines (FINA) transactions might be apportioned before some Arrears (eg. RATE-A or FINE-A) transactions that could in turn cause invalid write-back amounts to be calculated.

If your site does not conform to these business rules, then the Fines Write-Back Generation function should NOT be used.

Note: Apart from the description of the Menu Item itself, any screens or reports within the Fines Write-Back Generation Options function will inherit the Fines Terminology set up by council in the Fines parameters (located within the Rates System Parameters). For example, if the Fines Terminology selected is 'Interest', then screen and report headings, etc will all appear as 'Interest Write-Back...' rather than 'Fines Write-Back...'.

"Important Note"

Any 'Arrears' amounts must be paid before any Arrears Fines are paid. To achieve this, the following Transaction Type parameter settings must have been in place prior to the conversion of any transactions. If an existing Pathway site decided to use this function then scripts would be required to alter the existing transaction data.

In Transaction Type Maintenance, all Arrears Fines transaction types must have Payment Sequences higher than the Payment Sequence of all 'Arrears' transaction types. 'Arrears Fines' transaction types and 'Arrears' transaction types are listed below.

'Arrears Fines' transaction types:

FINA Arrears Fine

Any User defined Transaction Types based on the System Type 'FINA'.

'Arrears' transaction types:

RATE-A, RATE-P All Rates Arrears

FINE-A, FINE-P All Fines Arrears

REBC-A, REBC-P All Council Rebate Arrears

REBG-A, REBG-P All Government Rebate Arrears

REBA-A, REBA-P All Additional Rebate Arrears

DISC-P All Discount Arrears

LFEE-A, LFEE-P All Legal Fees Arrears

ADMN-P All Administration Fee Arrears (only if used by council)

INSI-P All Instalment Interest Arrears (only if used by council)

Any User defined Transaction Types based on the System Types listed above.

The Fines Write-Back Generation Control allows the user to select which Assessments are to be considered for processing, as well as providing some options for the calculation of the fine write-back amounts.

The Fines Write-Back Generation only considers current "Rates" Assessments during processing. In addition other fields on the form are available to limit which Assessments are considered.

Calculation:

For each payment (receipt) on the Assessment.

1. Determine the amount of the payment that apportions to fineable Arrears transactions.
2. Determine the number of days that the Arrears Fines should be written-back.

This is the number of days between the payment date and the Write-Back Fines To Date (including both dates).

3. Calculate the amount of Arrears Fines applicable for the amount of Arrears paid by the receipt (a) for the number of days over which the Arrears Fines should not have been applied (b). This will provide the total amount of Arrears Fines that should be written-back.

Example 1:

Suppose an Assessment has the following Arrears transactions present after the End of Period Roll.

- (a) 1/7/2001, Residential Rates, Rates Arrears (RATE-A), \$200.
- (b) 1/7/2001, Residential Rates, Fines Arrears (FINE-A), \$50.
- (c) 1/7/2001, Garbage Rates, Rates Arrears (RATE-A), \$100.
- (d) 1/7/2001, Garbage Rates, Fines Arrears (FINE-A), \$30.

Simple Arrears Fines (at 10%) are then generated for the entire year in advance (1/7/2001 to 30/6/2002), as follows.

- (e) 30/6/2002, Residential Rates, Arrears Fine (FINA), \$20.
- (f) 30/6/2002, Residential Rates, Arrears Fine (FINA), \$5.
- (g) 30/6/2002, Garbage Rates, Arrears Fine (FINA), \$10.
- (h) 30/6/2002, Garbage Rates, Arrears Fine (FINA), \$3.

Rates are then generated (details of these are not included since they will not affect the calculation) and the Rates notices are sent out.

A payment of \$110 is then made on 1/9/2001 and is apportioned as follows...

- \$50 to transaction (b).
- \$30 to transaction (d).
- \$20 to transaction (a).
- \$10 to transaction (c).

Calculate the amount of Arrears Fines that will no longer apply....

The period from 1/9/2001 to 30/6/2002 contains 303 days.

$(\$50 * 10\% * 303 / 365) = \$4.15$ (for Residential Rates)
 $(\$30 * 10\% * 303 / 365) = \$2.49$ (for Garbage Rates)
 $(\$20 * 10\% * 303 / 365) = \$1.66$ (for Residential Rates)
 $(\$10 * 10\% * 303 / 365) = \$0.83$ (for Garbage Rates)

So, the following Arrears Fines write-back (reversal) transactions are created (no rounding in place)...

- (i) 30/6/2002, Residential Rates, Arrears Fine Reversal of (e) (FINA-R), \$5.81- (\$-4.15 + \$-1.66).
- (j) 30/6/2002, Garbage Rates, Arrears Fine Reversal of (g) (FINA-R), \$3.32- (\$-2.49 + \$-0.83).

Example 2 (continuation of example 1):

Following on from the previous example, suppose that a further payment of \$93 is then made on 1/10/2001 and is apportioned as follows...

- \$62 to transaction (a).
- \$31 to transaction (c).

Calculate the amount of Arrears Fines that will no longer apply...

The period from 1/10/2001 to 30/6/2002 contains 273 days.

$(\$62 * 10\% * 273 / 365) = \$4.64$ (for Residential Rates)
 $(\$31 * 10\% * 273 / 365) = \$2.32$ (for Garbage Rates)

So, the following further write-back (reversal) transactions are created (no rounding in place)...

- (k) 30/6/2002, Residential Rates, Arrears Fine Reversal of (e) (FINA-R), \$4.64-
- (l) 30/6/2002, Garbage Rates, Arrears Fine Reversal of (g) (FINA-R), \$2.32-

Interest Write-Back Generation Control

Search Criteria

Search Method: **Assessment Range**

Assessment Range: [] - []

Query Result: []

Processing Parameters

Automatic Mode: ☐

Payment Date Range: **10-Mar-2004** - **04-Nov-2004**

Write-Back Interest To Date: **30-Jun-2005**

Minimum Remaining Interest Amount: []

Tracking Options Process Cancel

Interest Write-Back Generation Control Form

Search Method

Enables the process to be run utilising an Assessment Range or Query Result. The Query Result can utilise queries over the assessment file (LRAASSM).

Assessment Range

This can be left blank to process ALL assessments, or particular assessment numbers or ranges defined.

Query Result

Enter the name of the file created from the Query that will be used if the Search Method chosen for updating Assessments was Search System. Click on the Pop Up to select a Query Result. These Query Results must have previously been created.

Automatic Mode:

Setting Automatic Mode on will make the system automatically determine the next Payment Date Range to use, based on the Range used in the last updated Fines Write-Back Generation run. If this is selected the Payment Date Range will become non-maintainable, since it is not required.

The Fines Write-Back Generation may be submitted as a permanent or scheduled End of Day job. If this is done, the Automatic Mode option should be selected so that the correct Payment Date Range is automatically determined each time the Generation runs during End of Day.

If submitted as a permanent or scheduled End of Day job, the Fines Write-Back Generation Update may be run at any time during the day after the reports produced by the Generation run have been checked. When run, it will update all the transactions listed on the Detail Report of the last Generation run.

Payment Date Range:

Only Assessments that have a payment (receipt) present that was posted within the specified range will be considered. In addition to this, the payment must apportion to an 'Arrears' transaction.

Upon initial display of the screen, the Start Date will default to the End Date used in the last updated Fines Write-Back Generation run, and the End Date will default to today's date.

This range cannot be logged as a user default, however the user for a specific run may override it.

Write-Back Fines To Date:

This will always default to the End Date of the Current Rating Period, but may be overridden by the user to a different date within the Current Rating Period if required.

When a payment of Arrears is made, any Arrears Fines will be written-back from the date of the payment (receipt) up to the date specified here.

For example, if Arrears Fines were calculated for the full 2001/02 Rating Year in advance (that is, up to 30-Jun-2002) then any Arrears Fines would need to be written back up to the End Date of the Current Rating Period, in which case a Write-Back Fines To Date of 30-Jun-2002 would need to be used.

Minimum Remaining Fines Amount:

If, after any Arrears Fines write-back amounts have been applied, the amount of Arrears Fines remaining on a given Assessment is less than the 'Minimum Remaining Fines Amount' specified, then all of the Arrears Fines on the Assessment will be fully written-back (i.e.. reversed).

Tracking Button

The standard Rates Tracking facility may be used to consider only certain Assessments. Also, the addition of an Activity Code is available.

Perform Interest Write-Back Generation Update

This Form provides for the update of a previously run generation run.

Interest Write-Back Generation Update Control Form

Description

The field indicates the description of the Interest Write-Back generation run. This field is not maintainable.

Submit Date

The field indicates the date of the Interest Write-Back generation run. This field is not maintainable.

Last Run Date

This field indicates the date of the last update run.

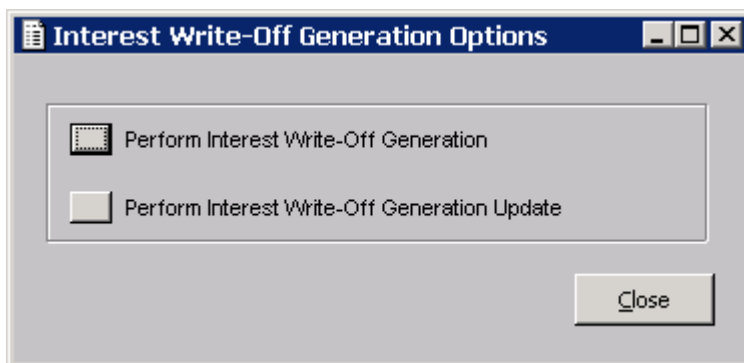
Interest Write-Off Generation Options

Use this option to Write-Off Interest. It is a two step process to Generate then Update transactions.

Interest Write-Off Generation Options

This form enables you to choose from the following three Options:

- Perform Interest Write-Off Generation
- Perform Interest Write-Off Generation Update



Interest Write-Off Generation Options Form

Perform Interest Write-Off Generation Button

Click on this button to perform an Interest Write-Off Generation with generation selection criteria options available.

Perform Interest Write-Off Generation Update Button

Click on this button to select an option to perform the update of the Interest Write-Off Generation or to "back out" the Rates Generation to its former state.

Interest Write-Off Generation Control

This form enables an Interest Write-Off to be performed.

Interest Write-Off Generation Control Form

Search Method

Click on the Drop Down Menu to choose a Search Method to qualify the Assessments for the Interest Write-Off Generation.

Possible options are:

- Assessment Range - only Assessments within the Range specified will be used in the for the Rates Prediction
- Search System - Only Assessments which are included in the Query Result will be used in the Rates Prediction

Assessment Range

Enter a "From Assessment Number" and a "To Assessment Number" if you selected Assessment Range as your Search Method. If the Assessment Range is left blank the process will be run over all Rates Assessments.

Query Result

Click on the Pop Up to select a Query Result if you selected Search System as your Search Method.

Application

Select the Application for the Assessments that are to be considered. Please note that the Water Billing check box is only displayed when the following are turned ON:

- Water Billing module
- Rates System Parameter "Use Separate Assessments"

Write-Off Arrears Interest

Check this on if Arrears Fines (System Transaction Type FINA) are to be written off. Note that this does not include brought forward Fines Arrears (System Transaction Type FINE-A).

Write-Off Current Interest

Check this on if Current Fines and Current Arrears Fines (System Transaction Types FINC and FINI) are to be written off. If checked on an Instalment Date Range can also be entered.

Instalment Date Range

If writing off Current Fines and Current Arrears Fines, there is an option of only writing off those fines that have been allocated to a certain instalment (or range of instalments) by specifying a date range that includes the required instalment dates. Note that the writing off of Arrears Fines is unaffected by the selection of an Instalment Date Range.

Check Assessment Full Paid

If checked on, only Assessments that will become fully paid or have a credit balance after any potential fines have been written off will be included. If checked on a Tolerance can also be entered.

Tolerance

If 'Check Assessment fully paid' has been selected, a tolerance amount can be entered. This will have the effect of including Assessments that will become underpaid by an amount less than or equal to the Tolerance amount after any potential fines have been written off.

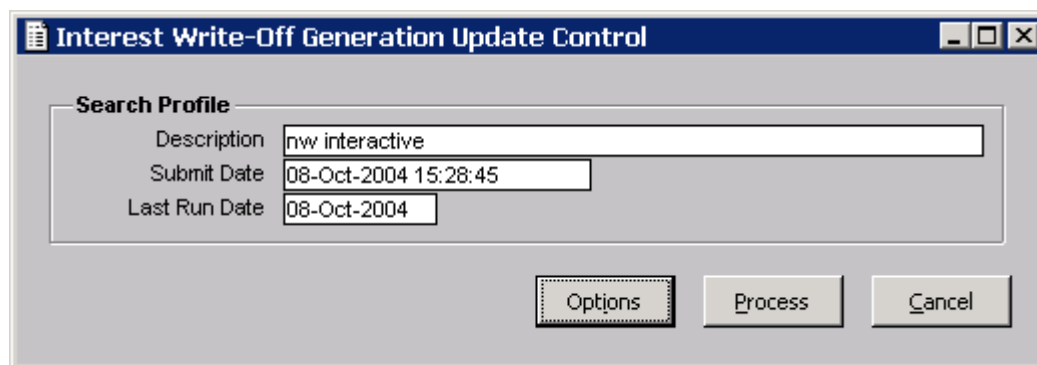
Tracking Button

Click on this button to further qualify your choice of Assessments for the Interest Write-off Generation.

Perform Interest Write-Off Generation Update Control Form

This form enables you to update the live Rates files once you have checked the Interest Write-Off Generation Report for accuracy & selection criteria.

It caters for 'restartability' in the event of a failure and it will produce an exception report and a summary report that shows an overall summary by Transaction Type of write-off amounts that are updated.



Interest Write-Off Generation Update Control Form

Description

This field contains a description of this Interest Write-Off Generation that will be used on the Header Page of the Interest Write-Off Generation Update Report.

Submit Date

This field contains the date and time that the Interest Write-Off Generation was submitted.

Last Run Date

This field contains the date and time that the Interest Write-Off Generation update actually ran.

Update Emergency Services Levy Details

Update Emergency Services Levy Details Control Form

This function should be run before performing the Rates Generation. It assigns the Default ESL Category to Assessments with no ESL Category and ensures that the correct Rate Types are attached to the Assessment for the Assessments ESL Category and Property Use. Any ESL Rate Type attached to the Assessment that does not match the ESL Category and Property Use will be suspended using the Rate Type Suspend Date specified on the control form. The standard search criteria are available for this function.

The Update ESL Details Exception Report produces an exception in the following circumstances:

- Assessment with an ESL Category other than the Default ESL Category has no Property Use.
- ESL Category and Property Use combinations assigned to an Assessment but not defined in Emergency Services Levy Rate Type Maintenance.
- An ESL Rate Type has not been defined in the current Rating Period in Rating Period Rate Type Maintenance.

Update Emergency Services Levy Details Control Form

Search Method

Click on the Drop Down Menu to choose a Search Method to qualify the Assessments for the Interest Write-Off Generation.

Possible options are:

- Assessment Range - only Assessments within the Range specified will be used in the for the Rates Prediction
- Search System - Only Assessments which are included in the Query Result will be used in the Rates Prediction

Assessment Range

Enter a "From Assessment Number" and a "To Assessment Number" if you selected Assessment Range as your Search Method. If the Assessment Range is left blank the process will be run over all Rates Assessments.

Description

Click on the Pop Up to select a Query Result if you selected Search System as your Search Method.

Default ESL Category

This field is not maintainable. It displays the Default ESL Category set under the More Parameters Maintenance form.

Rate Type Suspended Date

Enter a date to suspend rate types that no longer match the ESL Category and Property Use parameter.

Bulk Transaction Reversal

Bulk Transaction Reversal Control Form

The Bulk Transaction Reversal option allows users to reverse transactions in bulk.

This function can be run in multi-batch mode.

Bulk Transaction Reversal Control

Search Criteria

Search Method: **Assessment Range**

Assessment Range: [] - []

Query Result: [Pop Up]

Application: ☒ Rates ☐ Water Billing ☐ Spec Rate/Charge

Processing Options

Transaction Date Range: [] - []

Posting Date Range: [] - []

Batch Options: ☒ Create a new batch ☐ Append to existing Batch

New Batch Description: []

Existing Batch Number: [] [Pop Up]

Transaction Date: **04-Nov-2004**

Transaction Reference: []

Buttons: Tracking, Assessments, Rate Types, Tran. Types, Gen. Run, Rev Tran Type, Options, Process, Cancel

Bulk Transaction Reversal Control Form

Search Method

Select from a dropdown a search method to use. There are 3 options:-

- Entered Assessments
- Assessment Range
- Search System

Assessment Range

These 2 fields are only available if the search method selected is Assessment Range. Enter a starting assessment number and an ending assessment eg 2,500 to 10,000

Query Result

This field is only available if the search method selected is Search System. Simply click on the Pop Up button and select a query from the available results. Only query results based on the LRAASSM entity are available.

Application

Tick ON at least one application. Alternatively ALL applications may be selected.

Transaction Date Range

Enter a valid Transaction Date Range on which to base the transaction reversal.

Posting Date Range

Enter a valid Posting Date Range on which to base the transaction reversal.

Batch Options

Select one batch option, to create a new batch or use an existing batch.

New Batch Description

This field is only available if a new batch is chosen to be created. Enter a meaningful description for the batch.

Existing Batch Number

These fields are only available if an existing batch is chosen to be used. Click the Pop Up button and make a selection from the Pop Up Form. Alternatively if you already know the name of the batch you wish to use, simply type in the name.

Transaction Date

Enter a Date for the batch (if not today's date). This field will automatically populate with today's date.

Transaction Reference

Enter a reference for the Batch (if required). This field is not mandatory.

Tracking

Click on this button to go to the Tracking Selection Form.

Assessments

This button is only available if the search method selected is Entered Assessments. Click on this button to go to the Assessment Number Entry Form.

Rate Types

Click on this button to go to the Rate Type Maintenance Form.

Tran Types

Click on this button to go to the Transaction Type Maintenance Form.

Gen Run

Click on this button to go to the Generation Run Selection Form

Rev Tran Type

Click on this button to go to the Override Reversing Transaction Type Maintenance Form.

Generation Run Selection Form

Available		Assigned	
2004/2005	General Rates 2004/2005	01/02 EXD	2001/02 Gen Run with Extended Disc,
2004RAPB	2004/2005 Annual Rates (NSW) PB	01/02 EXD2	2001/02 Gen Run with Ext Disc, No Ins
2004RAPB2	Supplementary 1 2004/2005 PB	01/02 TDH1	2001/2002 Generation Run 1
2004WAPB1	2004/2005 Water - Period 1 PB	01/02 TDH2	2001/2002 Generation Run 2
2004WAPB2	2004/2005 Water - Period 2 PB	02/03MJS	Mikes 02/03 Gen Run
BANKSTOWN	Bankstown helpdesk case 1350726	02/03MSSRC	Mikes 02/03 Spec Rates
BW2004/05	BW 2004/05 annual	03/04MS	Mikes Annual 2003/04 GRun
BWSUP	BW Supplementary	04/05S1	2004/2005 Supp Rates #1
DRN15878	DRN15878 Water Billing Generation	04/05SUPP	2004/2005 Supplementary run

Search Profile

Generation Run

Description

Search OK Cancel

Generation Run Selection Form

Available

The Generation Runs displayed on this side of the form are 'Available' for selection. These generation runs will not be considered when the process is being run.

Assigned

The Generation Runs displayed on this side have been 'Assigned'. These generation runs will be considered when the process is being run.

Search Profile – Generation Run

Enter a Generation Run Code (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.

Override Reversing Transaction Type Maintenance Form

User Transaction Type		Override Reversing Transaction Type		Override Posting Period	
EXGR	Ex Gratia Rate		»		»
GENR	GENERATED RATE		»		»
POST	Postponed Rate		»		»
REBC	Council Rebate		»		»
REBG	Government Rebate		»		»
REBA	Additional Rebate		»		»
DISC	Discount		»		»
FINC	Current Fine		»		»
FINI	Current Arrears Fine		»		»

Posting Period Repeat All OK Cancel

Override Reversing Transaction Type Maintenance Form

User Transaction Type

This field displays the User-Defined Transaction Types. This field is not maintainable.

Override Reversing Transaction Type

Enter an Override Reversing Transaction Type or make a selection from the Pop Up Form.

Override Posting Period

Enter an Override Posting Period or make a selection from the Pop Up Form.

Posting Period Repeat All

Click on this button to make all Posting Periods the same. For this function to work correctly, a Posting Period must already have been selected.

Supplementary Rates

Supplementary Rates enable the user to enter details that are used to generate extra rates when changes occur to valuations, rate types, etc. The details entered (new Valuation amounts, new Rate Types, etc) are processed by the Supplementary Rates Generation process that determines what transactions or changes are to be generated. These details can then be loaded by the Update process into the permanent files that hold information about an Assessment or a Valuer General Number.

These changes are not applied to the permanent files until the Update process is performed.

Processing Functions

The following functions make up the Supplementary Rates process:

Supplementary Rates Stages

- Supplementary Rates Entry/Enquiry
- Audit Report
- Approve Supplementary Rates
- Supplementary Rates Generation/Update
- Supplementary Rates Notices

Status

- Entered
- Pending Approval
- Approved
- Updated

The Supplementary Rates system includes the following functionality:

Basic Supplementaries

These functions provide the ability to generate supplementary rates based on the following:

- Assessment Status changed from non-rateable to rateable
- Rate Type is added, replaces another or is suspended
- Rateable Valuation is increased or decreased
- The Number of units (on unit based rate type) is increased or decreased

Supplementary Rates entry and maintenance may be accessed from within the Assessment Maintenance function, or via an individual Supplementary Maintenance Menu Option.

Valuation Supplementaries

Supplementary Rates may also be created based on details loaded from the Valuations system. The integration with this system includes the ability to upload valuation supplementary data including the following:

- Base Year Effective Date
- Reason
- Sub Reason
- Site Value
- CIV
- NAV

Valuation Supplementaries need to nominate the 'From' and 'To' assessments where they relate to subdivisions or splits. This information is recorded in the Valuation Module. This enables the transfer of balances to be performed via the supplementary Rates process.

Note: Only one Entry is allowed for an Assessment at any one time (i.e. in any single 'batch' of Entries). This also applies to Assessments that have been formed from a Sub-Division process (i.e. A new Assessment can be created as a result of a Sub-Division, but it cannot in turn be sub-divided further within that same 'batch').

Supplementary Rates Parameter Maintenance

Supplementary Rates Parameter Maintenance Form

Option	Checked
Calculate Rebate for Existing Assessments	☒
New Assessments on Instalments default	☒
Change Valuations via Supplementary Rates	☒
Online Supplementary Calculation	☐
Allow Date Effective for Rate Types	☒
Allow Earlier Date Effective	☒
Separate Supplementary Rates on Certificate	☒

Supplementary Rates Parameter Maintenance Form

Calculate Rebates for Existing Assessments

This option will determine whether the Supplementary Rates Generation process will calculate rebate transactions where Rates/Late Levies have increased/decreased.

Note: Rebates are only generated via Supplementary Rates if it is for the full rating year within the current rating period. Rebates are not generated for a part year.

New Assessments on Instalments default

This option will determine whether new assessments will be generated with a default instalment plan when processed via the Supplementary Rates Generation process.

Change Valuations via Supplementary Rates

Specifically for sites using Victorian Valuations Module

Check on this flag if you wish the facility to amend valuations via the Supplementary Valuation Value Maintenance. Should the flag not be checked on, amendments to valuations via this process would not be permitted.

Sites not using the Victorian Valuation Module should leave the flag checked off.

Online Supplementary Calculation

Check this flag on if Supplementary Rates are to be processed in on-line mode, as opposed to the standard batch mode.

When generating Supplementary Rates on-line, the standard batch Supplementary Rates Generation process is not used, so the equivalent of the processing parameters required need to be established elsewhere.

The Supplementary Rates system must be run in either on-line or batch mode and not as a mixture of the two methods.

When using this function care will need to be taken to consider the effects of the time lag between when a supplementary rates calculation is done on-line and when those transactions are updated to the permanent files. E.g. A discounting period may be in effect when the calculation is performed (thus creating unposted discount transactions) but has ended by the time the transactions are posted.

Allow Date Effective for Rate Types

This check box controls if the Supplementary process can have a different Effective Date for added Unit Based or Fixed Charge rate types from the Effective Date entered on the assessment.

Allow Earlier Date Effective

If this checkbox is ticked ON, new supplementary entries can pre-date existing supplementary entries on an assessment. The previous entries must already be updated on the assessment. If this checkbox is ticked OFF, and an entry of this nature is attempted, an error message will appear on screen.

Supplementary Rates Maintenance

The Supplementary Rates Maintenance form enables the following processes to be performed, based on an entered assessment number.

- Enter a New Supplementary entry for a given assessment number. An assessment can have only one Supplementary Entry in progress (i.e. only one entry that has not been updated).
- Edit an existing Supplementary Entry, by entering the assessment number and using the Search Button
- Enter a New Supplementary for a VG number that is shared across assessments and either the Valuation or the assessment percentages are changing.

Supplementary Rates Search Profile Form

The Supplementary Rates Search Profile form enables the following processes to be performed, based on an entered assessment number

- Enter a NEW supplementary entry for a given assessment number. An assessment can have only ONE Supplementary Entry in progress (i.e. only one entry that has not been updated).
- Edit an existing supplementary entry, by entering the assessment number and using the SEARCH button.
- The Assessment Summary form can be accessed from this form by entering an assessment number and then tabbing to the Primary Location detail button to access the Assessment Details.

Supplementary Rates Search Profile Form

Select by Assessment Number

This is the default select option that enables you to select new or existing Supplementary Entries.

Assessment Number

To create a New Supplementary Entry enter the Assessment Number here and use the Tab key to highlight the NEW option.

To edit an existing Supplementary Entry enter the Assessment Number and select the Search option. Alternatively, the Pop Up can be used to access the Assessment Search Profile form to search for an Assessment.

Primary Location

The Primary Location belonging to an assessment is displayed here after an Assessment Number is entered.

Detail Button

The Assessment Summary form can be accessed from this form by using this Detail Button.

Select By Supplementary Rate Details

Select this Check Box if you wish to search for existing entries using:

- A single Batch date or range of dates
- A Supplementary Batch
- A single Transfer Group or range of Transfer Groups

Batch Date

Enter a Batch Date or range of Batch Dates to search for existing entries.

Supplementary Date

Enter a Supplementary Date to search on here or use the Supplementary Rates Batch Pop Up to make a selection from a list.

Transfer Group

Enter a Transfer Group, a range of Transfer Groups or use the Transfer Group Pop Up to select from a list of available Transfer Groups.

Parameters Button

When the On-line Supplementary Calculation check box is set on the Parameters button will be available. If in on-line mode and the 'New' and/or 'Search' buttons are pressed a message - "A Supplementary Rates Generation Run has not been nominated. Please press the 'Parameters' button and nominate a Generation

VG Supp Button

Use this button when a Supplementary is to be performed on assessments that share a VG Number and either the Valuation or the assessment percentages are changing.

Supplementary Rates Selection Form

The Supplementary Rates Selection form is displayed when a search has been made for multiple entries. Details of a single Supplementary Entry may display for modification or enquiry by highlighting the entry and selecting the Modify button.

Batch Date	Assessment	Location Address	VG Number	Transfer Group
07-Oct-2004	26376 4	8 Mavis Street, ADELAIDE SA 5000		
	26378 0	10 Mavis Street, ADELAIDE SA 5000		
	26382 2	14 Mavis Street, ADELAIDE SA 5000	1000719	
	26383 0	15 Mavis Street, ADELAIDE SA 5000	1000719	
01-Oct-2004	26571 0	50 May Street, Birkenhead SA 5015		NWREPISSUE
	26572 8	51 May Street, Birkenhead SA 5015		NWREPISSUE
	26573 6	52 May Street, Birkenhead SA 5015		NWREPISSUE
	26574 4	53 May Street, Birkenhead SA 5015		NWREPISSUE
23-Sep-2004	24458 1	"The Heights", 5 Myrtle Road, Dernancour		

Supplementary Rates Selection Form

Batch Date

This is the Batch Date that was used when generating the Supplementary Entries. Supplementaries are displayed in ascending Batch Date order.

Assessment Number

This is the Assessment Number relating to the Supplementary entry.

Location Address

This is the Location Address of the property that the Assessment is based.

Transfer Group

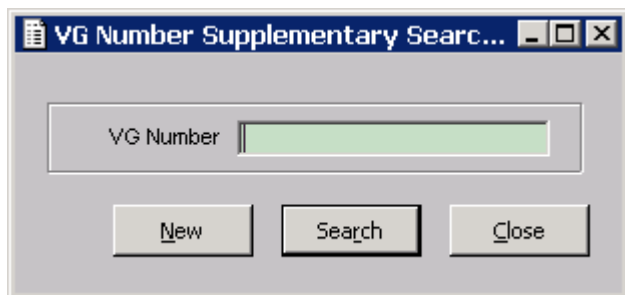
This is the Transfer Group assigned to the Supplementary Entry.

Modify Button

Highlight the entry you wish to maintain or display and select Modify.

Valuer General Supplementary Search Profile

Use this form to search for unprocessed entries or to enter a new supplementary on a shared VG Number.



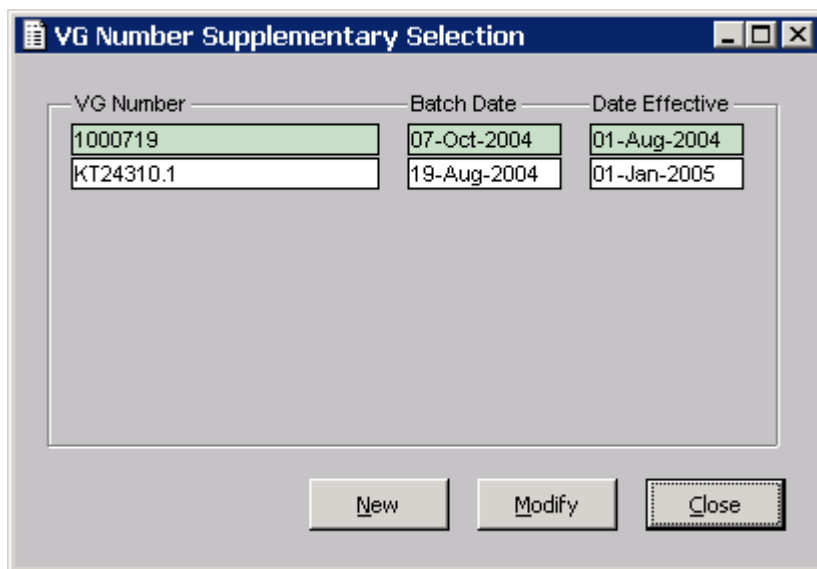
Valuer General Supplementary Search Profile Form

Valuer General Number

Enter a Valuer General Number to search for an unprocessed Supplementary entry.

Valuer General Supplementary Selection Form

Use this form to search for all entered shared VG Numbers that have had supplementaries entered against them.



VG Number	Batch Date	Date Effective
1000719	07-Oct-2004	01-Aug-2004
KT24310.1	19-Aug-2004	01-Jan-2005

Valuer General Supplementary Selection Form

Valuer General Number

This field displays the Valuer General Number.

Batch Date

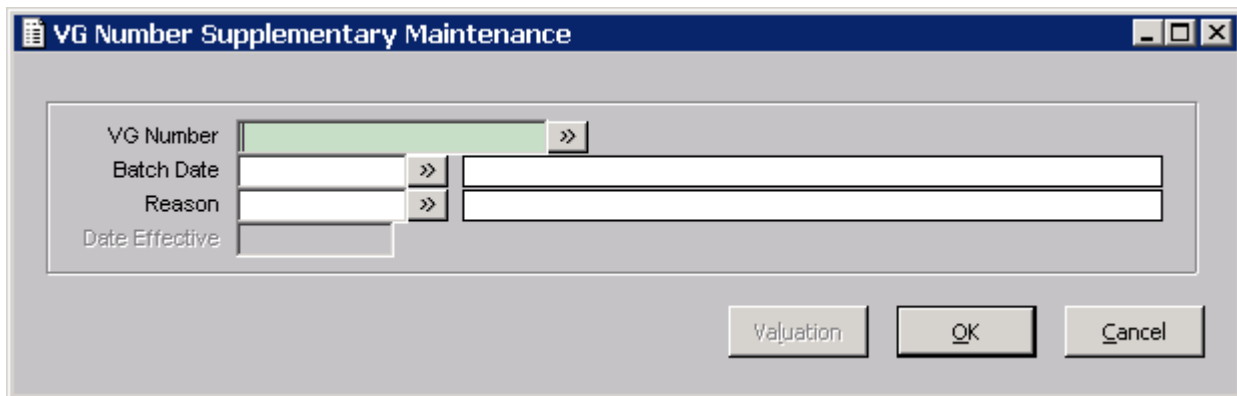
This field displays the Supplementary Batch Date for the Valuer General Number.

Date Effective

This field displays the Supplementary Effective Date for the Valuer General Number.

Valuer General Supplementary Maintenance

Use this form to enter a new Supplementary on a shared VG number.

The screenshot shows a software window titled "VG Number Supplementary Maintenance". Inside the window, there is a form with four input fields: "VG Number", "Batch Date", "Reason", and "Date Effective". The "VG Number" field is highlighted in green and has a small ">>" button to its right. The "Batch Date" and "Reason" fields also have ">>" buttons to their right. The "Date Effective" field is empty. At the bottom right of the window, there are three buttons: "Valuation", "OK", and "Cancel".

Valuer General Supplementary Maintenance Form

Valuer General Number

Either enter a VG Number to perform a Supplementary over or select one from the pop up.

Batch Date

Enter a Batch Date or use the pop up button to select any Open Batch Date entry.

Reason

This field enables a Primary Reason code for the Supplementary Entry to be selected.

Date Effective

Enter the Date Effective of the supplementary. When the Date Effective field is entered various checks are performed to ensure that a Supplementary Entry can be created for that date. If so, a Supplementary Entry is automatically created for each Rates Assessment associated with that Valuer General Number.

Valuation Button

Press this button to access the Valuation details so that either the Valuation can be changed or the assessment shares can be changed.

VG Supplementary Valuation Maintenance Form

Use this form to access the Valuation Value or navigate through the Rateable Valuation to change the Assessment percentages that share this VG Number.

Supplementary Valuation Maintenance

VG Number 1000719

Year	Valuation Date	Valuation Value	Rateable Valuation
2004	01-Aug-2004	...	...

OK Cancel

Supplementary Valuation Maintenance Form

Valuer General Number

This field contains the Valuer General Number as provided by the Valuer General.

Year

This field contains the year that the valuation was carried out.

Valuation Date

This field contains the Date that the Valuation is to take effect from.

Pressing F2 or double clicking on this field will display a calendar that can be used to choose the required date from.

Valuation Value

Select on the detail button to carry out Values Maintenance.

Rateable Valuation

Select on the detail button to carry out Rateable Values Maintenance.

VG Supplementary Valuation Value Maintenance Form

Use this form to enter a new valuation value for the VG Number.

Valuation				Adjusted		
Valuation Type	New	Current	Difference	New	Current	Difference
CIV	700,000	500,000	200,000			

VG Supplementary Valuation Value Maintenance Form

Valuer General Number

This field contains the Valuer General Number as provided by the Valuer General. This field is not maintainable on this form.

Year

This field contains the year that the valuation was carried out.

Valuation Date

This field contains the Date that the Valuation took effect from.

Valuation - Valuation Type

This field contains the Valuation Type of the Valuation.

Valuation – New

Enter the new Valuation Value in this field.

Valuation – Current

This field displays the current valuation value.

Valuation – Difference

This field displays the difference between the New valuation value and the Current valuation value.

Adjusted – New

This field is only available if Postponed Rates are in use. Enter the new Adjusted Value in this field.

Adjusted – Current

This field is only available if Postponed Rates are in use. This field displays the current adjusted valuation value.

Adjusted – Difference

This field is only available if Postponed Rates are in use. This field displays the difference between the New adjusted valuation value and the Current adjusted valuation value.

VG Supplementary Rateable Valuation Maintenance Form

Use this form to navigate to maintain assessment percentages or to view the assessments and the rateable valuations associated with this VG Number.

Supplementary Rateable Valuation Maintenance

VG Number: 1000719
 Year: 2004
 Valuation Date: 01-Aug-2004

Rateable Total Entitlement

Year Valuation Date New Current Assessments Rateable Value

2004 01-Aug-2004

OK Cancel

VG Supplementary Rateable Valuation Maintenance Form

Valuer General Number

This field contains the Valuer General Number as provided by the Valuer General.

Year

This field displays the Valuation Year.

Valuation Date

This field displays the effective date of the Valuation.

Rateable – Year

This field displays the Rateable Valuation Year.

Rateable – Valuation Date

This field displays the effective date of the Rateable Valuation.

Total Entitlement – New

Enter the New Total Entitlement associated with the Rateable Valuation.

Total Entitlement – Current

This field displays the current Total Entitlement for the Valuation.

VG Supplementary Percentage Proportion Maintenance Form

Use this form to maintain the Percentage Proportion of the Rateable Valuation associated with an assessment.

Supplementary Percentage Proportion Maintenance

VG Number: 1000719
 Year: 2004
 Rateable Valuation Date: 01-Aug-2004

Assessment Number	Primary Location	Percentage New	Percentage Current
26382 2	14 Mavis Street, ADELAIDE SA 5000	60.00000000	60.00000000
26383 0	15 Mavis Street, ADELAIDE SA 5000	40.00000000	40.00000000

Running Total: 100.00000000

OK Cancel

VG Supplementary Percentage Proportion Maintenance Form

Valuer General Number

This field contains the Valuer General Number as provided by the Valuer General.

Year

This field displays the Rateable Valuation Year.

Rateable Valuation Date

This field displays the effective date of the Rateable Valuation.

Assessment 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.

Primary Location

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

Entitlement – New

Enter the new entitlement proportion amount for this assessment.

Entitlement – Current

This field displays the current entitlement proportion for this assessment.

Percentage – New

Enter the new percentage proportion of the total Rateable Valuation for this assessment.

Percentage – Current

This field displays the current percentage of the total Rateable Valuation for this assessment.

Running Total

This field displays the running total of the assigned percentages or unit entitlements.

Total Entitlement

This field displays the total entitlement associated with the Valuer General Number.

Supplementary Rateable Valuation Enquiry Form

This form displays the assessments sharing the Valuer General number and summary details of the Rateable Valuation.

Supplementary Rateable Valuation Enquiry

VG Number: 1000719
 Year: 2004
 Rateable Valuation Date: 01-Aug-2004

Assessment Number - Primary Location

26382	2	14 Mavis Street, ADELAIDE SA 5000
26383	0	15 Mavis Street, ADELAIDE SA 5000

Rateable Valuations

R/Valn Type	Valuation			Adjusted		
	New	Current	Difference	New	Current	Difference
CIV	420,000	300,000	120,000			

Close

Supplementary Rateable Valuation Enquiry Form

Valuer General Number

This field contains the Valuer General Number as provided by the Valuer General.

Year

This field displays the Valuation Year.

Rateable Valuation Date

This field displays the effective date of the Rateable Valuation.

Assessment Number

This field displays the Assessment Number and check digit number.

Primary Location

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

Rateable Valuations – Valuation – R/Valn Type

This field displays the Rateable Valuation Type.

Rateable Valuations – Valuation – New

This field displays the new Rateable Valuation Value.

Rateable Valuations – Valuation – Current

This field displays the current Rateable Valuation Value.

Rateable Valuations – Valuation – Difference

This field displays the difference between the new and current Rateable Valuation Values.

Rateable Valuations – Adjusted – New

This field displays the new Adjusted Rateable Valuation Value.

Rateable Valuations – Adjusted – Current

This field displays the current Adjusted Rateable Valuation Value.

Rateable Valuations – Adjusted – Difference

This field displays the difference between the new and current Adjusted Rateable Valuation Values.

Assessment Maintenance

Supplementary Rates can be added or maintained from the Assessment Summary form within Assessment Maintenance. The Supplementary Selection form is accessed either by double clicking the Supp Rates check box or by using the Options button.

Supplementary Rates Selection Form

Primary Location	8 Mavis Street, ADELAIDE SA 5000	Current	
Assessment Number	26376 4	Current	
Date Effective	Batch	Status	Generation Run
01-Sep-2004	Paul Bailey - Batch 1	Open	

New Modify Close

Supplementary Rates Selection Form

Primary Location

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

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Date Effective

This is the Date Effective that was used when the Supplementary Entry was created.

Batch

This is a description of the Batch Date that was used when the Supplementary Entry was created.

Status

This is the status of the Batch Date. The following are valid status codes:

- Open Supplementary Entries can be added or changed for Batch Dates with this status. This is the default when a Batch Date is being added.
- Closed Supplementary Entries cannot be added but may be changed.
- Approved Supplementary Entries cannot be added or changed.
- Updated The Supplementary Entries have been updated to permanent files in Rates.

Generation Run

When a Batch Date has a status of Updated, the Generation Run ID used to update the permanent files in Rates is displayed here.

New Button

Select the New Button to create a new Supplementary Entry.

Note: The New Button is only activated for use if there are no existing entries or the Batch Dates on the Entries displayed have a status of Updated.

Modify Button

Highlight the entry you wish to maintain or display and select Modify.

Supplementary Entry Maintenance

The Supplementary Entry process works by comparing the way the Assessment looks before and after the Supplementary details are entered. This is done by retrieving the details of an Assessment when a Supplementary Entry is initially formed; this is the 'before' image. The user enters the details on the way the assessment should look in the future; this is the 'after' image.

These details (the 'before' and 'after' images) are kept in the supplementary rates 'holding' files. When details are accessed for the first time for the Entry (e.g. Valuations, Rate Types etc.) the details are loaded from the assessment to the screen. Exiting the screen loads the details to Supplementary Entry 'holding' files. On subsequent accesses, the details are loaded from these 'holding' files to the screen.

Note that only one Entry is allowed for an Assessment at any one time (i.e. in any single 'batch' of Entries). This also applies to Assessments that have been formed from a sub-Division process (i.e. a new Assessment can be created as a result of a Sub-Division, but it cannot in turn be sub-divided further within the same batch)

Supplementary Entry Maintenance Form

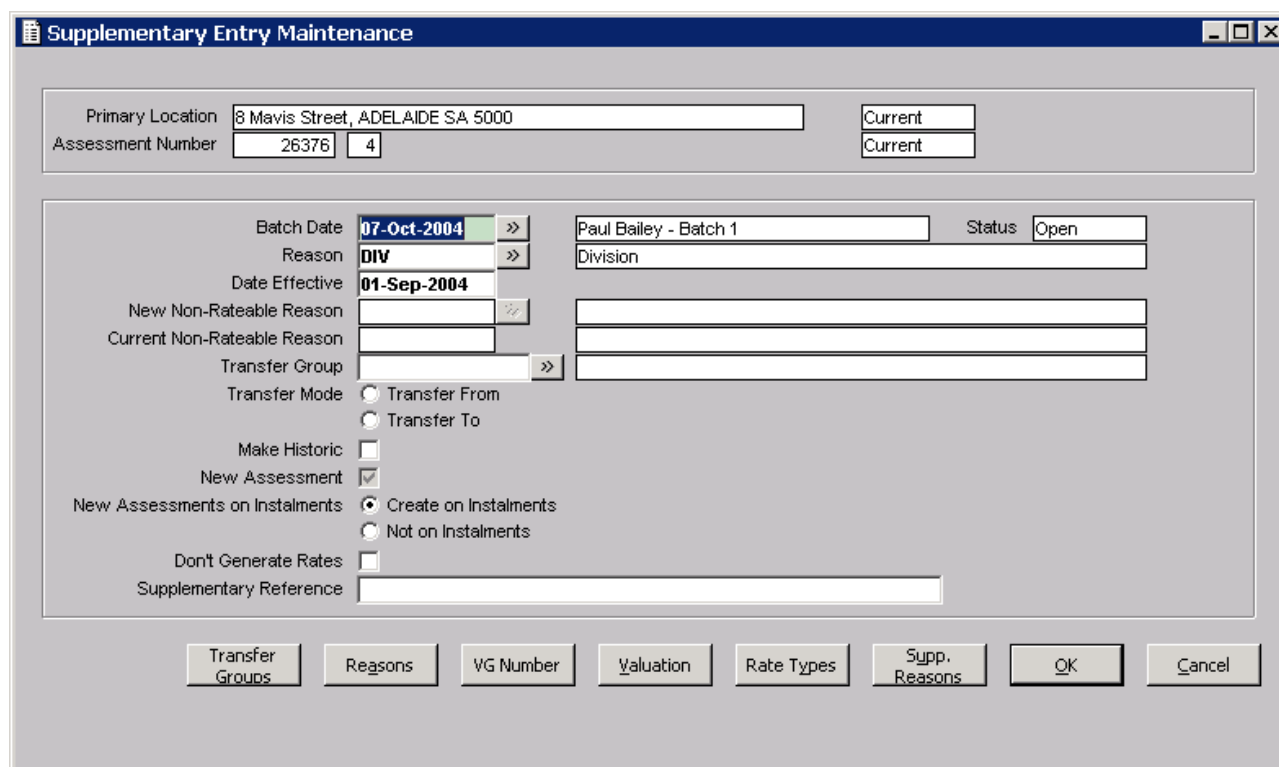
Supplementary Entry Maintenance

Primary Location: 386 Bellevue Parade, CARLTON NSW, 2218
 Assessment Number: 26657 7
 Current
 Current

Batch Date: 16-Nov-2004 >>
 Reason: ADD >>
 Date Effective: 01-Jul-2004 >>
 New Non-Rateable Reason:
 Current Non-Rateable Reason:
 drn 15942 Status: Approved
 New Addition:

 Make Historic: ☐
 New Assessment: ☒
 New Assessments on Instalments: ☒ Create on Instalments ☐ Not on Instalments
 Don't Generate Rates: ☐
 Supplementary Reference:
 Calculate Reasons VG Number Valuation Rate Types Supp. Reasons OK Cancel

Supplementary Entry Maintenance Form (On-Line Mode)



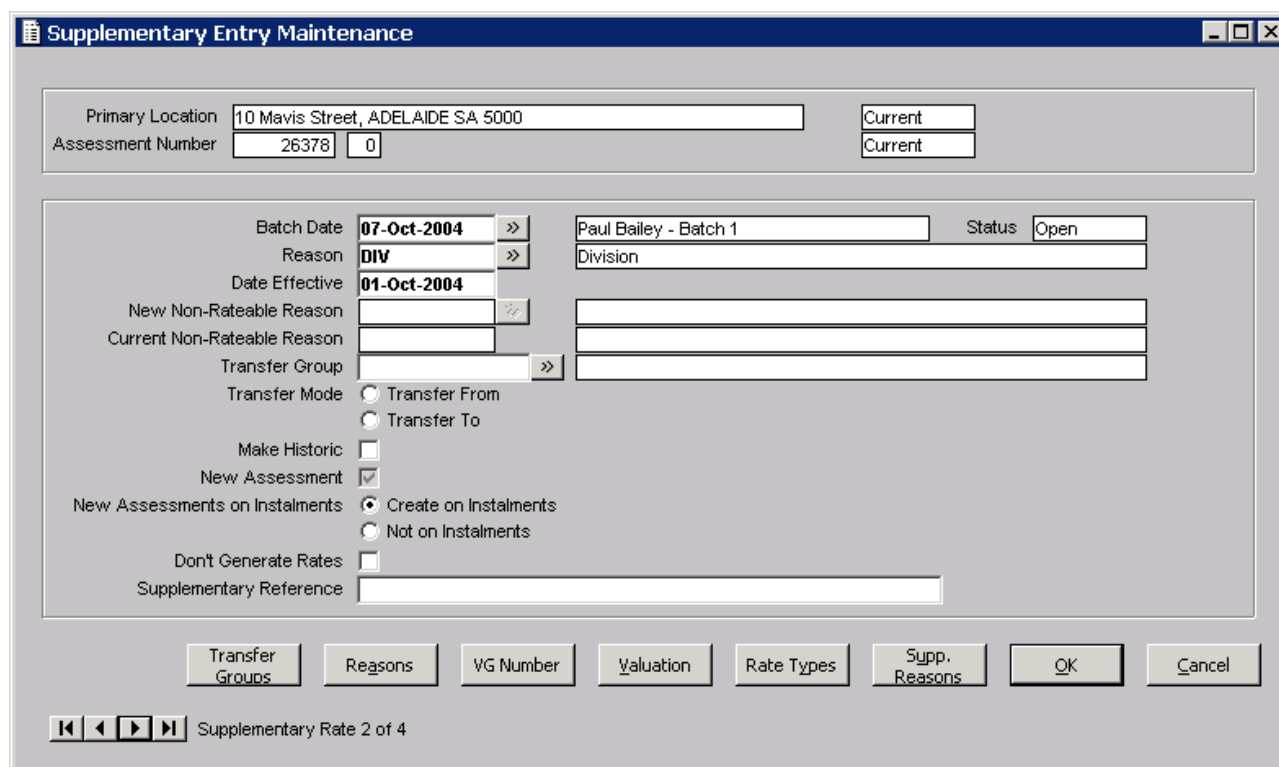
Supplementary Entry Maintenance

Primary Location: 8 Mavis Street, ADELAIDE SA 5000
 Assessment Number: 26376 4
 Current
 Current

Batch Date: 07-Oct-2004 >> Paul Bailey - Batch 1 Status: Open
 Reason: DIV >> Division
 Date Effective: 01-Sep-2004
 New Non-Rateable Reason:
 Current Non-Rateable Reason:
 Transfer Group: >>
 Transfer Mode:
☐ Transfer From
☐ Transfer To
 Make Historic: ☐
 New Assessment: ☒
 New Assessments on Instalments:
☒ Create on Instalments
☐ Not on Instalments
 Don't Generate Rates: ☐
 Supplementary Reference:

Transfer Groups Reasons VG Number Valuation Rate Types Supp. Reasons OK Cancel

Supplementary Entry Maintenance Form (Batch Mode)



Supplementary Entry Maintenance

Primary Location: 10 Mavis Street, ADELAIDE SA 5000
 Assessment Number: 26378 0
 Current
 Current

Batch Date: 07-Oct-2004 >> Paul Bailey - Batch 1 Status: Open
 Reason: DIV >> Division
 Date Effective: 01-Oct-2004
 New Non-Rateable Reason:
 Current Non-Rateable Reason:
 Transfer Group: >>
 Transfer Mode:
☐ Transfer From
☐ Transfer To
 Make Historic: ☐
 New Assessment: ☒
 New Assessments on Instalments:
☒ Create on Instalments
☐ Not on Instalments
 Don't Generate Rates: ☐
 Supplementary Reference:

Transfer Groups Reasons VG Number Valuation Rate Types Supp. Reasons OK Cancel

Supplementary Rate 2 of 4

Supplementary Entry Maintenance Form (Batch Mode) – Multiple Supplementary Entries have been selected

Primary Location

The property location is displayed for the selected assessment.

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment. Possible values are:

- Historic
- Current
- Proposed

Batch Date

This field will default to the Batch Date that has been nominated in the parameters as the default. This date can be overridden as required, by using the pop up button to select any Open Batch Date entry.

Batch Status

The status of the batch selected is displayed.

Reason

This field enables a Primary Reason code for the Supplementary Entry to be selected.

Date Effective

Enter the Date Effective of the supplementary. Entry of Date Effective controls the records that are defaulted for Valuation, Reason Codes and Rate Types. Validation also exists to ensure that the date effective is greater than any previously entered supplementaries for the assessment.

New Non-Rateable Reason

A new non-rateable reason code can be entered. A new non-rateable reason code cannot be entered when the Rates Parameter "Allow Date Effective for Rate Types" is turned on.

Current Non-Rateable Reason

This field defaults to an existing non-rateable reason code that may be on the assessment.

Transfer Group

The Transfer Group Option should be used if the batch being processed involves a subdivision. This enables all entries to be linked to a particular group, and the transfer mode to be nominated (e.g. transfer From or transfer To). The Transfer Groups Button can be used to add new Transfer Groups.

Transfer Mode

Selection of Transfer From and Transfer To options determine how existing rates are apportioned.

Make Historic

This checkbox should be checked on if you wish to make this assessment historic on completion of the Supplementary Rates Generation process.

New Assessment

The New Assessment and New Assessment on Instalments options will only be available if a new assessment record is being entered - a new assessment record is identified as one that does not have any transactions in the current rating period.

New Assessment on Instalments

The New Assessment and New Assessment on Instalments options will only be available if a new assessment record is being used - a new assessment record is identified as not having any transactions in the current rating period.

Don't Generate Rates

Check on this flag if it is required that rates not be generated on the assessment as a result of this Supplementary process. This allows for amendments to date effective or rateability of an assessment but not the generation of rates if required.

Supplementary Reference

Enter a reference into this field that will correspond to the Supplementary Rates.

Transfer Groups Button

The Transfer Groups Button enables a list of groups to be identified that enable assessments to be grouped together for the purpose of transferring rates and receipts via the Supplementary Generation Process. Transfer Groups must exist in this parameter to enable them to be linked to an assessment.

Reasons Button

The Reasons Button enables additional reason code parameters to be added to the system. These Reason Codes may then be selected as follows:

- Reason - Primary Reason Code is allocated on the main Supplementary Entry screen
- Supplementary Reasons Button - enables additional Reason Codes to be defined for a Supplementary Rates Entry.
- Reason Codes may be made Active or Inactive

VG Number Button

The VG number button enables a VG number to be assigned to an Assessment via the Valuer General Number Link Maintenance Form.

Valuations Button

This button enables Valuation and Rateable Valuation details to be added to the assessment selected for Supplementary entry.

When the Date Effective is entered, any existing valuation details are loaded and may be displayed and/or modified using this option.

When new valuations are entered, a valuation difference is calculated. Where Postponed Rates are in-use, the adjusted valuations will also be displayed.

NOTE - If the Victorian Valuation System (LVV) is in-use, valuation details will only be maintainable from this screen if 'Change Valuation via Supplementary Rates' under the Rates System Parameters is checked ON.

Rate Types Button

This button enables the status of Rate Types associated with the assessment to be defined. Number of Units will be available when a Rate Type has a unit-based charge.

Action: This allows the user to advise what is happening to the Rate Type. The following options are available:

- No-change
- Added: the Rate Type is being added.
- Suspended: the Rate Type is changing from active to suspended.
- Re-instated: the Rate Type is changing from suspended to active.
- Replaced: the Rate Type is being replaced by another.
- Replacing: the Rate Type is replacing another Rate Type.

Supp. Reasons Button

Additional Reason Codes may be added to the Supplementary Entry by selecting from the Pop Up.

Calculate Button

This button is only displayed when "Online Supplementary Calculation" is checked on under the Supplementary Rates Parameter Maintenance form. It allows for an on-line calculation of the details entered for the assessment.

A Transfer Group can be selected from Transfer Groups created in Supplementary Transfer Group Maintenance.

First Entry

View the first Supplementary Entry in the group that has been selected.

Previous Entry

View the previous Supplementary Entry in the group that has been selected.

Next Entry

View the next Supplementary Entry in the group that has been selected.

Last Entry

View the last Supplementary Entry in the group that has been selected.

Supplementary Transfer Group Maintenance Form

The Supplementary Transfer Group Maintenance form allows the creation of Transfer Groups. Searches can be done on this form by pressing F7, and then entering a transfer group (or part thereof) and then search by pressing F8.

Transfer Group	Description	Active
130301	Receipt Transfer Test	☐
130804 TIM	Tim's test	☐
130804 TIM 2	Tim's test	☐
130804 TIM 3	Tim's test	☐
130902	Tim's transfer	☐
140902	Tim's transfer - 2	☐
2 WATER BILL BL	2 water billing boulevard	☐
20MIKE	20MIKE	☒
251102	John Test - Glen Eira	☐

Buttons: Insert, OK, Cancel

Supplementary Transfer Group Maintenance Form

Transfer Group

A Transfer Group Code must be unique.

Description

A description is required for each Transfer Group created.

Active

The Active Checkbox must be checked on for the Transfer Group to be available for use.

Supplementary Valuation Maintenance Form

This form allows Valuations and Rateable Values to be maintained.

Primary Location: 10 Mavis Street, ADELAIDE SA 5000

Assessment Number: 26378 0

Current: ☐ ☐

Year	Valuation Date	Description	Valn Values	Rate Valn
2004	01-Oct-2004		...	...

Buttons: OK, Cancel

Supplementary Valuation Maintenance Form

Primary Location

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

Location Status

This field contains the status of the Primary Location that the 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 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.

Assessment Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Year

This field displays the Base Valuation Year.

Valuation Date

The Valuation Effective Date is displayed in this field or it must be entered.

Description

Enter a Valuation Description. The Valuation Description can be displayed on the Rates Assessment Summary form and, if selected, will display the Description for the most recent Valuation for the current Valuation Year.

Please Note: the Description will only be applied (to the Valuation Description against the new valuation on the Assessment) if the user changes at least one of the valuation values as part of the Supp. This is because of an existing rule whereby a new valuation is only created if at least one of the valuation values changes as part of the Supp.

Valuation Values

The Valuation Values Detail Button will access Valuations.

Rate Valuation

The Rate Valuation Detail Button will access Rateable Valuations.

Supplementary Valuation Value Maintenance Form

This form provides for maintenance of new valuations if the Victorian Valuations System is not in use.

Valuation Type	New	Current	Valuation Difference	New	Current	Adjusted Difference
CIV	170,000	100,000	70,000			

Supplementary Valuation Value Maintenance Form

Primary Location

This field contains the formatted address of the Primary location of the Assessment record you are maintaining.

Location Status

This field contains the status of the Primary Location that the 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 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.

Assessment Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Year

The Year field displays the Base Year of the valuation.

Valuation Date

This field displays the effective date of valuation.

Valuation Type

This field displays the type of valuation.

New

New values can be maintained if the Victorian Valuations System is not in use.

Current

This field displays any existing values.

Valuation Difference

The difference between new and current values is displayed.

New

NSW Requirement Only. This field will be available unless Postponed Rates has been checked on at Parameters.

New Postponed Rates values can be maintained if the Victorian Valuations System is not in use.

Current

NSW Requirement Only. This field will be available unless Postponed Rates has been checked on at Parameters. Current value of Postponed Rates

Adjusted Difference

NSW Requirement Only. This field will be available unless Postponed Rates has been checked on at Parameters.

The difference between new and current values is displayed

Supplementary Rateable Valuation Maintenance Form

This form provides for maintenance of Rateable Valuations.

Primary Location	10 Mavis Street, ADELAIDE SA 5000			Current
Assessment Number	26378	0		Current
Year	2004			
Valuation Date	01-Oct-2004			

Year	Rateable Valuation Date	Rateable Value
2004	01-Oct-2004	...

Supplementary Rateable Valuation Maintenance Form

Primary Location

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

Location Status

This field contains the status of the Primary Location that the 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 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.

Assessment Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Year

The Year field displays the Base Year of valuation.

Valuation Date

This field displays the effective date of valuations.

Year

This field displays the Base Year of valuations.

Rateable Valuation Date

This field displays the effective date of Rateable Valuations.

Rateable Value Button

The Rateable Value Detail Button allows you to detail out to access the Rateable Value.

Supplementary Rateable Value Enquiry Form

Rateable Valuation Type	New	Current	Valuation Difference	New	Current	Adjusted Difference
CIV	170,000	100,000	70,000			0

Supplementary Rateable Value Enquiry Form

Primary Location

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

Location Status

This field contains the status of the Primary Location that the 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 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.

Assessment Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Year

This field displays the Base year of valuation.

Rateable Valuation

This field displays the effective date of Rateable Value.

Rateable Valuation Type

This field contains the Valuation Type.

New

This field displays the new Rateable Value.

Current

This field displays the existing Rateable Value.

Valuation Difference

This field displays the difference between new and current Rateable Values.

New

NSW Requirement Only. This field will be available unless Postponed Rates has been checked on at [Parameters](#).

New Postponed Rates values can be maintained if the Victorian Valuations System is not in use.

Current

NSW Requirement Only. This field will be available unless Postponed Rates has been checked on at [Parameters](#). Current value of Postponed Rates

Adjusted Difference

NSW Requirement Only. This field will be available unless Postponed Rates has been checked on at [Parameters](#).

The difference between new and current values is displayed

Supplementary Rate Type Maintenance Form

This form allows for the maintenance of Rate Types when the Rates System Parameter “Allow Date Effective for Rate Types” is turned off.

Rate Type	Internal Description	Action	Status	Replaced	New Units	Current Units
YONG WAST	Wyong Domestic Waste Mana	Added	Added		1.00000	
WYONG RES	Wyong Residential	Added	Added			

Supplementary Rate Type Maintenance Form

Primary Location

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

Location Status

This field contains the status of the Primary Location that the 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 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.

Assessment Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Rating Period

This field displays the rating period.

Rate Type

Rate Types can be selected via the Pop Up Button.

Internal Description

This field displays the internal description for the rate type.

Action

The type of action for each Rate Type must be selected from the following:

- No change
- Suspended
- Replaced
- Added
- Re-instated
- Replacing

Status

This field displays the current status of the Rate Type.

Replaced

A Rate Type must be selected if you are replacing the Rate Type.

New Units

Enter the number of units for Service Rate Types.

Current Units

This field displays the number of current units that apply to existing Service Rate Types.

Supplementary Rate Type Maintenance Form

This form allows for the maintenance of Rate Types when the Rates System Parameter “Allow Date Effective for Rate Types” is turned on.

Rate Type	Internal Description	Action	From Date	To Date	Status	New Units	Curr. Units
ONG WAST	Wyong Domestic Waste M	Added	01-Sep-2004		Added	1.00000	
WYONG RES	Wyong Residential	Added	01-Sep-2004		Added		

Supplementary Rate Type Maintenance Form

Primary Location

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

Location Status

This field contains the status of the Primary Location that the 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 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.

Assessment Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Rating Period

This field displays the rating period.

Rate Type

Rate Types can be selected via the Pop Up Button.

Internal Description

This field displays the internal description for the rate type.

Action

The type of action for each Rate Type must be selected from the following:

- No change
- Suspended
- Replaced
- Added
- Add/Susp.

From Date

The 'From Date' governs when a Rate Type's action is effective from, and determines the number of days over which rates will be calculated. It is available for all Rate Types where the Action is set to Added, Add/Susp., Suspended or Re-instated. It is also available for active non-suspended Unit Based Rate Types where the Action is set to 'No Change', to allow the Rate Type's units to be increased or decreased from an independent date.

When it is available, the 'From Date' will initially default to an 'appropriate' date. That is, if the Rate Type being maintained is for the first Rating Period being altered by the Supplementary then the Supplementary Date Effective will be used. However if the Rate Type is for a later Rating Period then the start date of that period will be used. The 'From Date' may be overridden to any date within the relevant Rating Period.

If the 'Allow Earlier Date Effective' system parameter is off the 'From Date' will be checked against the dates on previous Supplementary Entries, similar to the previous functionality associated with the removed Rate Type Date Effective field.

To Date

The 'To Date' is only available for Rate Types where the Action is set to Add/Susp. and along with the 'From Date' determines the number of days over which rates will be calculated. It also determines the date on which the Rate Type will be suspended. When it is available, it will initially default to the end date of the relevant Rating Period. It may be overridden to any date within the Rating Period, but cannot be earlier than the 'From Date'.

Status

This field displays the current status of the Rate Type.

New Units

Enter the number of units for Service Rate Types.

Curr. Units

This field displays the number of current units that apply to existing Service Rate Types.

Supplementary Rating Period Selection Form

This form is only displayed when more than one Rating Period is applicable to the Supplementary Entry. This is determined by the Date Effective that is input on the Supplementary Entry Maintenance form. For example, if the Date Effective falls within the current Rating Period then you will be taken straight to the Rate Type Maintenance form. If the Date Effective falls within previous Rating Periods then this form will display the relevant Rating Periods including the current one. This enables the maintenance of Rate Types within any selected Rating Period.

Rating Period	Description
2004/2005	2004/05 Rates Generation
2003/2004	2003/04 Rates Generation

Supplementary Rating Period Selection Form

Primary Location

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

Location Status

This field contains the status of the Primary Location that the 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 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.

Assessment Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Rating Period

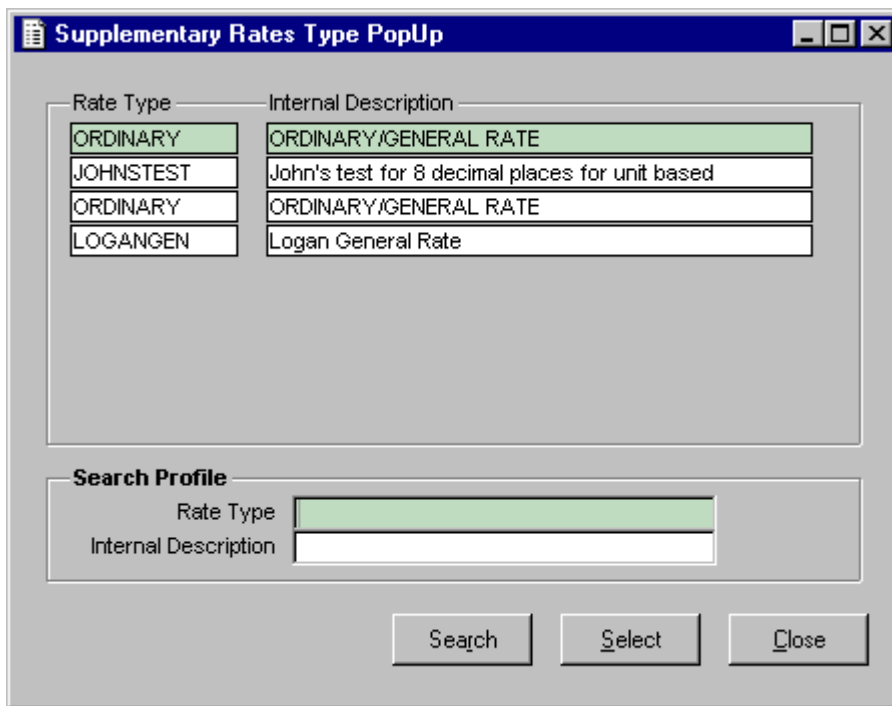
This field displays the rating period.

Description

This is the Description of the Rating Period.

Supplementary Rates Type Pop Up Form

Use this form to select the Rate Type to be replaced.



The image shows a software window titled "Supplementary Rates Type PopUp". It contains a table with two columns: "Rate Type" and "Internal Description". The table has four rows of data. Below the table is a "Search Profile" section with two input fields: "Rate Type" and "Internal Description". At the bottom of the window are three buttons: "Search", "Select", and "Close".

Rate Type	Internal Description
ORDINARY	ORDINARY/GENERAL RATE
JOHNSTEST	John's test for 8 decimal places for unit based
ORDINARY	ORDINARY/GENERAL RATE
LOGANGEN	Logan General Rate

Search Profile

Rate Type

Internal Description

Search Select Close

Supplementary Rates Type Pop Up Form

Rate Type

This field displays the Rate Type Code of the Rate Type attached to the assessment.

Description

This field displays the internal description of the rate type attached to the assessment.

Search Profile - Rate Type

Enter part of a Rate Type code to use as search criteria.

Search Profile – Description

Enter part of a Rate Type description to use as search criteria.

Supplementary Batch Maintenance

This function enables batch groupings to be created that are used when entering new supplementary entries. These batch dates could relate to the Council meeting dates. Only one default batch date may be specified, and this is used to default all new supplementary entries.

The following status codes are used:

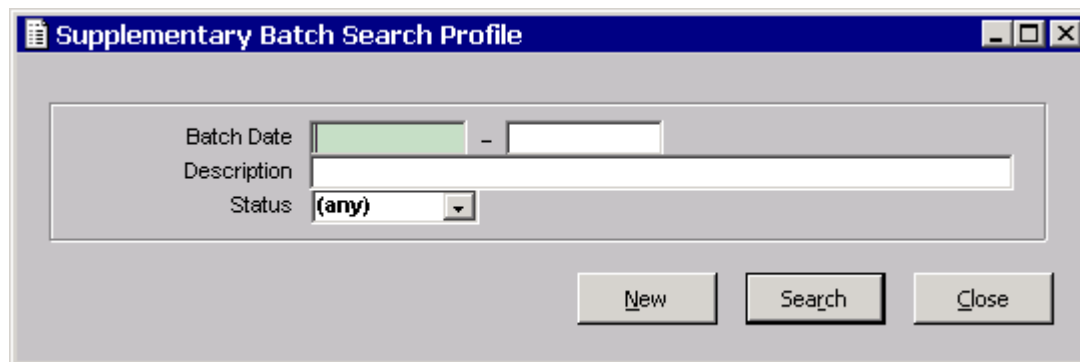
- Open – Supplementary Entries can be added or changed for Batch Dates with this status. This is the default when a Batch Date is being added.
- Closed – Supplementary Entries cannot be added but may be changed.
- Approved – Supplementary Entries cannot be added or changed.
- Updated – The Supplementary Entries have been updated to permanent files in Rates.

The status of a Batch Date record can only be changed when the status is Open, Closed, or Approved and it can be changed to any other except 'Updated'.

The Changed Date advises that the Batch Date was changed to its current status.

Supplementary Batch Search Profile Form

This form enables users to Search on existing Batches, based on description, date or status (or a combination of these) and to create new batches.



Supplementary Batch Search Profile Form

Batch Date

Enter a From and/or a To Date on which to base your search. To perform your search click the Search button.

Description

Enter a description (or part thereof) on which to base your search.

The field is case sensitive, so if your batch starts with a capital letter, and you are searching by that letter only, you need to enter the letter as a capital.

For Example:

If your batch is named 'Batch 1', you would enter B* for your batch to be returned. If you entered b*, your batch will not be returned.

Status

Select a Status for the batch being searched on from the dropdown. There are 5 options:-

- (any)
- Open
- Closed
- Approved
- Updated

Supplementary Batch Selection Form

This form displays all the records which match the search criteria entered on the Supplementary Batch Search Profile form. This form is only for display purposes ie no maintenance allowed.

Batch Date	Description	Status	Changed Date	Default
13-Oct-2004	15076.1 kt	Open	13-Oct-2004	☐
12-Oct-2004	KT test batch 15422	Updated	12-Oct-2004	☐
11-Oct-2004	NWV 11640 - Please don't use	Updated	11-Oct-2004	☐
10-Oct-2004	NWV for Assm 26422	Updated	12-Oct-2004	☐
01-Oct-2004	NWV REPRODUCE ISSUE	Closed	11-Oct-2004	☐
23-Sep-2004	BWV Testing DRN14201	Approved	13-Oct-2004	☐
20-Sep-2004	Paul Bailey - Supp Transfer	Updated	30-Sep-2004	☐
19-Sep-2004	NWV	Updated	12-Oct-2004	☐
18-Sep-2004	NWV1	Updated	29-Sep-2004	☐

New Modify Close

Supplementary Batch Selection Form

Batch Date

This field shows the batch date for the batch. This date is usually the date the batch was originally created but can be something different. This field is not maintainable.

Description

This field shows the description of the batch. This description was entered when the batch was originally created. This field is not maintainable.

Status

This field shows the current status of the batch, for example

- Open – batch can be used
- Updated – batch already updated to Pathway
- Closed – batch cannot be added to but existing entries may be changed
- Approved – ready to be updated to Pathway (entries cannot be added or changed)

Changed Date

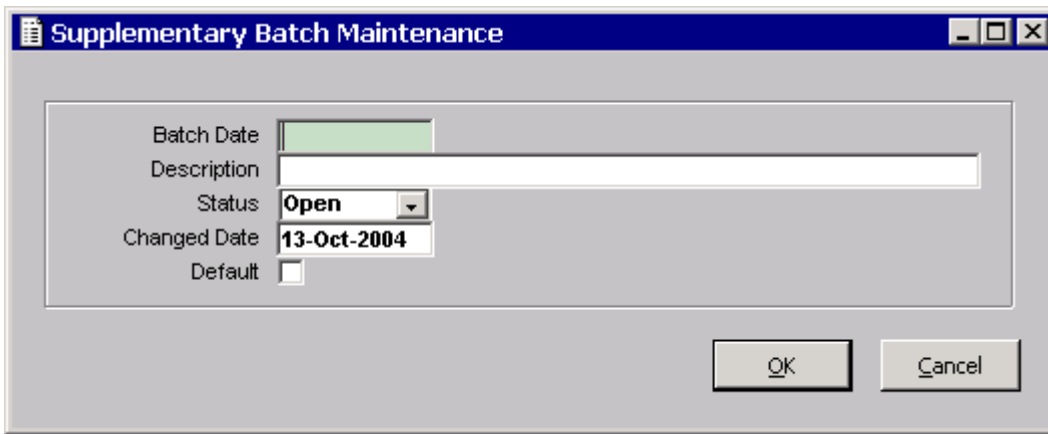
This field shows the date the batch was last changed eg had maintenance performed. This field is not maintainable.

Default Checkbox

This field shows which batch is the default batch for Supplementary Rates Maintenance. This field is not maintainable

Supplementary Batch Maintenance Form

This form allows the maintenance of existing batch headers, or the creation of new batch headers.

*Supplementary Batch Maintenance Form***Batch Date**

Enter a date for the batch (today's date is probably the easiest) or other appropriate date. This field is mandatory.

Description

Enter a meaningful description for the batch eg Supp Batch 2 04/05. This field is mandatory.

Status

The Status will automatically default to Open when a new batch is being created. Otherwise batches can be manually changed to either Approved or Closed.

The Status of Updated will be set by Pathway when a batch has been updated. This status cannot be manually set, and if attempted, an error message will be displayed to the user.

Changed Date

This field shows the last date the batch was maintained, whether that be a new entry added, or a description change. If a new batch is being created it will be today's date. This field is mandatory.

Default

Tick ON this checkbox if this batch is to be the default batch for Supplementary Rates Maintenance. This field is not mandatory, however only one (1) default may be selected at any one time.

Supplementary Reason Maintenance

Maintain Supplementary Reasons Form

This form enables Reason Codes to be defined that will be used to record the type of Supplementary being performed. These codes will then be available to record the Primary and Subordinate Reason Codes during entry of a new Supplementary.

Supplementary Reason Selection

Primary Location: 8 Mavis Street, ADELAIDE SA 5000 Current

Assessment Number: 26376 4 Current

Reason: [Green Highlight] >> Description: [Empty]

Insert OK Cancel

Maintain Supplementary Rates Reasons Form

Primary Location

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

- Historic
- Current
- Proposed

Location Status

This field contains the status of the Primary Location that the 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 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.

Assessment Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic

- Current
- Proposed

Reason

A Reason Code can be selected from the Pop Up, e.g. New

Description

A description is displayed for the selected Reason Code, e.g. New House.

Supplementary Rates Reason Pop Up Form

This form contains a list of user-defined Reason Codes that are available for selection.

Reason	Description
ADD	New Addition
BUILD	New Building
CIV	CIV too High
DIV	Division
ENV	New Environmental Charge
GR1990	General Revaluation 1990
GR2000	General Revaluation 2000
GR2002	General Revaluation 2002
NAV	NAV too High

Search Profile

Reason

Description

Supplementary Rates Reason Pop Up Form

Reason

This field displays the Reason Code.

Description

The field contains a description for the Reason Code.

Search Profile - Reason

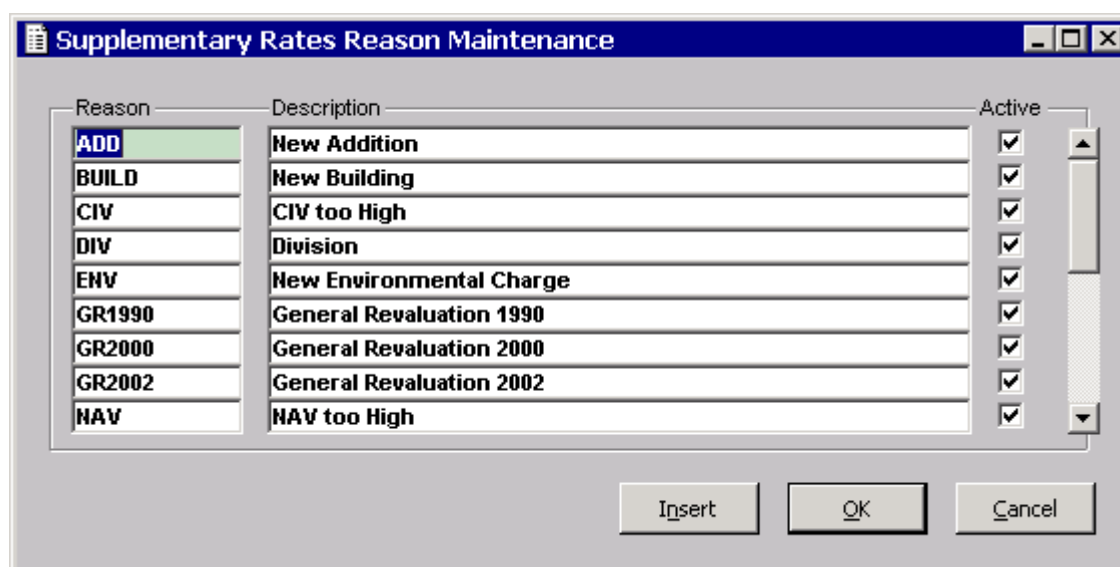
This field allows a Reason Code to be entered to enable a search to be performed.

Search Profile - Description

This field allows you to search for a Reason Code by description.

Supplementary Rates Reason Maintenance Form

This form provides for the creation of Primary and Subordinate Supplementary Reason Codes.



Reason	Description	Active
ADD	New Addition	☒
BUILD	New Building	☒
CIV	CIV too High	☒
DIV	Division	☒
ENV	New Environmental Charge	☒
GR1990	General Revaluation 1990	☒
GR2000	General Revaluation 2000	☒
GR2002	General Revaluation 2002	☒
NAV	NAV too High	☒

Buttons: Insert, OK, Cancel

Supplementary Rates Reason Maintenance Form

Reason

This field displays a Reason Code created to identify the reason for the Supplementary Valuation, e.g. ADD.

Description

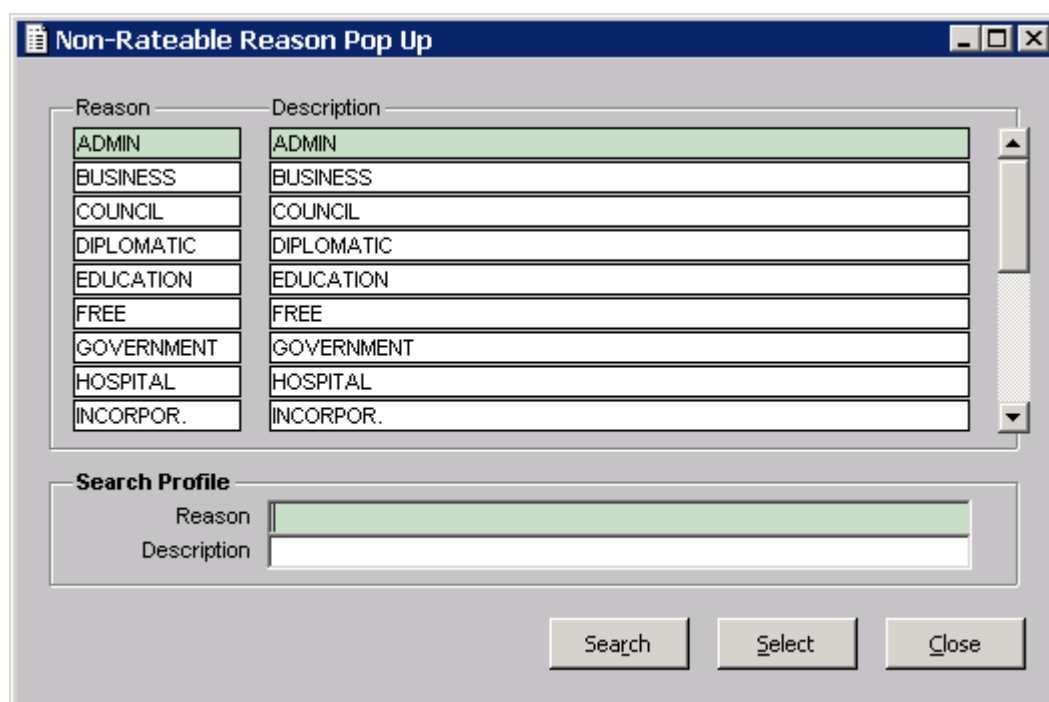
A description is required for each Reason Code, e.g. Additions

Active

The Active Checkbox determines if the Reason Code is available for selection.

Non-Rateable Reason Pop Up Form

This form displays a list of Non-Rateable Reason Codes created in Rates Parameters that are available for selection.



Reason	Description
ADMIN	ADMIN
BUSINESS	BUSINESS
COUNCIL	COUNCIL
DIPLOMATIC	DIPLOMATIC
EDUCATION	EDUCATION
FREE	FREE
GOVERNMENT	GOVERNMENT
HOSPITAL	HOSPITAL
INCORPOR.	INCORPOR.

Search Profile

Reason:

Description:

Buttons: Search, Select, Close

Non-Rateable Reason Pop Up Form

Reason

This field displays the Rateable Reason Code.

Description

This field displays a description of the Non-Rateable Reason Code.

Search Profile - Reason

This field allows you to search by Non-Rateable Reason Code.

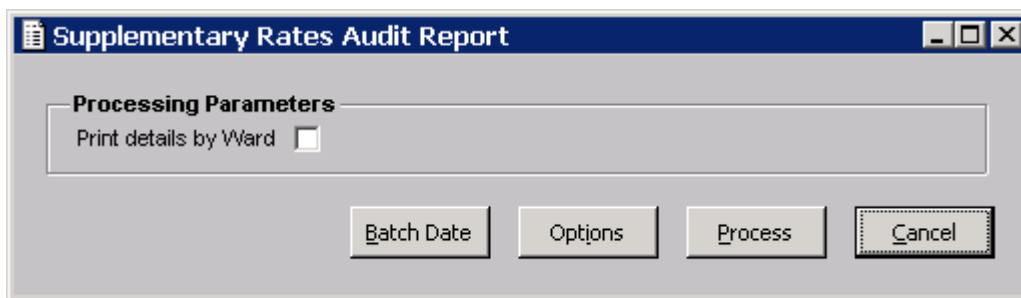
Search Profile - Description

This field allows you to search for a Non-Rateable Reason Code by description.

Supplementary Rates Audit Report

This report is produced after the Supplementary Rates Entry process has been completed. A list of all existing Supplementaries is included.

Supplementary Rates Audit Report Form



The screenshot shows a software window titled "Supplementary Rates Audit Report". Inside the window, there is a section titled "Processing Parameters" which contains a checkbox labeled "Print details by Ward". Below this section, there are four buttons arranged horizontally: "Batch Date", "Options", "Process", and "Cancel".

Supplementary Rates Audit Report Form

Print details by Ward

If Print details by Wards is checked On the report will be printed in Ward Code/Assessment Number order, otherwise in Assessment Number order.

Batch Date Button

Selecting this button will take you to the Batch Date Maintenance Form

Batch Date Maintenance

Batch Date Maintenance Form

Batch Date Maintenance

Available			Assigned	
13-Oct-2004	15076.1 kt	→ → ← ←	23-Sep-2004	BW Testing DRN14201
01-Oct-2004	NW REPRODUCE ISSUE		19-Aug-2004	Assessment 15100
			06-Aug-2004	27 Greenhill Road

Search Profile

Batch Date

Description

Search OK Cancel

Batch Date Maintenance Form

Available Fields

This list contains all the Batch Dates that are available for selection.

Assigned Fields

This list contains those Batch Dates that have been selected for inclusion in the report.

Search Profile – Batch Date

Where there are many Batch Dates enter a date here to search for a specific Batch Date.

Search Profile - Description

Where there are many Batch Dates enter a Description here to search for a specific Batch Date.

Select All Button

The Select All button enables the selection of All Batch Dates to assign for use.

Select Button

The Select button enables the selection of single Batch Dates to assign for use. Highlight the appropriate entry before clicking the Select button.

Remove Button

The Remove button enables the de-selection of single Batch Dates from use. Highlight the appropriate entry before clicking the Remove button.

Remove All Button

The Remove All button enables the de-selection of all Batch Dates from use.

Supplementary Rates Approval Report

This function allows Supplementary Entries that have been entered, to be flagged as correct. That is, an 'Approved' supplementary entry is one that has correct valuations, Rate Types etc. Entries that are not correct can be flagged so that they are not changed to 'Approved'.

Supplementary Rates Approval Report Form



The screenshot shows a software window titled "Supplementary Rates Approval Report". Inside the window, there is a section titled "Processing Parameters" which contains two checkboxes: "Print Valuation Report" and "Print details by Ward". Both checkboxes are currently unchecked. Below this section, there are four buttons arranged horizontally: "Batch Date", "Options", "Process", and "Cancel".

Supplementary Rates Approval Report Form

Print Valuation Report

If Print Valuation Report is checked on the report will be printed showing Valuation information.

Print Details by Ward

If Print details by Wards is checked On the report will be printed in Ward Code/Assessment Number order, otherwise in Assessment Number order.

Batch Date Button

Selecting this button will take you to the Batch Date Maintenance Form

Supplementary Rates Generation Options

This function allows the calculation of supplementary rates to be performed according to the Supplementary Entries that have been entered. The results are loaded to temporary work files. Reports are produced from these work files allowing checking to be done. If the results are not correct then they can be discarded, the error corrected and the process re-run. If the results are correct the details in the work files can be applied to the permanent files.

An Entry processed may simply be a change in Valuations / Rate Types resulting in supplementary rates being created (either debits or credits) for that Assessment.

Alternatively, entries may exist for Assessments that were part of a Division and the Council wants to transfer outstanding rates between Assessments. In this case the original Assessment will have pro-rating of rates calculated and the resulting outstanding transactions (debits or credits or Receipts) transferred to the new Assessments that were part of that Division.

This function is run in two parts or stages:

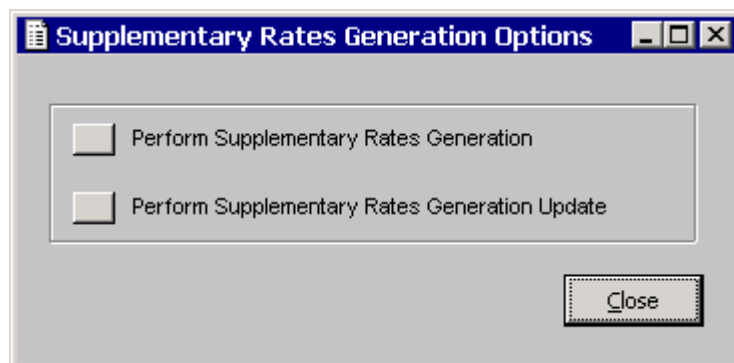
- **Supplementary Rates Generation Control.**

This calculates the rates etc. that are loaded into work files for use by reports and the Update. It automatically generates the required reports as nominated by the user.

- **Supplementary Rates Generation Update.**

This takes the details from the work files loaded in the Generation and updates the permanent files.

Supplementary Rates Generation Options Form



Supplementary Rates Generation Options Form

Perform Supplementary Rates Generation

This option allows Supplementary Rates to be generated before being updated to the permanent Rates files.

Perform Supplementary Rates Generation Update

This option allows a Supplementary Rates Update to be processed for a Supplementary Rates Generation.

Perform Supplementary Rates Generation

Supplementary Rates Generation Control Form

This form allows Supplementary Rates to be generated before being updated to the permanent Rates files.

Supplementary Rates Generation Control Form

Generation Run

Enter the Generation Run ID that is to be used here or select from the Generation Run Pop Up.

Minimum Amount

If the amount of rates generated for an Assessment is less than this amount then no rates are generated.

Transaction Reference

A specific text may be entered in this field (maximum 100 characters) that will subsequently be written to the transaction file and reports during the Generation process. If this field is left blank, the word 'Supp' and the Supplementary Batch Date for the Entries processed will be used (E.g., Supp20-Apr-1999)

Print Period Summary Report

Check on the check box if a report on the Supplementary transactions generated is required.

Print Details by Ward

If Print details by Wards is checked On the report will be printed in Ward Code/Assessment Number order, otherwise in Assessment Number order.

Previous Period Adjustment Installable

This box should be checked On if previous period adjustments are to be placed on instalments.

Add Activity

Enter an Activity Code here or select from the Activity Pop Up if an Activity is to be added to assessments.

Alter From Instalment Date

Minimum Instalment Amount

Enter the minimum amount you wish to see for an instalment on a notice. For example if you enter 5.00, the lowest amount shown on the notice for an instalment will be 5.00.

This field is only applicable to sites using Instalments.

Minimum Instalment Plan

Select an instalment plan from the Pop Up Form. This field becomes available after a Generation Run and Minimum Instalment Amount have been entered.

This field is only applicable to sites using Instalments.

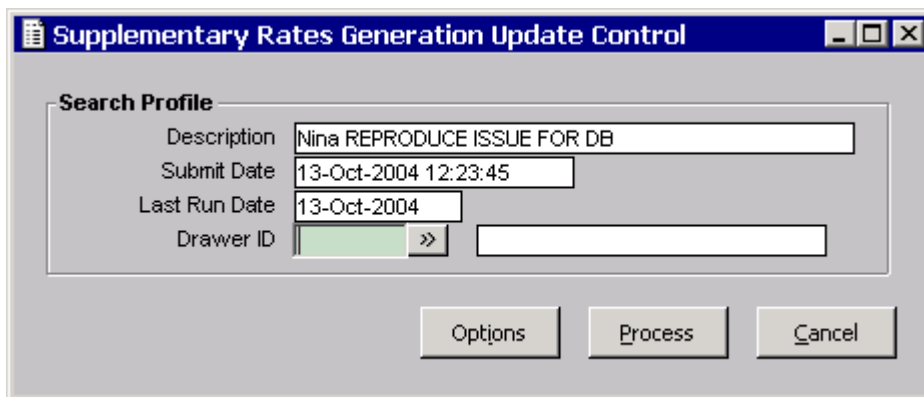
Transaction Types Button

Use the Transaction Types button to show the Transaction Types that are to be used when transactions are created. These are only used when calculating the Supplementary Rates - not when transactions are transferred between Assessments.

Perform Supplementary Rates Generation Update

Supplementary Rates Update Control Form

This form allows a Supplementary Rates Update to be processed for a Supplementary Rates Generation.



The screenshot shows a Windows-style dialog box titled "Supplementary Rates Generation Update Control". Inside the dialog, there is a section labeled "Search Profile" containing four input fields: "Description" with the text "Nina REPRODUCE ISSUE FOR DB", "Submit Date" with "13-Oct-2004 12:23:45", "Last Run Date" with "13-Oct-2004", and "Drawer ID" which is empty. To the right of the "Drawer ID" field is a small button with a right-pointing arrow. Below the "Search Profile" section are three buttons: "Options", "Process", and "Cancel".

Supplementary Rates Update Control Form

Description

This field defaults with the description of the Supplementary Batch

Submit Date

This field defaults with the date of the Batch (usually the system date)

Last Run Date

This field defaults with the date of the last Supplementary Batch Update run.

Drawer ID

Insert in this field a Receipting Drawer ID. Alternately, select the pop-up to access the Drawer Pop-up to select an appropriate receipting drawer ID

Supplementary Rates Notice Report

This process populates a standard report entity that is then used to produce rate notices. A single rate notice extract (report entity) is used for all Supplementary Rates Notices.

The report is also linked to the rates tracking system. This enables the selection of assessments via activities and the automatic addition of an activity for those assessments that the notices are generated.

Once the extract process has been run the populated report table is then used to produce the notice. If the notices are to be printed externally (via printing agency) then the extract report can be written to a CSV text file using the standard export facility.

The notice extraction process produces the following reports:

Supplementary Rate Notice Copy Report

This Report contains the details of each assessment processed that would appear on a rates notice in a report list fashion (i.e. many assessments per page). This report also includes totals for the number of assessments processed.

Supplementary Rate Notice Exception Report

This Report contains details for any exception messages

Supplementary Rates Notice Report Control Form

Supplementary Rate Notice Report Control

Search Profile

Generation Run >>

Exclude Assessments with a Balance greater than

Exclude Assessments with a Balance less than

Processing Parameters

Date of Notice

Amount Due By Date

Print Supplementary Rates Only ☐

Avail. Discount incl's Actual ☐

Print Copy Report ☐

Print Separate Notice for Postponed Rates ☐

Message

Report Order ☒ Notice Group/Assessment Number ☐ Notice Group/Postcode/Assessment Number

Notice Action **None**

Merge Type

Print Notice **(none)**

Export Format

File

File Option ☒ Replace ☐ Append

Current Rates **Summary**

Rebates **Summary**

Arrears **Summary**

Interest **Summary**

Legal Fees/Other **Summary**

Discount **Summary**

Rate Types Tran. Groups Tracking Notice Groups Options Process Cancel

Supplementary Rates Notice Report Control Form

Search Profile – Generation Run

Insert the appropriate generation run ID and tab through the field. The system will validate the Generation run ID and populate the description field with the description of the Generation Run. Alternately, select the pop-up

Exclude Assessments with a Balance greater than

Insert in this field an amount in excess of which Rate Notices will not be generated.

Exclude Assessments with a Balance less than

Insert in this field an amount under which Rate Notices will be generated

Date of Notice

Insert in this field a date being the date that the notice has been generated on.

Amount Due By Date**Print Supplementary Rates Only**

Check on this check box if you require that only Supplementary Rates transactions are generated on the Rate Notices. If the check box is checked off, all transaction on the assessment will be generated to the rate Notice.

Available Discount includes Actual

This check box option is available when the 'Print Supplementary Rates Only' option is checked on.

(The following applies only when the 'Print Supplementary Rates Only' option is on...)

When selected, the 'Available Discount includes Actual' option will have the following effects:

- The "Available Discount" extract entity field (DISCAVAIL on LRPRA23) will include both pending and actual (i.e. granted) discount (*).
- The "Gross Rates" and "Balance before supplementaries were generated not including discount" extract entity fields (GROSSRATE and BALBFRSUP2 on LRPRA23) will exclude both pending and actual discount (*).

When not selected, the 'Available Discount includes Actual' option will have the following effects:

- The "Available Discount" extract entity field will only include pending discount (*).
- The "Gross Rates" and "Balance before supplementaries were generated not including Discount" extract entity fields will only exclude pending discount (*).

(*) Note: The discount referred to above is discount that has been calculated on the supplementary rates only. It does not include discount calculated upon the original rates.

Print Copy Report

Check on this check box in order that a Report on the Supplementary rate Notices is provided.

Print Separate Notice for Postponed Rates

Check of this check box if you require that only transactions related to Postponed transaction will be generated to the rate Notice. (NSW requirement only)

Note: This field will only be available if Postponed rates parameters have been set in the System Parameters.

Message

Insert in this field a message that will appear on the rate notice, if required.

Report Order

The Report Order can be one of the following:

- Notice Group/Assessment Number
- Notice Group/Postcode/Assessment Number

Current Rates

Click on the drop-down to access the required option. The options are:-

- Summary
- Detail

Rebates

Click on the drop-down to access the required option. The options are:-

- Summary
- Detail

Arrears

Click on the drop-down to access the required option. The options are:-

- Summary
- Detail

Interest /Fines

Click on the drop-down to access the required option. The options are:-

- Summary
- Detail

Legal Fees/Other

Click on the drop-down to access the required option. The options are:-

- Summary
- Detail

Discount

Click on the drop-down to access the required option. The options are:-

- Summary
- Detail

Notice Action

Select form the list the action to be taken. Available options are:

- None
This option will process the report details to the reporting entity for manual exporting.
- Generate Notice
This option will print a notice using a Word Processing Merge Document.
- Export to File
This option will process the report details to the reporting entity and automatically export the details to the nominated file using the selected file format.

Merge Type

This field is only available if Generate Notice is checked on. Select the Merge type to be used to produce the Supplementary Notices.

Print Notice

This field is only available if the Generate Notice check box is ON. Use this check box to print the notices using the word interface.

Export Format

This field is only available when Notice Action is set to Export to File. Either enter or select from the pop up the notice format that is to be used for exporting the details to.

File

This field is only available when Notice Action is set to Export to File. Either enter or select from the pop up the file location for exporting the details to.

File Option

Select either

- Replace – Will replace or create the nominated file with the details from this run.
- Append – Will append the details of this run to the nominated file. This could then end up with multiple records for one assessment.

Rate Types Button

Select this button to define the order that rate types will appear in the charge lines of the Rate Notice extract.

Tran. Groups Button

Select this button to define the order that transaction groups will appear in the charge lines of the Rate Notice extract.

Tracking Button

Selection of this button displays the Tracking Selection Form.

Notice Groups Button

Selection of this button displays the Notice Groups Maintenance Form.

Online Supplementary Rates Calculation

When the On-line Supplementary Calculation check box is set on in the Supplementary Rates Parameter Maintenance form, choosing the Supplementary Rates Generation Options will display different Options.

When generating Supplementary Rates on-line, the standard batch Supplementary Rates Generation process isn't used, and so the equivalent of the processing parameters that would be required need to be established elsewhere.

The Supplementary Rates system must be run in either on-line or batch mode and not as a mixture of the two methods.

When using this function care will need to be taken to consider the effects of the time lag between when a supplementary rates calculation is done on-line and when those transactions are updated to the permanent files. Eg. A discounting period may be in effect when the calculation is performed (thus creating unposted discount transactions) but has ended by the time the transactions are posted.

Online Supplementary Calculation System Parameter Maintenance Form

This form is used to set up the Generation details that would normally be specified on the Supplementary Rates Generation Control form. It controls the parameters to be used by the on-line calculation process.

Online Supplementary Rates Parameters Form

Generation Run

The Nominated Supplementary Generation Run is mandatory with an error message appearing if attempting to leave the form (via the 'OK' button) without a valid Generation Run entered.

Enter the Generation Run ID that is to be used here or select from the Generation Run Pop Up.

Minimum Amount

If the amount of rates generated for an Assessment is less than this amount then no rates are generated.

Transaction Reference

A specific text may be entered in this field (maximum 100 characters) that will subsequently be written to the transaction file and reports during the Generation process. If this field is left blank, the word 'Supp' and the Supplementary Batch Date for the Entries processed will be used (E.g.. Supp20-Apr-1999)

End of Period Supplementary

This box should be checked on if entering Supplementary Rates details late in the Rating Period and performing an End of Period Roll before updating the Supplementary. When updated, the Supplementary transactions are created as the Previous Period Adjustments equivalent to reflect the fact that they were raised for the Previous Rating Period. No pending transactions are created in this mode. The supplementary transactions will be spread over instalments (if applicable) except for Rebates which will be flagged as non-installable.

Previous Period Adjustment Installable

This box should be checked on if previous period adjustments are to be placed on instalments.

Alter From Instalment Date**Tran. Types Button**

Use the Transaction Types button to show the Transaction Types that are to be used when transactions are created. These are only used when calculating the Supplementary Rates - not when transactions are transferred between Assessments.

Supplementary Rates Calculation Results Form

This form is only available when "Online Supplementary Calculation" is checked on under the Supplementary Rates Parameter Maintenance form. It displays the details of the on-line calculation results.

Supplementary Rates Calculation Results

Primary Location: 8 Mavis Street, ADELAIDE SA 5000
 Assessment Number: 26376 4
 Current
 Current

Transactions

Rating Period	Rate Type	Rate Type Action	Generation Run	Rate Amount	Rebate Amount	Generated Amount	Discount Amount
2004/2005	WYONG WAS	Added	2004/2005	194.25		194.25	0.00
2004/2005	WYONG RES	Added	2004/2005	629.24	-250.00	379.24	0.00
Totals				823.49	-250.00	573.49	0.00

Calculation Details

Unit Charge: 234.00000000
 Unit Change: 1.00000

Miscellaneous Details

Replaced Rate Type:
 Postponed Amount:

OK Cancel

Supplementary Rates Calculation Results Form

Supplementary Rates Calculation Results

Primary Location: 161 Water Billing Boulevard, Eastwood SA 5063
 Assessment Number: 27076 9
 Status: Current

Rating Period	Rate Type	Rate Type Action	Generation Run	Rate Amount	Rebate Amount	Generated Amount	Discount Amount
2004/2005	DRN13767	No change	NV04/05	263,375.00		263,375.00	0.00

Totals: Rate Amount 263,375.00, Rebate Amount 0.00, Generated Amount 263,375.00, Discount Amount 0.00

Current Valuation		New Valuation	
Rate in the Dollar	5.00000000	Rate in the Dollar	0.00750000
Valuation Change	-80,000	Valuation Change	600,000
Addit./Base Charge	0.00	Addit./Base Charge	658.00
Amount	-400,000.00	Amount	663,375.00

Miscellaneous Details:
 Replaced Rate Type:
 Postponed Amount:

OK Cancel

Supplementary Rates Calculation Results Form for Tiered Rate Type

Primary Location

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

Status

This field contains the status of the Primary Location that the 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 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.

Status

This field contains the status of the Assessment you are maintaining. Possible values are:

- Historic
- Current
- Proposed

Transactions – Rating Period

This field displays the Rating Period that is being adjusted.

Transactions – Rate Type

This field displays the Rate Type that is being adjusted.

Transactions – Rate Type Action

This field displays the action that has occurred to the Rate Type.

Transactions – Generation Run

This field displays the Generation Run set up in the Parameters as the Generation Run for this on-line calculation.

Transactions – Rate Amount

This field displays the amount of the adjustment.

Transactions – Rebate Amount

This field displays the amount of adjusted Rebate.

Transactions – Generated Amount

This field displays the amount of the adjustment.

Transactions – Discount Amount

This field displays the amount of the adjusted Discount. Positive Discounts may also be displayed and are distinguished by an “*” which is shown in the space to the right of the amount (in the grey portion).

Transactions – Totals

These fields displays the total adjustment values for the Rate Amount, Rebate Amount, Generated Amount and Discount Amount for all Rate Types on the assessment.

Calculation Details**Rate in the Dollar / Unit Charge / Fixed Amount / Date Effective**

This field will display Rate in the Dollar, Unit Charge or Fixed Charge Rate as determined by the calculation method of the Rate Type and the charge amount in the Rating Period Rate Type parameter. It will display Date Effective and the Effective Date as a result of the addition, change or deletion of a Non-Rateable Reason.

Valuation Change / Unit Change / Days Effective

This field will display Valuation Change or Unit Change as determined by the calculation method of the Rate Type. It will also display the difference in Valuation or number of units, used to calculate the changed amount. It will display Days Effective and the number of days from the Effective Date as a result of the addition, change or deletion of a Non-Rateable Reason.

From Date

This field displays the From Date entered for the rate type.

To Date

This field displays the To Date entered for the rate type.

Number of Days

This field displays the Number of Days between the From Date and the To Date that the calculation was performed over.

Amount Effective

This field will display only if a Non-Rateable reason has been entered or removed. It displays the amount calculated from the Effective Date as a result of the addition, change or deletion of a Non-Rateable Reason.

Current Valuation – Rate in the Dollar

This field will display the current Rate in the Dollar of the Rate Type

Current Valuation – Valuation Change

This field will display the current Valuation.

Current Valuation –Addit./Base Charge

This field will display the current Additional Charge/Base Charge.

Current Valuation – Amount

This field will display the current Amount.

New Valuation – Rate in the Dollar

This field will display the new Rate in the Dollar of the Rate Type

New Valuation – Valuation Change

This field will display the new Valuation.

New Valuation – Addit./Base Charge

This field will display the new Additional Charge/Base Charge.

New Valuation – Amount

This field will display the new Amount.

Miscellaneous Details – Replaced Rate Type

This field displays the replaced Rate Type.

Miscellaneous Details – Postponed Amount

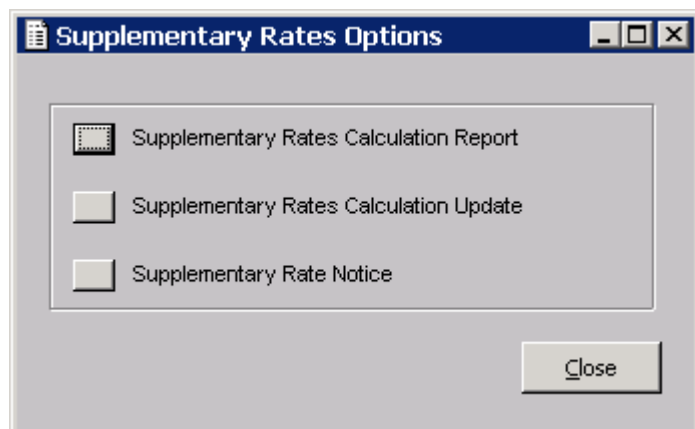
This field displays the Amount of Postponed Rates adjusted if Postponed Rates are in use.

Miscellaneous Details – Postponed Valuation

This field displays the change in Postponed Valuation if Postponed Rates are in use.

Supplementary Rates Options Form

When the On-line Supplementary Calculation check box is set on, choosing the Supplementary Rates Generation Options will display different Options.



Supplementary Rates Options Form

Supplementary Rates Calculation Report

This function allows the user to print the Supplementary Rates Generation Detail and Exception reports.

Supplementary Rates Calculation Update

This option allows a Supplementary Rates Update to be processed for approved Batches of on-line calculated Supplementary Rates.

Supplementary Rates Notice

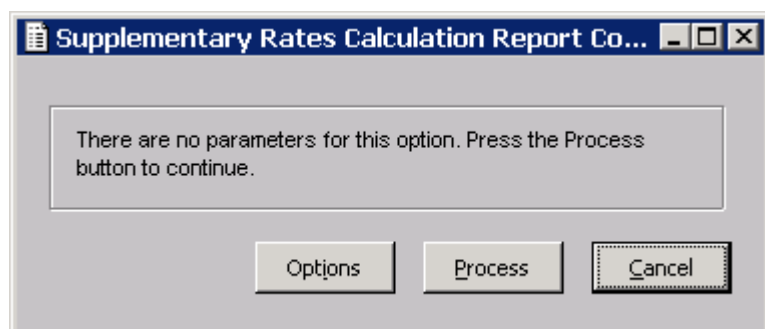
This process populates a standard report entity that is then used to produce rate notices. A single rate notice extract (report entity) is used for all Supplementary Rates Notices.

This option can also be selected through the Supplementary Rate Notice Report option under Supplementary Rates.

Supplementary Rates Calculation Report Control Form

This function allows the user to print the Supplementary Rates Generation Detail and Exception reports. There are no parameters for this function. When requested reports will be produced showing details of each Supplementary Entry that is in an Approved Supplementary Batch. The Detail report advises details about the Supplementary Entry and its Assessment including the way each Rate Type was changed and the amounts that were calculated. The Exception report contains the messages that were received when the user originally performed the calculation plus some others that may require further action after the Supplementary Rates Calculation Update has been performed.

This function can be requested repeatedly as no updating occurs.

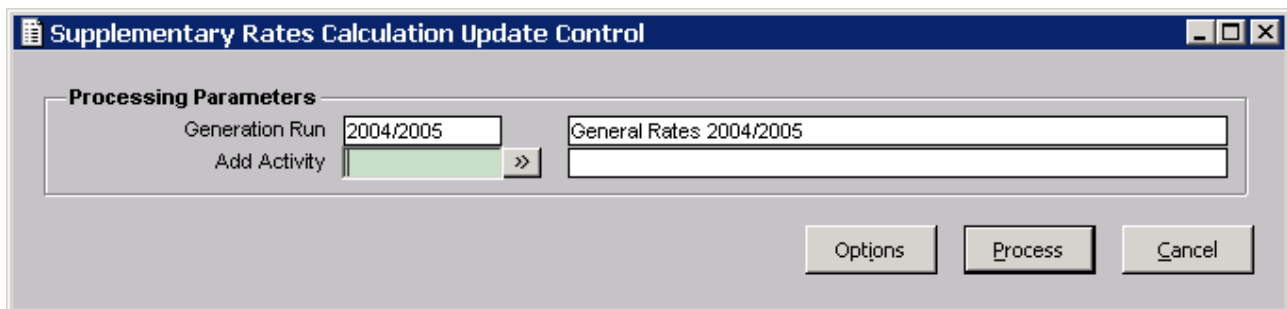


Supplementary Rates Calculation Report Control Form

Supplementary Rates Calculation Update Control Form

This form advises the Generation Run that will be used for updating the Assessments (the Generation Run shown is the one on the Online Supplementary Rates Parameter form). An Activity can be nominated if required; it will be added to the Assessment for each Supplementary Entry processed.

When this function is run each Supplementary Entry for the Approved Supplementary Batches will be processed finalising those Supplementary Entries and posting their unposted transactions. This will result in the transactions being loaded to the Assessment (causing entries to be posted to the General Ledger, with Apportionment and Instalment adjustment occurring), as well as updating the Rate Type, Valuation and Rateable Status details to the Assessment. Each Supplementary Entry that had "Make Historic" flagged will cause its Assessment to be made Historic if possible. Details are also loaded for use in producing the Supplementary Rates Notice.



Supplementary Rates Calculation Update Control Form

Generation Run

This is the Generation Run defined as part of the On-line Supplementary Parameters. It is the Generation Run used to calculate on-line Supplementary transactions.

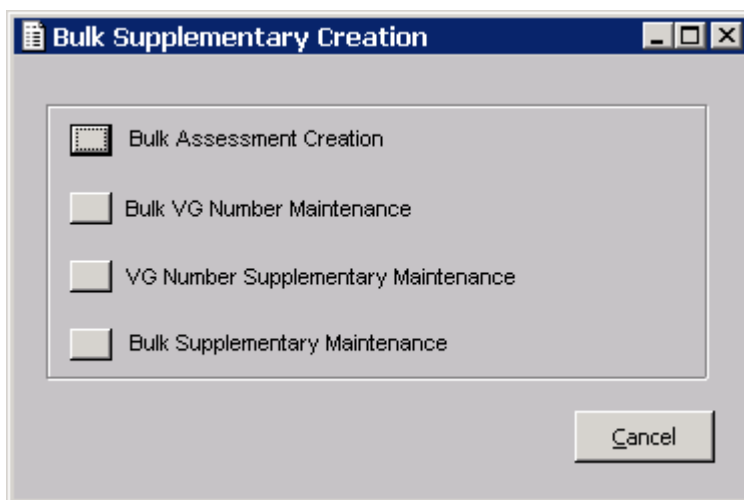
Add Activity

Select an Activity from the pop up to be added against the assessments that are part of this Supplementary Generation Update.

Bulk Supplementary Creation

The functionality accessible from this menu option will assist with the bulk generation of data pertaining to a strata scenario (i.e. where multiple Rates Assessments are linked to one Valuer General Number).

Bulk Supplementary Creation Form



Bulk Supplementary Creation Form

Note: The third and fourth options are only available when the 'Rates' Valuation module is in use and when the Supplementary system is used in Batch mode.

The options provide the following functionality:-

- 1) Bulk Assessment Creation
The Bulk Assessment Creation function allows the creation of Assessments in bulk.
- 2) Bulk Valuer General Number Maintenance
The Bulk Valuer General Number Maintenance function allows a Valuer General Number to be created and linked to selected Assessments.
- 3) Valuer General Supplementary Maintenance
The VG Supplementary Rate Search Profile screen is shown allowing a Valuer General Supplementary to be created.
- 4) Bulk Supplementary Maintenance
The Bulk Supplementary Maintenance function allows existing Supplementary Entries to be maintained in bulk (e.g. adding Rate Types) within the Supplementary Rates module for the nominated Valuer General Number or selected Rates Assessments.

Which of the above four options are to be run for a given requirement depends on the context of the scenario (i.e. not all of these options need to be run). If a number of these functions are to be run they should be run in the order stated above.

One example of the use of this functionality is where a new division of property has just been completed. The following steps would be performed to cater for the requirements within Rates:-

1. Run the Bulk Assessment Creation creating new Rates Assessments for the new properties. (Note: Rate Types are not to be added to Assessments via this function but are to be loaded to Supplementary Entries via the Bulk Supplementary Maintenance function).
2. Run the Bulk Valuer General Number Maintenance function creating the new Valuer General Number and linking it to the Assessments created in step 1.

3. Use the Valuer General Supplementary Maintenance function to create a new Valuer General Supplementary for the Valuer General Number created in step 2.
4. Run the Bulk Supplementary Maintenance function nominating the required Rate Types, Transfer Group (so that transactions will be transferred from the original Assessment to these Assessments) and other details if required so that they are loaded to the Supplementary Entries created in step 3.
5. Access the existing Supplementary Entry function to load a 'From Assessment' Supplementary Entry for the Assessment being subdivided.
6. Run the required Supplementary reports and then the Supplementary Generation and Update to generate and load the new rates to the Rates system.

Bulk Assessment Creation

The Bulk Assessment Creation function allows the creation of Assessments in bulk.

Bulk Valuer General Number Maintenance

The Bulk Valuer General Number Maintenance function allows a Valuer General Number to be created and linked to selected Assessments.

Valuer General Number Supplementary Maintenance

The VG Supplementary Rate Search Profile screen is shown allowing a Valuer General Supplementary to be created.

Bulk Supplementary Maintenance

The Bulk Supplementary Maintenance function allows existing Supplementary Entries to be maintained in bulk (e.g. adding Rate Types) within the Supplementary Rates module for the nominated Valuer General Number or selected Rates Assessments.

Bulk Supplementary Maintenance Control

This function provides the ability to perform limited maintenance (e.g. add Rate Types) on existing Supplementary Entries that relate to a Valuer General Number. This removes the need to manually enter or maintain a Supplementary for each individual Assessment.

This function can be run in multi-batch mode.

Bulk Supplementary Maintenance Control

Assessment No. — Property — Ratepayer

Processing Options

Update Supplementary Entries for: **VG Number** >>

VG Number:

Run Type: **Report Only**

Update Rate Types: **No Update**

Update Non-Rateable Reason: **No Update**

Update Transfer Group: **No Update**

New Assessments on Instalments: **No Update**

Update Supplementary Reference: **No Update**

Supplementary Reference:

Don't Generate Rates: ☐

Transfer Groups Delete Insert Options Process Cancel

Bulk Supplementary Maintenance Control Form

Supplementary Entries can be updated either for:-

- all the Assessments of the nominated Valuer General Number. Set the 'Update Supplementary Entries for' to 'VG Number' and nominate the Valuer General Number, or
- one or more Assessments belonging to the same Valuer General Number. Choose the 'Selected Assessments' option and select the Assessments via the Insert button.

To use this function nominate the Valuer General (or select the Assessments) and nominate the other details that are to be updated. Run the function in Report Only mode (in which no updating occurs) to view the messages on the Exception Report before running the function again in Update and Report mode. The number of Supplementary Entries that were updated is advised in the Processing Summary for the job.

Note:

- Only in-progress Supplementary Entries for Current Rates Assessments will be updated.
- If the job fails partway through the job can be restarted via the relevant Batch Processing menu option.

Assessment Number

This field displays the Assessment Number.

Assessment Check Digit

This field displays the Assessment Check Digit.

Property

This field displays the Location Description.

Ratepayer

This field displays the Ratepayer Names.

Detail Button

Press the Detail Button to view the Assessment Summary details.

Update Supplementary Entries For

Nominate which of the following options to update the Supplementary Entries for:

- **Valuer General Number:** This allows the details nominated to be updated to the Supplementary Entries of all of the Assessments linked to the nominated Valuer General Number.
- **Selected Assessments:** This allows the details nominated to only be updated to the Supplementary Entries of the selected Assessments. If this option is chosen then at least one Assessment must be selected.

Valuer General Number

Press the Pop-Up button to select the Valuer General Number. Only available when 'Update Supplementary Entries for' is set to Valuer General Number; this field is then mandatory.

Run Type

Select the Run Type. Options are:

- **Report Only:** Running in this mode will report any exceptions but will not perform any updates. The function should be run in this mode before running in Report/Update mode so that any errors can be corrected before the update is done.
- **Report/Update:** Running in this mode will report any exceptions and will update the system.

Update Rate Types

Select from the following options:

- **No Update:** The existing Rate Types on the Supplementary Entries will not be changed.
- **Remove New Rate Types:** All Rate Types that have been added into the Supplementary Entries since they were created (i.e. Rate Types having a Supplementary Action of 'Added') will be removed.
- **Load Rate Types:** New Rate Types nominated below will be added to the Supplementary Entries.

Rate Types

Select the Pop Up button to open the Bulk Supplementary Rate Type Maintenance – Rate Type Selection form, which provides the ability to insert the Rate Types that are to be loaded to the Supplementary Entries. This field is only available when 'Update Rate Types' is set to 'Load Rate Types'.

Update Non-Rateable Reason

Select from the following options:

- **No Update:** The existing Non-Rateable Reason on the Supplementary Entries will not be changed.
- **Make Rateable:** Any Non-Rateable Reason on the Supplementary Entries will be removed making the Assessment rateable.
- **Make Non-Rateable:** The Non-Rateable Reason on the Supplementary Entries will be changed to the New Non-Rateable Reason nominated.

Non-Rateable Reason Code

This field, only available when the Update Non-Rateable Reason is set to Make Non-Rateable, allows a Non-Rateable Reason to be nominated. Mandatory when field is available.

Update Transfer Group

Select from the following options:

- **No Update:** The existing Transfer Group on the Supplementary Entries will not be changed.
- **Remove Transfer Group:** Any Transfer Group on the Supplementary Entries will be removed.
- **Load Transfer Group:** The Supplementary Entries will be changed with their Transfer Group being changed to the New Transfer Group nominated as well as having the Transfer Mode set to 'Transfer To'.

Transfer Group

This field, only available when the Update Transfer Group is set to Load Transfer Group, allows a Transfer Group to be nominated. Mandatory when field is available

New Assessments on Instalments

Select from the following options:

- **No Update:** no updates in relation to existence of instalments will be performed
- **Create on Instalments:** new Assessments to be created on Instalments
- **Not on Instalments:** new Assessments not to be created on Instalments

Update Supplementary Reference

Select from the following options:

- **No Update:** The existing Supplementary Reference on the Supplementary Entries will not be changed.
- **Remove Supplementary Reference:** Any Supplementary Reference on the Supplementary Entries will be removed.

- Load Supplementary Reference: The Supplementary Reference on the Supplementary Entries will be changed to the New Supplementary Reference nominated.

Supplementary Reference

This field, only available when the Update Supplementary Reference is set to Load Supplementary Reference, allows a Supplementary Reference to be nominated. Mandatory when field is available

Don't Generate Rates

Check this box on if the selected Supplementary Entries are only intended to update Valuation information, and not generate Rates.

Transfer Groups Button

Select this button to open the Supplementary Transfer Group Maintenance form which allows maintenance of Transfer Groups.

Bulk Supplementary Maintenance – Rate Type Selection

Use this form to nominate the Rate Types that are to be added to each Rating Period, for the Supplementary Entries.

1

Rating Period	Category	Description	Rate Type	Internal Description
2003/04	GEN	General Rates	RES	Residential Rates
2002/03	GARB	Garbage	120LT	Small Bins

Bulk Supplementary Maintenance – Rate Type Selection

Add For Rating Period

Nominate the Rating Period the Rate Types are to be added to. Future Rating Periods cannot be selected.

Rating Period

The Rating Period the Rate Type has been selected for.

Category

The Category the Rate Type belongs to.

Rate Type Description

The Rate Type Description.

Rate Type Code

The Rate Type Code.

Internal Description

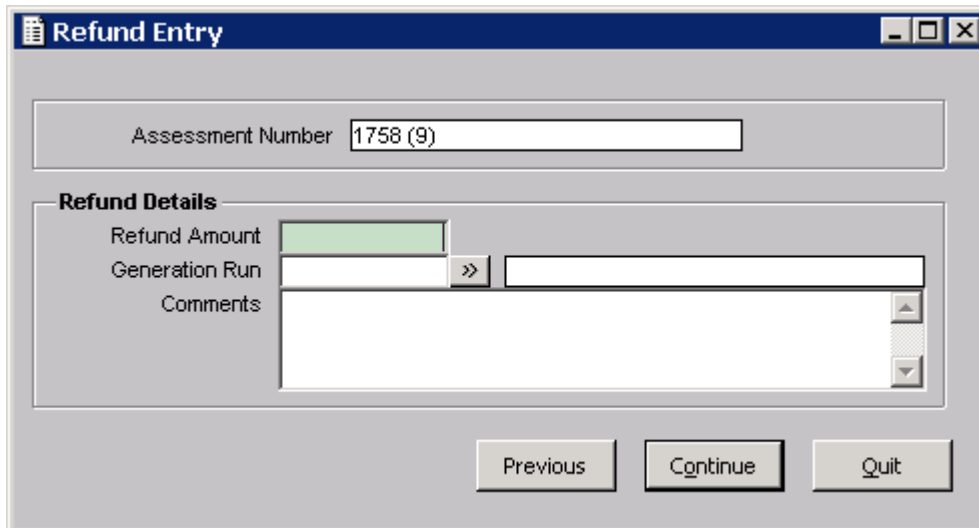
The Internal Description for the Rate Type.

Rate Type Pop Up

Selecting the Pop Up button will open the Bulk Supplementary Maintenance – Rate Type Template form for the selected Rate Type.

Refund Entry Form

This form is accessed from within the Rates Section of the Refunds Module.



Refund Entry Form

Assessment Number

This field displays the assessment number and associated check digit, for which a refund is being processed.

Refund Amount

Enter the Amount of the refund required eg 10.00

Generation Run

Click on the Pop Up Button to select a Generation Run from the Pop Up Form. Alternatively you may manually enter the Generation Run (if known).

Please Note:-

If the assessment selected is a Special Rates and Charges Assessment, then only Special Rates and Charges Generation Runs will be displayed on the Pop Up Form.

Also, if the assessment selected is a Rates Assessment, then only Rate Generation Runs will be displayed on the Pop Up Form.

Comments

This is a free format field which may contain up to 248 characters. Enter in this field any relevant information relating to the Refund.

Previous

Click on this button to return to the Refund Name Selection Form

Reporting

The following topics are covered in this section:

[Aged Period Report](#)
[Rebate Validation and Claims](#)
[Transaction Entry Audit Report](#)
[Rate Notice Report](#)
[Rates Audit Report](#)
[Transaction Listing](#)
[Agents Rates Schedule Report](#)
[Outstanding Balance Report](#)
[Valuation Report](#)
[Postponed Rates Report](#)
[Rebate Matching Report](#)
[Next Action Date Report](#)
[Arrangement Report](#)
[Direct Debit Report](#)
[ESL Monthly Remittance Report](#)
[Declaration of Annual ESL Billing Report](#)
[ESL Annual Reconciliation Report](#)
[Rate Notice \(NZ\)](#)
[Schemes Report](#)
[Advanced Payment Report](#)

Aged Period Report

Aged Period Report Control Form

This function produces a report on Aged Balances. The report allows Council to identify in which period the Outstanding Debts occur.

Aged Period Report Control Form

Search Method

Select a Search Method on which to base your search. There are 2 options:

- Assessment Range – Enter an assessment range or leave blank to consider all assessments
- Search System – Use a Query Result

Assessment Range

Enter an assessment range on which to base your search or leave blank to assume all assessments.

Description

Select a query result from the pop up form, or type in the query name.

Application

Tick on an Application on which to base your report. At least one application must be selected.

Balance Range

Enter a balance range to base the report on. Alternatively leave as default (or make blank) and all balances will be assumed.

Report Type

Select a report type from the 2 options shown. Detail will print all information, whereas Totals will only print the totals (eg like a Summary Report).

Period 1

Enter a period or make a selection from the pop up form. Period 1 is mandatory and cannot be the current year (period).

Period 2

Enter a period or make a selection from the pop up form. Period 2 is not mandatory however the period must be prior to Period 1.

Period 3

Enter a period or make a selection from the pop up form. Period 3 is not mandatory however the period must be prior to Period 2.

Period 4

Enter a period or make a selection from the pop up form. Period 4 is not mandatory however the period must be prior to Period 3.

Period 5+

Enter a period or make a selection from the pop up form. Period 5+ is not mandatory however the period must be prior to Period 4.

Assessments with Balances older than

This field will default to 0 (zero) however a selection up to 5 may be made. When this number is not 0 (zero) then only assessments with outstanding amounts in the nominated Period/Financial Year or earlier will be reported on.

Tran Types

Click on this button to display the Transaction Type Maintenance Form.

Categories

Click on this button to display the Rate Category Maintenance Form.

Rate Types

Click on this button to display the Rate Type Maintenance Form.

Rebate Validation and Claims

This function is used for two purposes.

Create an Export Format File from which a Tape may be created for forwarding to the respective Government Department in each State e.g. Department of Social Security or the Department of Veterans Affairs for verification of Pensioner Beneficiary details and claiming of the Government funded Rebates.

Print a Rebate granted Report to forward to the respective State Government Department for claiming the Government funded share of the Rebates granted to the Ratepayers.

Some States have specific requirements. When setting the Rebate Parameters to the required State at the System Parameters Level, the appropriate Rebate Validation and Claims Form will be available.

Rebate Validation and Claims Form

This form is used for two purposes.

Create an Export Format File from which a Tape may be created for forwarding to the respective Government Department in each State e.g. Department of Social Security or the Department of Veterans Affairs for verification of Pensioner Beneficiary details and claiming of the Government funded Rebates.

Print a Rebate granted Report to forward to the respective State Government Department for claiming the Government funded share of the Rebates granted to the Ratepayers.

A prerequisite to exporting data to a file is the creation of a file format in the Import/Export function.

Rebate Validation and Claims

Search Profile

Search Method: **Assessment Range**

Assessment Range: [] - []

Description: []

Processing Parameters

Posting Date Range: [] - []

Output Format: **Report Only**

File: [] >>

Format: [] >>

Beneficiary Types | Rebate Group | Iran. Types | Tracking | Options | Process | Cancel

Rebate Validation and Claims Form (SA only)

Rebate Validation and Claims

Search Profile

Search Method: **Assessment Range**

Assessment Range: [] - []

Description: []

Processing Parameters

Posting Date Range: [] - []

Output Format: **Report Only**

File: [] >>

Pensioner format: [] >>

Claim format: [] >>

Trailer format: [] >>

Bill Date (DDMMYY): []

Claim Type: ☐ Annual Rebates ☐ Interim Rebates ☐ Deferred Rates

Claiming ESL: ☐

Annual Generation Run: [] >> []

Beneficiary Types | Rebate Group | Tran. Types | Tracking | Options | Process | Cancel

Rebate Validation and Claims Form (WA only)

Rebate Validation and Claims

Search Profile

Search Method: **Assessment Range**

Assessment Range: [] - []

Description: []

Processing Parameters

Posting Date Range: [] - []

Run Mode: ☐ Validation ☒ Claim

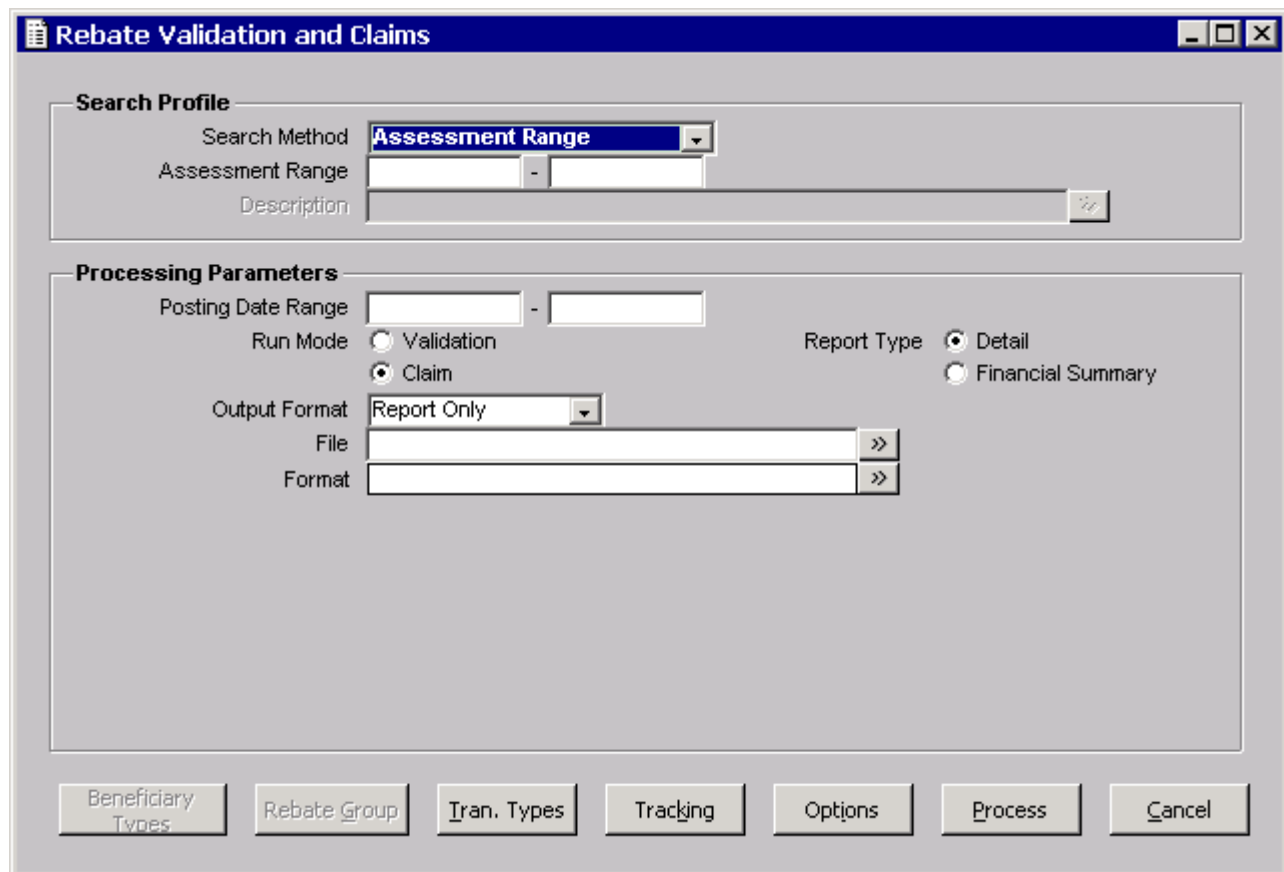
Output Format: **Report Only**

File: [] >>

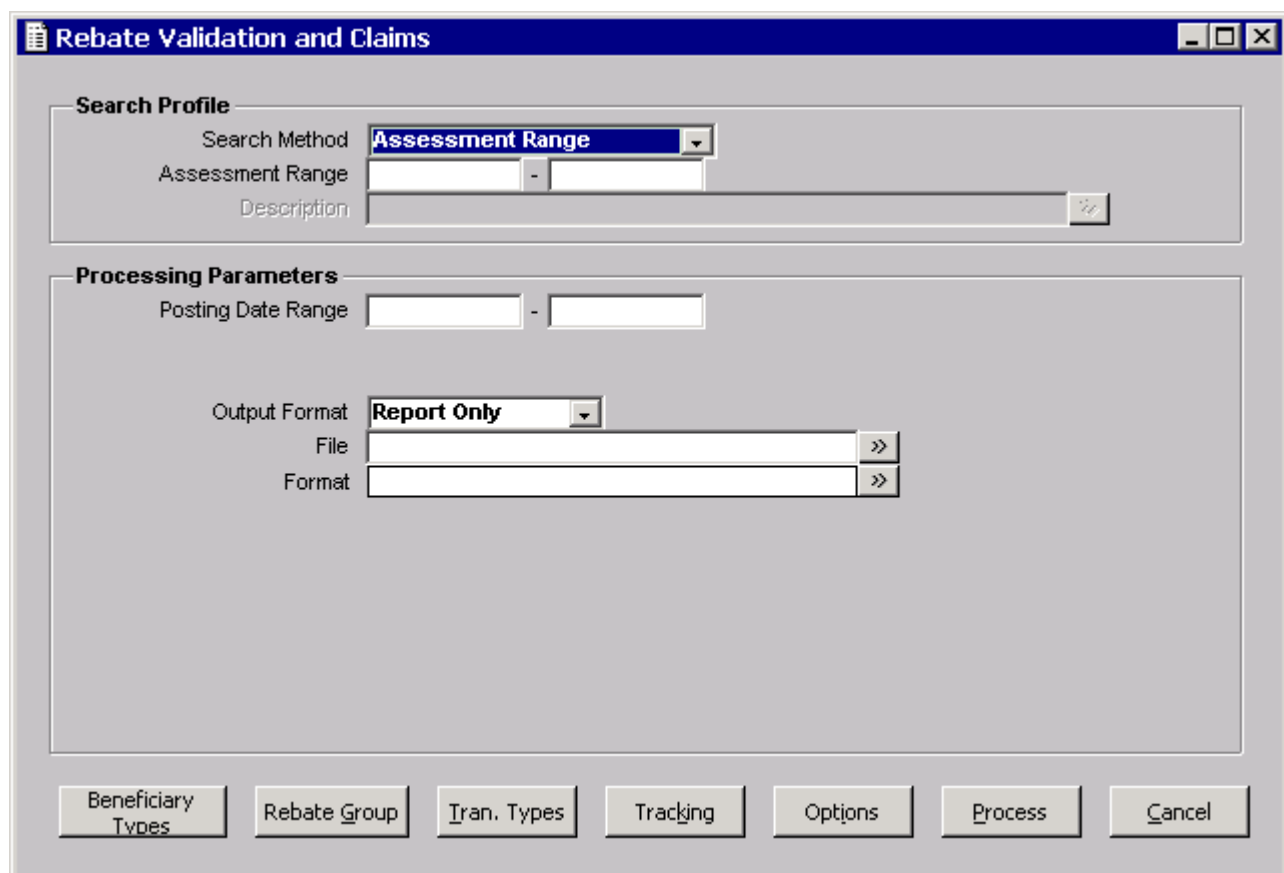
Format: [] >>

Beneficiary Types | Rebate Group | Tran. Types | Tracking | Options | Process | Cancel

Rebate Validation and Claims Form (Tasmania only)



The screenshot shows the 'Rebate Validation and Claims' window for Queensland. It features two main sections: 'Search Profile' and 'Processing Parameters'. The 'Search Profile' section includes a 'Search Method' dropdown set to 'Assessment Range', an 'Assessment Range' input field with a date range, and a 'Description' field. The 'Processing Parameters' section includes a 'Posting Date Range' input field, a 'Run Mode' section with radio buttons for 'Validation' and 'Claim' (where 'Claim' is selected), a 'Report Type' section with radio buttons for 'Detail' and 'Financial Summary' (where 'Detail' is selected), an 'Output Format' dropdown set to 'Report Only', and 'File' and 'Format' input fields with right-pointing arrows. At the bottom, there are seven buttons: 'Beneficiary Types', 'Rebate Group', 'Tran. Types', 'Tracking', 'Options', 'Process', and 'Cancel'.

Rebate Validation and Claims Form (QLD only)

The screenshot shows the 'Rebate Validation and Claims' window for New Zealand. It features two main sections: 'Search Profile' and 'Processing Parameters'. The 'Search Profile' section includes a 'Search Method' dropdown set to 'Assessment Range', an 'Assessment Range' input field with a date range, and a 'Description' field. The 'Processing Parameters' section includes a 'Posting Date Range' input field, an 'Output Format' dropdown set to 'Report Only', and 'File' and 'Format' input fields with right-pointing arrows. At the bottom, there are seven buttons: 'Beneficiary Types', 'Rebate Group', 'Tran. Types', 'Tracking', 'Options', 'Process', and 'Cancel'. This version of the form does not include the 'Run Mode' or 'Report Type' radio button options seen in the QLD version.

Rebate Validation and Claims Form (NZ only)

Rebate Validation and Claims

Search Profile

Search Method: **Assessment Range**

Assessment Range: [] - []

Description: []

Processing Parameters

Posting Date Range: [] - []

Run Mode: ☐ Validation ☒ Claim

Report Type: ☒ Detail ☐ Financial Summary

Output Format: **Report Only**

File: [] »

Format: [] »

Buttons: Beneficiary Types, Rebate Group, Tran. Types, Tracking, Options, Process, Cancel

Rebate Validation and Claims Form (NSW only)

Rebate Validation and Claims

Search Profile

Search Method: **Assessment Range**

Assessment Range: [] - []

Description: []

Processing Parameters

Posting Date Range: [] - []

Run Mode: ☐ Validation ☒ Claim

Report Type: ☒ Detail ☐ Financial Summary

Output Format: **Report Only**

File: [] »

Format: [] »

Maximum Rebate Amount: []

Buttons: Beneficiary Types, Rebate Group, Tran. Types, Tracking, Options, Process, Cancel

Rebate Validation and Claims Form (VIC only)

Search Method

Click on the Drop Down Menu to select the Search Method to be utilised.

Possible options are:

Assessment Range - only Assessments within the Range specified will be used in the Rebate Report/Tape
Search System - Only Assessments which are included in the Query Result will be used in the Rebate Report/Tape

Assessment Range

Enter a "From Assessment Number" and a "To Assessment Number" if you selected Assessment Range as your Search Method.

Description

Click on the Pop Up to select a Query Result if you selected Search System as your Search Method.

Posting Date Range

Enter a "from" and "to" transaction posting date for Rebates granted 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.

Run Mode-Validation-Claim

These fields are only available under TAS, VIC, NSW & QLD modes. Click on the Radio Button to select either the Validation process or the Claims Process.

Report Type

Select the Report Type required. There are 2 available choices:-

- Detail
- Financial Summary

Output Format

Click on the drop down menu to select an output format. Possible choices are:

- Report Only
- Export Only
- Export/Report

Note: - If the "Export" or "Export/Report" formats have been selected, the Generic Export/Import Function should be utilised to establish the fields into which data will be generated. Subsequently, this file may be used to create a disc or electronically transfer the data comprising the Claim to go to the respective Government Departments.

File

Click on the pop up to select the file to which the extracted data is to be saved. If prior selection has been made via Generic Export/Import function, this field will be populated once the format has been selected.

Format

Click on the pop up to select the format from the Generic Export/Import Function.

Claim Format

Click on the Pop Up to select the format from the Generic Export/Import Function (WA only)

Trailer Format

Click on the Pop Up to select the format from the Generic Export/Import Function (WA only)

Bill Date

Insert the date to which the rebate claims are made. This date will appear on the Extract File. (WA only).

Claim Type

This field is only available in WA mode. Select the radio button for the type of claim being run. The choices are: -

- Annual Rebates
- Interim Rebates
- Deferred Rates

Maximum Rebate Amount

This field is only displayed with in VIC Mode.

Victorian Councils are now able to determine the number of Assessments that do not receive the maximum government rebate that can be granted. Simply enter the appropriate figure in the field.

Please Note that as a rebate is a negative figure, the figure will have to be entered like -250.

Claiming ESL

This option should be selected when claiming ESL Rebates or ESL Deferment Interest. With this option selected only ESL Rate Types will be extracted. If this option is not selected only non-ESL Rate Types will be extracted.

Annual Generation Run

This field is only available in WA mode. Select from the pop up the Generation Run used to generate the annual rates. Use this regardless of the selection of Annual Rebates or Interim Rebates in the Claim Type.

Beneficiary Type Button

Click on this button to select the Beneficiary Types attached to Assessments which have had Rebates granted and are to appear on the report or export.

Rebate Group Button

Click on this button to select the Rebate Groups attached to Assessments which have had Rebates granted and are to appear on the report or export.

Tran. Type Button

Click on this button to select User Transaction Types attached to Assessments which have had Rebates granted and are to appear on the report or export.

Tracking Button

Click on this button to add an Activity to all Assessments appearing on the Tape or Report or to select only those Assessments that certain Activities and/or Next Action Dates present and are to appear on the report or tape.

Beneficiary Type Maintenance Form

Initially, all Beneficiary Types maintained within the Rates Module will default to the left of the Form. By highlighting the required Beneficiary Type and taking the Select Button, the Beneficiary Type will move to the assigned side of the form. By taking the Select All Button, all of the Beneficiary 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 Beneficiary Types to ensure none are overlooked during processing.

However, if it is desired to submit claims for only certain beneficiary types, then the required selection should be highlighted and assigned accordingly.

Beneficiary Type Maintenance Form

Available Fields

The available Beneficiary Types, having been previously established in the Parameters, will be listed here. This data is not maintainable on this form.

Assigned Fields

Those available Beneficiary Types that have been assigned for the Tape/Report will be listed here. All Beneficiary Types established via the Parameters will initially default to assigned.

Select All Button

Click on the Select All Button to assign all of the Beneficiary Types for running the Tape/Report.

Select Button

Highlight the required Beneficiary Type in the “available Fields” and Click on the Select Button to assign that Beneficiary Type for the Tape/Report.

Remove Button

Highlight the required Beneficiary Type in the “Assigned Fields” and Click on the Remove Button to remove that Beneficiary Type.

Remove All Button

Click on the Remove All Button to remove all of the assigned Beneficiary Types.

Search Profile - Beneficiary Type

Enter the Beneficiary Type and click on Search to find the required Beneficiary Type.

Search Profile - Description

Enter the Beneficiary Description and click on Search to find the required Beneficiary Type.

Rebate Group Maintenance Form

Initially, all Rebate Groups maintained within the Rates Module will default to the left of the Form. By highlighting the required Group and taking the Select Button, the Rebate Group will move to the assigned side of the form. By taking the Select All Button, all of the Rebate Groups 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 Rebate Groups to ensure none are overlooked during processing.

Rebate Group Maintenance Form

Available Fields

The available Rebate Groups, having been previously established in the Parameters, will be listed here. This data is not maintainable on this form.

Assigned Fields

Those available Rebate Groups that have been assigned for the Tape/Report will be listed here. All Rebate Groups established via the Parameters will initially default to assigned.

Select All Button

Click on the Select All Button to assign all of the Rebate Groups for running the Tape/Report.

Select Button

Highlight the required Rebate Group in the “available Fields” and Click on the Select Button to assign that Rebate Group for the Tape/Report.

Remove Button

Highlight the required Rebate group in the “Assigned Fields” and Click on the Remove Button to remove that Rebate Group.

Remove All Button

Click on the Remove All Button to remove all of the assigned Rebate Groups.

Update

Click in the box to select the appropriate Rebate Group and to flag the particular type of Rebate Group as being claimed to the date of the Report. (SA only) A council may wish to differentiate between government rebates (REBG) e.g. Full Pensioner rebate (60%) and partial Pensioner rebates say (30%). Checking on the appropriate Rebate Group will ensure extraction of only that Group.

Search Profile - Rebate Type

Enter the Rebate Group and click on Search to find the required Rebate Group.

Search Profile - Description

Enter the Rebate Group Description and click on Search to find the required Rebate Group.

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 Select/Remove 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 assigned.

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.

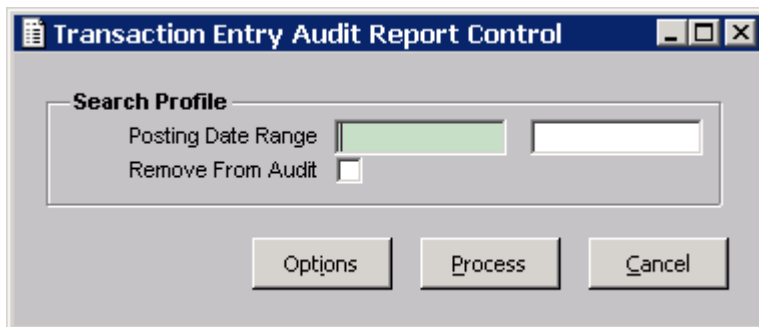
Search Profile - Description

Enter the Transaction Type Description and click on Search to find the required Transaction Type.

Transaction Entry Audit Report

Transaction Entry Audit Report Control Form

This function will allow the printing of an Audit Report of journals that have been entered via the Rates Journal Entry option. An option also exists to delete the work file once they have been reported on.

The image shows a Windows-style dialog box titled "Transaction Entry Audit Report Control". It has a standard title bar with minimize, maximize, and close buttons. The main area is divided into a "Search Profile" section and a bottom section with three buttons. The "Search Profile" section contains two input fields: "Posting Date Range" (with a green background) and "Remove From Audit" (with a checkbox). The bottom section contains three buttons: "Options", "Process", and "Cancel".

Transaction Entry Audit Report Control Form

Posting Date Range

Enter a 'from' and 'to' posting date for Rate Journals processed to be included in the report. Pressing F2 or double clicking on this field displays a calendar that can be used to choose the required dates.

Remove from Audit

Check this option on to delete the records that are included in this report run.

Rate Notice Report

This function will extract all information in respect to all assessments (or nominated assessments) for the following purposes:-

The production of Rate Notices, Instalment Notices and Reminder Notices. The fields extracted in this process can be used by the Query Export/Import Function for the export of the data to facilitate printing of the Notices.

The production of a Rate Notice Report in respect to the all assessments or selected assessments.

Rate Notice Report Control Form

The objective of this process is to extract the data necessary to enable the production of Rate Notices, Instalment Notice and Reminder Notices. The fields extracted in this process are used by the Generic Export Function to facilitate printing of the Notices.

A Report is also provided indicating all of the Assessment selected by the process and the details relevant to those Assessments.

This function can be run in multi-batch mode.

Rate Notice Report Control

Search Profile

Search Method: **Assessment Range**

Assessment Range: [] - []

Description: []

Application: ☐ Rates ☐ Spec Rate/Charge

Minimum Notice Amount: **0.00**

Include Ex-Gratia: ☐ Include Credit Balances: ☐ Include Zero Balances: ☐

Processing Parameters

Generation Run: [] >> []

Instalment Date: []

Posting Date: []

☐ Separate Previous from Current Rates

☐ Avail. Discount incl's Actual

Report Order: **Notice Group/Assessment Number**

Separate Postponed Notice: ☐

Notice Action: **None**

Merge Type: []

Export Format: []

File: []

Print Notice: **(none)**

Current Rates: **Summary**

Rebates: **Summary**

Arrears: **Summary**

Brought Forward: **Summary**

Interest: **Summary**

Legal Fees/Other: **Summary**

Discount: **Summary**

File Option: ☒ Replace ☐ Append

More **Tracking** **Notice Groups** **Options** **Process** **Cancel**

Rate Notice Report Control Form

Instalment/Reminder Notice Report Control Form

Search Method

Click on the Drop Down Menu to select the search method to be utilised. Possible options are:-
Assessment Range - Only Assessment Numbers falling within the Range specified will be selected for the Instalment or Reminder Notices.

Search System - Only Assessment Numbers that are included in the Query result will be used in the Instalment or Reminder Notices.

Assessment Range

Enter a "from Assessment Number" and a "to Assessment Number" if Assessment Number was selected as the search method. If this range is left blank, all assessments will be processed subject to any further conditioning.

Description

Click on the Pop Up to select the query result Search System was selected as the search method. Only Query Results from the LRAASSM entity can be selected.

Application – Rates

Check on the check box if you wish Rates to be included in the Rates Notice Process.

Application – Water Billing

Check on the check box if you wish Water Billing to be included in the Rate Notice Process

Application – Spec Rate/Charge

Check on the Check box if you wish Spec Rate/Charge to be included in the rate Notice process.

Minimum Notice Amount

Enter the Minimum Amount that a Rate Notice should print for. This amount will be checked against the instalment amount of an assessment.

Exclude Pensioners

Check on this box if you wish to exclude those assessments on which a beneficiary record exists.

Note: This field will only be available for Instalment, Reminder and Arrangements notice processing.

In order that the assessment carrying the Beneficiary record is excluded, the authority for the specific type of beneficiary MUST be set to Centrelink or Veteran Affairs in the Beneficiary Type Maintenance Parameter.

Include Ex-gratia Payments

Check on the Check Box if those Assessments that have been flagged as "Ex-Gratia" on the Assessment details Screen are to be included.

Include Credit Balances

Check on the Check Box if those Assessments that have a Credit Balance are to be included.

Exclude if Discounts Pending

This check box is only displayed if the Notice Type is Reminder.

The "Exclude If Discounts Pending" check box can be used to exclude Assessments from the report that have pending discount transactions. If this option is selected then any Assessment that has pending discounts will not produce a Reminder Notice but instead be listed on the exception report.

Include Zero balances

Check on the Check Box if those Assessments that have a zero Balance are to be included.

Notice Type

Click on the Drop Down to select the type of notice to be processed. The Option are:-

- Instalment
- Reminder
- Arrangements
- Debt Recovery

Reminder Type

Click on the Drop Down to determine if instalments are to be included in the processing run. The options are:-

- Instalments
- No Instalments
- Both

When running in Reminder Mode and 'Both' Reminder Type has been selected, the Minimum Notice Amount will be compared to the total Assessment Balance to generate the reminder notices.

Generation Run

Click on the Pop-up to select the generation run that will be the basis of the rate Notice Run.

Supplementary Generation Run

Click on the Pop-up to select the Generation Run used for Supplementary Rates. The Supplementary Charge Line fields on the Rate Notice Extract (LRPRA14) are not populated when a Supplementary Generation Run is nominated on the control form. Instead all annual and supplementary charges are loaded to the Charge Line fields and Supplementary Charge Line fields within the Datastring on Rate Notice Extract.

Instalment Date

If in Instalment Notice mode:-

Enter the due date of the instalment that is required to be processed.

If in Reminder Notice Mode:-

When Reminder Notices are required for assessments on instalments, enter the due date of the instalment.

When Reminder Notices are required for assessments not on instalments, enter the due date of the generation Run ID

When Reminder Notices are required for assessments of which some are on instalments and some are not, enter the due date of the instalment.

If in Debt Recovery mode:-

Enter the Due Date of the Instalment that is required to be processed.

Note: Amounts that are NOT yet due e.g. Supplementary rates (either on instalments or not) will not be included in the notice run.

Posting Date

The date entered in this field will default to the extract file (field POSTDATE) and can then be used for printing on the rate notice, if required.

Report Order

Check on the Button to select the desired Report order. There are two options:-

- Notice Group/Assessment Number – The information will be sorted in Assessment Number order within Notice Group order.
- Notice Group/Postcode/ Assessment Number – The information will be sorted in Assessment Number order within postcode order within Notice Group order.

Separate Postponed Notice

NSW requirement only. This field will not be available unless Postponed rates has been checked on at The System Parameters.

Check on this check box if it is desired to produce a Separate Postponed Rates Notice.

Avail. Discount incl's Actual

When this parameter is checked on, any actual Discount transactions present (comprising transactions of Transaction Types DISC, DISC-R, DISC-P and DISC-PR) will also be considered for loading to the DISCAVAIL extract field on the Rate Notice extract file (LRPRA14). The NETTRATE extract field will also be affected by any actual Discount transactions.

Print Separate Totals for

Check on the Button to select those specific items for which totals are required. The options are:-

Arrears - All Arrears associated with the assessment will be separately totalled in the extract. This field can then be selected for printing on the rate notices as required.

Fines - All Fines associated with the assessment will be separately totalled in the extract. This field can then be selected for printing on the rate notices as required.

Legal Other - All Legal and Other costs associated with the assessment will be separately totalled in the extract. This field can then be selected for printing on the rate notice as required.

Payments - All Payments associated with the assessment will be separately totalled in the extract. This field can then be selected for printing on the rate notice as required.

Separate Previous from Current Rates

Check this box on if GENR-P transactions are required to be in their own Charge line in the Rate Notice extract.

Notice Action

Select from the list the action to be taken. Available options are:

- None
This option will process the report details to the reporting entity for manual exporting.
- Generate Notice
This option will print a notice using a Word Processing Merge Document.
- Export to File
This option will process the report details to the reporting entity and automatically export the details to the nominated file using the selected file format.

Print Notice

This field is only available if the Generate Notice check box is ON. Check this ON if a Notice is to be printed using the Word Processing interface.

Merge Type

This field is only available if Generate Notice is checked on. Select the Merge Type from the pop up to be used to print the Rate Notice. This should only ever be used for copies of Rates Notices and is not intended to replace the external printing process for annual rates.

Export Format

This field is only available when Notice Action is set to Export to File. Either enter or select from the pop up the notice format that is to be used for exporting the details to.

File

This field is only available when Notice Action is set to Export to File. Either enter or select from the pop up the file location for exporting the details to.

File Option

Select either:

- Replace – Will replace or create the nominated file with the details from this run.
- Append – Will append the details of this run to the nominated file. This could then end up with multiple records for one assessment.

Previous/Current Instalments Only

Check on this check box if you require the Instalment or Reminder Notices to be extracted in the usual format of “Current Instalment” or “Previous Instalment” etc. The check box will default to on when entering the form.

Check the check box off if you wish the option to print the Instalment or Reminder notice in the usual Rate Notice Format. The Details/Summary Options fields would normally be greyed out if accessing Instalment or Reminder Notice options will become available for setting the specific requirements.

Detail/Summary Options

Click on the Drop Down to select the appropriate option for the processing run. The options are:-

- Detail
When selected all details associated with Charge Lines will be output to the file.
- Summary
When selected only Summary information associated with Charge Lines will be output to the file.
- Single Line
Only available for Rebates. If the Rates System Parameter ‘Separate Notice by Category’ parameter is checked OFF it will calculate one total for all Rebate transactions (if any) and output this to one of the occurrences between 1 and 12 of the DATASTRING field on the Notice Extract Entity (LRPRA14). If the Rates System Parameter ‘Separate Notice by Category’ parameter is checked ON it will enable separation of Rates and Water Rebates by doing the following:-
 - Calculate one total for all Rebate transactions associated with a Rate Category defined as ‘Upper’ (if any) and output the details to one of the occurrences between 1 and 9 of the DATASTRING field on the Notice Extract Entity (LRPRA14)
 - Calculate one total for all Rebate Transaction Types and Rate Types associated with a Rate Category defined as ‘Lower’ (if any) and output the details to one of the occurrences between 10 and 18 of the DATASTRING field on the Notice Extract Entity (LRPRA14)

Note: These fields will be greyed out if Instalment or Reminder notices are being processed and the “Previous/Current Instalments Only” check box is checked on.

The Rebates option has an additional option of Single Line. When selected all rebate types will be summarised into a single rebate amount.

Debt Recovery Button

Select this button to display the Debt Recovery Notice Parameter Maintenance form where additional processing parameters can be entered. This button is only displayed when the Notice Type of Debt Recovery is selected.

Tracking Button

Click on this button to add an Activity to all Assessments appearing on the Tape or Report or to select only those Assessments that have certain Activities and/or Next Action Dates present and are to appear on the report or tape.

Notice Groups Button

Select the Notice group Button to access the Notice Group selection Form

More Parameters Maintenance Form

Use this form to add additional Rate Notice or Instalment/Reminder Notice submission parameters.

More Parameters Maintenance Form

DD Date Range

These fields are used to select the due date and payment amounts of current Direct Debits with a type of Scheduled that are to be extracted into data string fields of the export. If these fields are left blank then the first 12 scheduled payments will be extracted. If the From date is left blank then payments up to the To date will be extracted. If the To date is left blank then payments From the From date will be extracted.

Transaction Posting Date

These fields are only available when printing a Notice from an Assessment. When a date range is entered into these fields, only transactions whose Posting Dates fall within that range will be extracted to the charge lines of the notice. (Note: for councils who utilise Zero/Non-Rateable Rate Types, these Rate Types will not be extracted into the charge lines when a Transaction Posting Date Range is entered because these Rate Types do not actually have any transactions linked to them, and therefore have no Posting Dates to compare.)

Message

The Message field provides for up to 100 characters of free format text to be entered. This text will default to the extract file (field RPTMESSAGE) and can then be used for printing on the rate notice, if required.

Reference 1

Reference 2

Reference 3

Reference 4

Reference 5

Nominate or choose from the pop up the Reference types, so that the number for that reference will be extracted.

Tran. Groups Button

Select this button to define the order that transaction groups will appear in the charge lines of the Rate Notice extract.

Rate Types Button

When selected from printing a Notice from an Assessment this button allows selection of rate types that will appear in the charge lines of the Rate Notice extract. When selected from the Rate Notice Report this button allows the ordering of charginelines by Rate Types.

Assessment Rating Period Rate Type Maintenance Form

Use this form to select Assessment Rating Period Rate Types that are to have their charges included on the Rate Notice.

Assessment Rating Period Rate Type Maintenance													
Available Search Profile Rate Type Description													
Select All Select Deselect Deselect All	Assigned <table border="1"> <tr> <td>TORRENS</td> <td>TORRENS CATCHMENT LEVY</td> </tr> <tr> <td>GARBAGE</td> <td>Garbage Bin</td> </tr> <tr> <td>GENERAL</td> <td>gw general rate</td> </tr> <tr> <td>WAGENERAL</td> <td>WA General Rate</td> </tr> <tr> <td>ESLSTD</td> <td>ESL Standard</td> </tr> <tr> <td>NWRES</td> <td>NW RES COPY</td> </tr> </table> Search Continue Quit	TORRENS	TORRENS CATCHMENT LEVY	GARBAGE	Garbage Bin	GENERAL	gw general rate	WAGENERAL	WA General Rate	ESLSTD	ESL Standard	NWRES	NW RES COPY
TORRENS	TORRENS CATCHMENT LEVY												
GARBAGE	Garbage Bin												
GENERAL	gw general rate												
WAGENERAL	WA General Rate												
ESLSTD	ESL Standard												
NWRES	NW RES COPY												

Assessment Rating Period Rate Type Maintenance form

Available

These fields display the Rate Type Code and Rate Type Code Description of Rate Types available for selection.

Assigned

These fields display the Rate Type Code and Rate Type Code Description of Rate Types selected.

Search Profile – Rate Type

Enter the Rate Type or part of the Rate Type to be searched for.

Search Profile – Description

Enter the Rate Type Description or part of the Rate Type Description to be searched for.

Select All Button

Click on the Select All Button to assign all of the Rate Types.

Select Button

Click on the Select Button to assign a single Rate Type.

Deselect Button

Click on the Deselect All Button to unassign all of the Rate Types.

Deselect All Button

Click on the Deselect Button to unassign a single Rate Type.

Debt Recovery Notice Parameter Maintenance Form

Use this form to restrict the assessments that will be extracted for Debt Recovery.

Debt Recovery Notice Parameter Maintenance form

Include Legal Fees

When this checkbox is ticked on, Legal Fees will be included when calculating the Debt Collection Outstanding Balance.

Exclude Arrangement Payers

When this checkbox is ticked on, Assessments with a current Arrangement will be excluded from the extract.

Exclude Assessments with Postponed Rates

When this checkbox is ticked on, Assessments with Postponed Rates will be excluded from the extract.

Check for Part Payment

When this checkbox is ticked on, if the current Instalment has had any payment allocated to it, the assessment will be excluded from the extract. Alternatively, if this checkbox is not ticked on, then the Assessment will be extracted if the current Instalment has not been fully paid within the tolerance of the Minimum Instalment Amount.

Extract New Balances Only

When this checkbox is ticked on, only instalments that have not been previously extracted will be considered in the calculation of the Debt Collection Outstanding Balance.

If this checkbox is not ticked on then the Debt Collection Outstanding Balance will be calculated from all of the previous instalments up to the current one, regardless of whether they have been previously extracted or not.

Minimum Instalment Amount

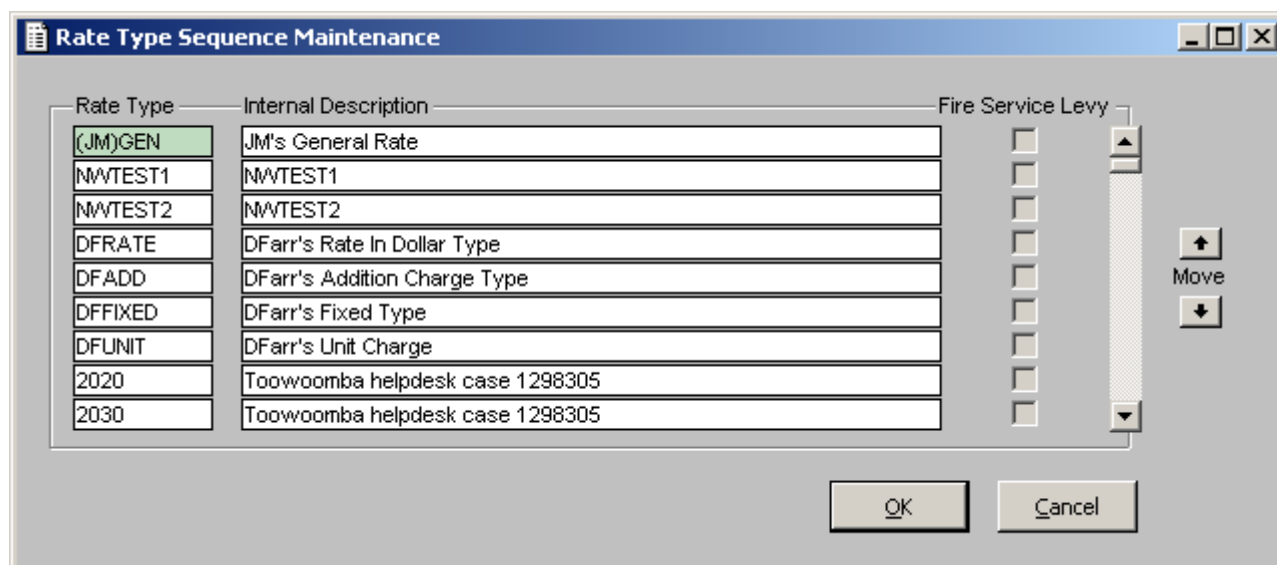
This field will be taken into consideration (but not included) when calculating the Debt Collection Outstanding Balance for the extract. If the Debt Collection Outstanding Balance is less than or equal to the Minimum Instalment Amount, the Assessment will not be included in the extract. Minimum Instalment Amount cannot be less than zero.

Number of Instalments to be Considered

Enter the number of instalments to be considered for the Debt Recovery Notice extract. If the Number of Instalments to be Considered is set to 2 and only the first instalment is outstanding then the Last Instalment Amount on the assessment will also be considered providing the Last Instalment Amount Extraction job was run before the End of Period Roll.

Rate Type Sequence Maintenance Form

Use this form to determine the order that the Rate Types are displayed within the charge lines.



The **Rate Type Sequence Maintenance** form contains a table with three columns: Rate Type, Internal Description, and Fire Service Levy. The table lists several rate types, with '(JM)GEN' selected. To the right of the table is a vertical scroll bar and two 'Move' buttons (up and down arrows). At the bottom are 'OK' and 'Cancel' buttons.

Rate Type	Internal Description	Fire Service Levy
(JM)GEN	JM's General Rate	☐
NWTEST1	NWTEST1	☐
NWTEST2	NWTEST2	☐
DFRATE	DFarr's Rate In Dollar Type	☐
DFADD	DFarr's Addition Charge Type	☐
DFFIXED	DFarr's Fixed Type	☐
DFUNIT	DFarr's Unit Charge	☐
2020	Toowoomba helpdesk case 1298305	☐
2030	Toowoomba helpdesk case 1298305	☐

Rate Type Sequence Maintenance Form

Rate Type

This field displays the Rate Type Code.

Internal Description

This field displays the Internal Description of the Rate Type Code as per Rate Type Parameter Maintenance.

Fire Service Levy

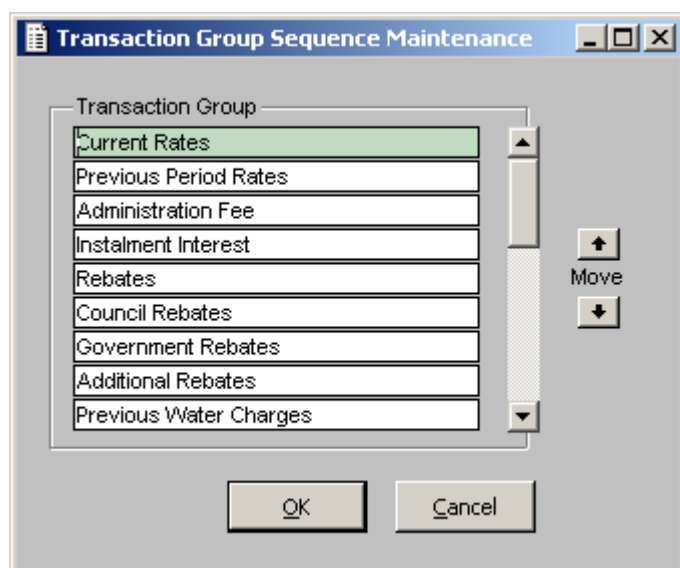
This check box will display a tick if the rate Type has been flagged as a Fire Service Levy Rate Type as per the Rate Type Parameter Maintenance.

Move Buttons

By pressing the move buttons, the Rate Types may be sequenced within the list.

Transaction Group Sequence Maintenance Form

Use this form to determine the order that the Transactions are displayed within the charge lines.



The **Transaction Group Sequence Maintenance** form contains a list box titled 'Transaction Group' with the following items: Current Rates, Previous Period Rates, Administration Fee, Instalment Interest, Rebates, Council Rebates, Government Rebates, Additional Rebates, and Previous Water Charges. To the right of the list box are two 'Move' buttons (up and down arrows). At the bottom are 'OK' and 'Cancel' buttons.

Transaction Group Sequence Maintenance Form

Transaction Group

Lists the Transaction Groups that are extracted as charge lines in the Rate Notice Report.

Move Buttons

By pressing the move buttons, the Transaction Groups may be sequenced within the list.

Rates Audit Report

This function produces two reports, one being the new Rates Audit Report (which advises summary information about the Rates Accounting application) and the other being the existing Outstanding Balances Report (in Totals mode).

Rates Audit Report Control Form

Search Profile

Search Method: **Assessment Range**

Assessment Range: -

Query Result:

Application: ☐ Rates
☐ Spec Rate/Charge
☐ Water Billing

Processing Parameters

Rating Period:

First Half Year: >>

Second Half Year: >>

Rateable Valuation Year:

Current: >>

New: >>

Balance Range:

0.01	-	999,999,999.99
	-	
	-	
	-	
	-	

Prepaid Rates Cards Issued: >>

Properties T/V: >>

Manual Levy: >>

Suppress Levy: >>

Include Supplementary Entries: ☐

Rates Audit Report Form

Search Method

Click on the Drop Down Menu to select the search method to be utilised. Possible options are:-
 Assessment Range - Only Assessment Numbers falling within the Range specified will be selected for the Instalment or Reminder Notices.

Search System - Only Assessment Numbers that are included in the Query result will be used in the Instalment or Reminder Notices.

Assessment Range

Enter a "from Assessment Number" and a "to Assessment Number" if you selected Assessment Number as your search method.

If this range is left blank, all assessments will be processed subject to any further conditioning.

Query Result

Click on the Pop Up to select the query result if you selected Search System as your search method.

Application

Click on the Check Box to select the application(s) over which the Transaction Listing is to be run.

The available options are:-

- Rates
- Spec Rate/Charge
- Water Billing

First Half Year

For those Councils using Half-Yearly Billing enter the code that refers to the First Half of the Rates Period.

Second Half Year

For those Councils using Half-Yearly Billing enter the code that refers to the Second Half of the Rates Period.

Balance Range

Enter the Range of Balances that are required to be reported on. Note the initial Balance Range will be set from 0.01 to 999,999,999.99, only the 'to amount' fields may be maintained the 'from amounts' will be created by the system.

Current

Enter the Current Rateable Valuation Year.

New

To compare newly entered figures against the Current Year enter the Rateable Valuation Year that corresponds to the newly entered valuations.

Prepaid Rates Cards Issued

Enter an Activity Code which relates to Prepaid Rates Cards Issued.

Properties T/V

Enter an Activity Code which relates to Properties T/V.

Manual Levy

Enter an Activity Code which relates to Manual Levies.

Suppress Levy

Enter an Activity Code that relates to Suppress Levy.

Bins Button

Select this button to access the Rate Type Maintenance form. All Rate Types applicable to the Rating Period selected will default as Selected however the option is available to restrict the report by un-assigning all of the Rate Types and re-selecting only those which are relevant to Bins.

Additional Bins

Select this button to access the Rate Type Maintenance form. All Rate Types applicable to the Rating Period selected will default as Selected however the option is available to restrict the report by un-assigning all of the Rate Types and re-selecting only those which are relevant to Additional Bins.

Services

Select this button to access the Rate Type Maintenance form. All Rate Types applicable to the Rating Period selected will default as Selected however the option is available to restrict the report by un-assigning all of the Rate Types and re-selecting only those which are relevant to Services.

Rate Types

Select this button to access the Rate Type Maintenance form. All Rate Types applicable to the Rating Period selected will default as Selected however the option is available to restrict the report by un-assigning all of the Rate Types and re-selecting only those over which the report is to run.

Tracking

Click on this button to add an Activity to all Assessments appearing on the Tape or Report or to select only those Assessments that have certain Activities and/or Next Action Dates present and are to appear on the report or tape.

Transaction Listing

This function allows you to list the financial transactions for selected Assessments.

Transaction Listing Control Form

The functions available in this option include the following:

- Allow selection of a range of 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 over which the report will run.
- Allow selection of a Batch over which the report will be run.
- Print only assessments with outstanding balances.
- Print totals by assessment.
- Print totals by Transaction Type.
- Print transaction details for each assessment.
- The Tracking facility can be used to include or exclude assessments with specific Activity Codes.

This function can be run in multi-batch mode.

Transaction Listing Control

Search Profile

Search Method: **Assessment Range**

Assessment Range: [] - []

Query Result: []

Application: ☐ Rates ☐ Water Billing ☐ Spec Rate/Charge

Processing Parameters

Assessment Status: **(All)**

Include Overpayments: **Yes**

Transaction Date Range: [] - []

Posting Date Range: [] - []

Rating Period: **2004/05** >> 2004/2005

Batch Number: [] >> []

☐ Include Outstanding Transactions Only

☐ Assessments with O/S Debts and Receipts Only

☐ Assessments with Disputed Debts Only

☐ Disputed Debts Only ☐ Fully or Partially Paid Only

Report Layout: ☒ Totals ☐ Summary ☐ Detail

Reasons Rate Types Tran. Types Tracking Options Process Cancel

Transaction Listing Control Form

Search Method

Click on the Drop Down Menu to select the Search Method to be utilised.

Possible options are:

Assessment Range - only Assessments within the Range specified will be used in the Transaction Listing Report

Search System - Only Assessments that are included in the Query Result will be used in the Transaction Listing Report.

Assessment Range

Enter a "From Assessment Number" and a "To Assessment Number" if you selected Assessment 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.

Application

Click on the Check Box to select the application over which the Transaction Listing is to be run.

The available options are:-

- Rates
- Spec Rate/Charge
- Water Billing

Assessment Status

Click on the Drop Down to select the Status of the 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 which is effectively is up to midnight 19/8/00. If transactions are sought which 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 over which the Transaction Listing report will be run. Batches with a status of "Awaiting Update" can be selected for checking before processing.

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.

Assessments with Disputed Debts Only

If checked on only Assessments 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.

Report Layout

Click on the radio button for the required report. 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 over which the Transaction Listing was run.
- Summary – This report will provide a total for each transaction type on an assessment by assessment basis. The report also provides overall totals for each transaction type included in the report.
- Details – This report will provide details for each assessment and the transactions on that assessment. The report also provides over all totals for each transaction type included in the report.

Reasons Button

Click on this button to go to the Supplementary Reason Maintenance Form.

Rate Types Button

Select this button to access the Rate Type Maintenance form. All Rate Types applicable to the Rating Period selected will default as Selected however the option is available to restrict the report by de-selecting all of the Rate Types and re-selecting only those over which the report is to run.

Transaction 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 de-selecting all of the Transactions Types and re-selecting only those over which the report is to run.

Tracking Button

Click on this button to add an Activity to all Assessments appearing on the Tape or Report or to select only those Assessments that have certain Activities and/or Next Action Dates present and are to appear on the report or tape.

Supplementary Reason Maintenance Form

Supplementary Reason Maintenance

Available		Assigned	
1999	1999 General Revaluation	CARPORT	Carport
ADD	Household Additions	DIV	Division
AMAL	Amalgamation	DIV2	Division 2
		GOOD	Good Reason
		JEFFTEST	Testing
		NEW	New Reason Test
		NOGOOD	No Good Reason
		NORTH	Northern Reason
		OCCUPANCY	Valuation Received

Search Profile

Reason: Description:

Search OK Cancel

Supplementary Reason Maintenance Form

Available

The Reasons on this side of the form have not yet been selected and therefore will not be considered for the report.

Assigned

The Reasons on this side of the form have been selected and therefore will be considered for the report.

Search Profile – Reason

Enter a Reason Code (or part thereof) on which to base your search.

Search Profile – Description

Enter a description (or part thereof) on which to base your search.

Batch Header Pop Up Form

Use this pop up to select a Batch number to run the report over.

Batch Header Pop Up

Batch Number	Description	User	Creation Date	Document Type
70	Batch test for DRN 5091	JGO	06-Nov-2000	Journal
100	Import	MORRISN	02-Feb-2001	Journal
101	Import	MORRISN	02-Feb-2001	Journal
148	batch header	JGO	28-Mar-2001	Journal
169	dbu test	BUXTOND	23-Apr-2001	Journal
198	Test DRN 6763	MITCHEJ	27-Aug-2001	Journal
280	BATCH PROCESSING IN RATES	COOKP	25-Jul-2002	Journal
282	drn5623	WOODHEG	03-Sep-2002	Journal
359	Import batch - DRN 10100	SFURB	10-Mar-2003	Journal

Search Profile

Batch Number

Description

Search Select Close

Batch Header Pop Up Form

Batch Number

This field displays the Batch Number that is automatically assigned upon creation.

Description

This field displays the description given to the Batch Number when it was created.

User

This field displays the User ID of the user that created the Batch.

Creation Date

This field displays the date that the Batch was created.

Document Type

This field displays the Document Type assigned to the Batch when it was created.

Search Profile – Batch Number

Enter the Batch Number and click on Search to find the required Batch.

Search Profile – Description

Enter the Batch Description and click on Search to find the required Batch.

Agents Rates Schedule Report

Agent's Rates Schedule Form

This function can be run in multi-batch mode.

Agent's Rates Schedule Form

Processing Type

Click on the drop down to select the required Processing Type. The options are:-

- Agent
- Ratepayer
- Owner

Name

This field is only available when the Processing Type is set to Ratepayer or Owner. Select the name of either the Ratepayer or Owner for the report to be run over.

Report Type

Click on the drop down to select the required report Type. The options are:-

- Detail
- Summary

Instalment

This field is only available when the Report Type is set to Summary. Enter the Instalment Number that the report is to be run over.

Include Credit Balances

Check this box on if assessments with a credit balance are to be included.

Include Zero Balances

Check this box on if assessments with a zero balance are to be included.

Query Result – Description

This field may be used to specify a previously created query definition to identify a group of records. Alternatively, a query may be selected from the pop up.

Tracking Button

Click on this button to add an Activity to all Assessments appearing on the Tape or Report or to select only those Assessments that have certain Activities and/or Next Action Dates present and are to appear on the report or tape.

Notice Groups Button

Click on the button to access the Notice Groups Maintenance Form to further qualify your selection of the Notice Groups.

Outstanding Balance Report

This facility allows you to list all assessments with an Outstanding Balance between a specified debit and credit range. Selection can be over a range of assessments or a Query Result can be used. The detail for each assessment may be printed or a summary of the total assessments in the range selected.

Outstanding Balances Report Control Form

This report allows you to list all assessments with an Outstanding Balance between a specified debit and credit range. Selection can be over a range of assessments or a Query Result can be used.

The detail for each assessment may be printed or a summary of the total assessments in the range selected.

The Tracking facility can be used to include or exclude assessments with specific Activity Codes.

This 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 Assessments within the Range specified will be used in the Outstanding Balances Report
- Search System - Only 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.

Application

Click on one of the checkboxes to select the Application over which the Outstanding balances report is to run.

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 Assessment Balance at this date is compared with the 'Balance Range' to determine whether or not the Assessment 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 over which the Outstanding Balances Report was run.
- Summary. This report will provide a total for each assessment on an assessment by assessment basis. The report also provides overall totals for all assessments included in the report.
- Details. This report will provide full details for each 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 requires assessments with a zero balances to be included. The report will list these assessments together with transactions on those assessments.

Separate Interest Receipts

If this check box is on the amount of Receipts apportioned to Interest / Fines is to be reported.

This parameter is only available if Instalment Interest transactions aren't used by Council (Instalment Interest transactions are considered to be in use if the Instalment Interest Percentage system parameter is set to a valid percentage).

When this check box is on, the amount apportioned from Receipts to Interest transactions (being any FINC, FINI, FINA, FINE transaction type) will be printed on the various Outstanding Balance reports in a column labelled "Int Receipts".

Assm Balance Report

Check this on if a separate report is required giving the assessment number and assessment 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 Assessments appearing on the Tape or Report or to select only those Assessments that have certain Activities and/or Next Action Dates present and are to appear on the report or tape.

Valuation Report

Valuation Report Form

This report will facilitate the provision of Valuation information in the following ways.

- To provide information on Valuations attaching to the Valuer General's Number (VG) by Year, by VG number, by Ward, and overall totals.
- To provide information on the Rateable Valuations attaching to each Rate Assessment by year, by Assessment Number, by Ward, and overall totals.

These two reports can be run independently of each other, or together. They must be run together when the Print Totals by Non-Rateable code check box is set on.

This function can be run in multi-batch mode.

Valuations Report Control Form

Search Method

Click on the Drop Down Menu to select the search method to be utilised.

Possible options are:

- (VG)Number Range – Only VG Numbers falling within the Range specified will be selected for the Valuation and Rateable Valuation reports.
- Search System – Only VG Numbers that are included in the Query result will be used in the Valuations and Rateable Valuations Reports.

VG Number Range

Enter a “from VG Number” and a “To VG Number” if you selected VG Number as your search method.

Description

Click on the Pop Up to select the query result if you selected Search System as your Search method.

Print Valuations

Check on the Print Valuations Check Box if a Valuations report is required. Once the Print totals by Non-Rateable code check box is set on this field is defaulted on and not available.

Valuation Year

Click on the Drop Down Menu to select the valuation year to be selected. A year is required to be specified in order for the report to complete.

Either a past, present, or future valid Valuation Year may be selected.

Search for Valuation Type

Check this box ON if the report is to contain latest valuation for the selected Valuation Type(s).

Print Rateable Valuations

Check on the Print Rateable Valuations Check Box if a Rateable Valuation report is required. Once the Print totals by Non-Rateable code check box is set on this field is defaulted on and not available.

Include Rateable Assessments

Check on the Include Rateable Assessments Check Box to include all Rateable Assessments in the Report. The process checks against the Non rateable Reason Code on all Assessments to ensure that only rateable Assessments are included.

This Check Box must be checked on if the “Include Non Rateable Assessments” is not checked on.

Once the Print totals by Non-Rateable code check box is set on this field is defaulted on and not available.

Include Non-Rateable Assessments

Check on the Include Non-Rateable Assessments Check Box to include all Non-Rateable Assessments in the report. The process checks against the Non Rateable Reason Code on all Assessments to ensure that all Assessments with a Non Rateable Reason Code are included.

This Check Box must be checked on if the “Include Rateable Assessments” Check Box is not checked on.

Once the Print totals by Non-Rateable code check box is set on this field is defaulted on and not available.

Rateable Valuation Year

Click on the Drop Down Menu to select the Rateable Valuation Year to be selected. A year is required to be specified in order for the report to complete.

Either a past, present, or future valid Rateable Valuation year may be selected.

Report Type Details

Check on the Button to select a Detailed report. If this button is selected, a Totals report will also be provided.

Report Type Totals

Check on the Button to select a Totals report.

Print Details by Ward

Check on the Button to have the report sort by Ward and Total by Ward.

Include Supplementary Entries

This checkbox controls if the details of existing Supplementary Entries are examined.

When the checkbox is on the Totals report will print two additional sections.

- The first additional section is called ‘Supplementary Differences’, and shows the valuation changes (pertaining to the Valuation and Rateable Valuation Years nominated) due to the Supplementary Entries in progress (i.e. the Valuation Difference figures).
- The second additional section is called ‘New Valuations’, and shows the nett effect of the current valuations and the supplementary differences.

If the Valuations Report is being printed by Ward the three sections (i.e. Current Valuations, Supplementary Differences, and New Valuations) will be printed for each Ward as well as totals for all Wards.

Print totals by Non-Rateable code

Set this checkbox on to print an additional section on the Valuations Report. Setting this check box on also makes other fields on the Valuations Report protected. Only sites that have a one-to-one relationship between Assessment and Valuer General Numbers should have this parameter checked on as the details printed in this section may only be correct for that scenario.

Valuation Types Button

If the "Print Valuations" Check Box is checked on, the Valuations Types Button will be available. Selection of this button will provide an option to select a valuation type. All valuation types will default to the report in the absence of a specific selection.

Tracking Button

Selection of this button will provide the option to further qualify the Assessments to be selected. Selection of the relevant Activity Code previously added to the Assessments will enable the selection of only those assessments in construction of the Report. This facility is only available for the Rateable Valuation Report.

Postponed Rates Report

This facility allows you to report on all assessments that have Postponed Rate transactions outstanding. The report will provide information on the outstanding current years Postponed rates, together with the Previous years postponed rates.

Two reports are produced being a Detailed Report and a Summary Report.

The Detail report provides details of each Assessment on which there are postponed rates transactions, Summary Report provides totals of the postponed rates transactions for each relevant Rate Type.

For both reports the Postponed Rates and Postponed Interest amounts are shown separated by Rate Type and the Rating Period that they were raised in. For each Assessment the Rateable valuation, Adjusted Rateable valuation and the Attributable valuation for the current rating period are shown on the detail report, and a grand total of the above valuations are shown on the Summary report.

Note: This facility is a New South Wales requirement only.

Postponed Rates Report Control Form

This facility allows you to report on all assessments that have Postponed Rate transactions outstanding. The report will provide information on outstanding current years Postponed rates together with Previous years postponed rates.

Postponed Rates Report Control Form

Search Method

Click on the Drop Down Menu to select the search method to be utilised. Possible options are:
Assessment Range - Only Assessment Numbers falling within the Range specified will be selected for the Postponed Rates Report.

Search System - Only Assessment Numbers that are included in the Query result will be used in the Postponed Rates Report.

Assessment Range

Enter a "from Assessment Number" and a "To Assessment Number" if you selected Assessment Number as your search method.

Description

Click on the Pop Up to select a Query Result if you selected Search System as your Search Method.

Tracking Button

Selection of this button will provide the option to further qualify the Assessments to be selected. Selection of the relevant Activity Code previously added to the Assessments will enable the selection of only those assessments in construction of the Report.

Rebate Matching Report

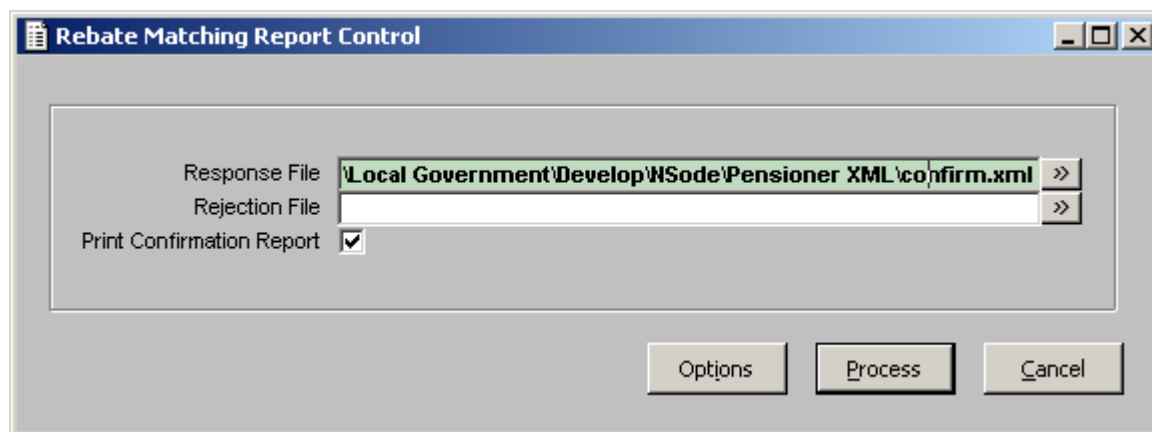
This option provides a report on the determinations by Centrelink and/or the Department of Veteran Affairs as to the eligibility of certain ratepayers to rate Rebates. The facility is provided to upload the Centrelink and Veteran Affairs files being the results of the Departments matching their records against the records of Council (previously provided) and consist of approvals and rejections.

The process will collate the information contained within the files and present a report to assist amendments to the Council records as required.

Note: this facility is presently required in New South Wales, Queensland and Victoria.

Rebate Matching Report Control Form

This form facilitates the loading of Centrelink information as a result of Validation being performed. Centrelink now validates both Centrelink and Department of Veteran Affairs pensioners/beneficiaries. This form is only available if the function has been authorised. It provides reports that may need manual action taking to update pensioner/beneficiary details.



Rebate Matching Report Control Form

Response File

Either enter the file location of the Response file or select it by using the pop up.

Rejection File

Either enter the file location of the Rejection file or select it by using the pop up.

Print Confirmation Report

Check on the Check Box if a Confirmation Report is to be produced. The report will detail the Confirmed records contained within a XML Response file.

Next Action Date Report

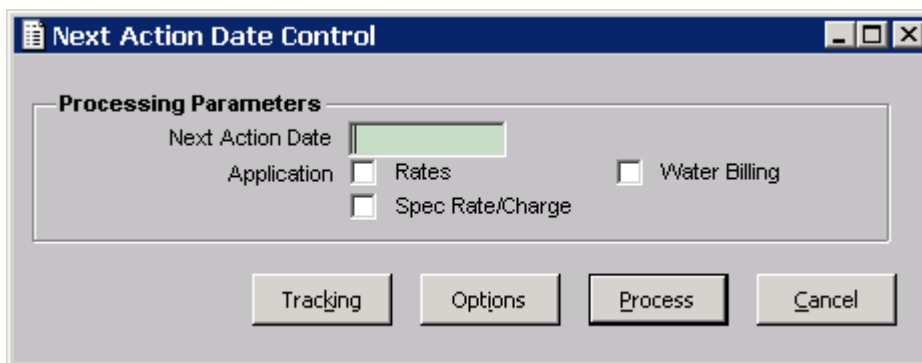
The Next Action Date Report will report on assessments that have activity codes logged (via the Activity Maintenance screen), carrying a Next Action Date for the purposes of debt recovery or other general tracking.

The report will extract the assessments that have a Next Action Date that is less than or equal to the date entered on the Control form.

The Next Action Date Report will provide the following information for each assessment. The report will be produced in Assessment number order.

- Assessment Number
- Property Address
- Ratepayer/Consumer/Debtor name(s)
- Mailing Address
- Activity Code and Description
- Next Action Date
- Assessment Outstanding Balance (Pending Balance)

Multiple occurrences of an Activity Code with the same date on the one assessment will be listed under the one Assessment record. A warning message will appear just above the Assessment Outstanding Balance line advising there are multiple Next Action Dates against the Assessment.



Next Action Date Report Form

Next Action Date

This field may be entered or if left blank, the date on which the report is run (batch run date) will be utilised as a default.

Application

Tick ON at least one application. Alternatively all applications may be selected

Tracking Button

The Tracking button will access the 'Tracking Selection' form that will be used to select Activity Codes for Next Action Date checking.

Arrangement Report

The Arrangement Report will perform a number of different functions in relation to reporting of Arrangements. It will:

- Provide a Report that details schedule of all Pathway Arrangements
- Provide a Report that details all arrangements that have been completed (i.e. full payment has been made)
- Provide a Report that details defaulted arrangements, where a certain number of missed payments can be allocated.
- Utilise the word processing interface to create on-line letters for each of the report types.

Arrangement Control Form

The Arrangement Control form allows parameters to be set up for producing the Arrangement Report.

Arrangement Control Form

Search Method

Enables the process to be run using an Assessment Number Range or Query Result. The Query Result will utilise queries over the LRAASSM table.

Assessment Range

This can be left blank to process ALL assessments, or a particular assessment number or range of assessments 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.

Direct Debit Report

Direct Debit Report Control Form

This function allows for the printing of a Rates Acknowledgement letter including a Direct Debit Amount Schedule for an Assessment Range over a defined period. The Acknowledgement Letter utilises Pathway Word Processing to generate letters with a Merge Type based on RA_LETTER. The Direct Debit Report also offers a new Extract List Type DDBTSCHD, which allows for the extraction of 56 current Direct Debit Scheduled Payments.

Acknowledgement Letters will be printed only if the Print Acknowledge options are selected on the Direct Debit Report Control and on the corresponding Direct Debit Type for the Direct Type.

Standard Tracking functionality is available.

Direct Debit Report Control Form

Search Profile – Search Method

Enables the process to be run using an Assessment Number Range or Query Result. The Query Result will use queries over the LRAASSM table.

Search Profile – Assessment Range

This can be left blank to process ALL assessments, or a particular assessment number or range of assessments entered.

Search Profile – Description

This field will be used to define the Query Result where a Search Method of Search System has been used.

Processing Parameters – Print Schedule

Enter the date range that the Direct Debit Report is to extract details for.

Processing Parameters – Print Acknowledge

Check this on if letters are to be printed using the standard Word interface.

Processing Parameters – Letter Date

This field is not available if the Print Acknowledge check box is turned off. Enter a date that will be used on the letters to be issued

Processing Parameters – Print Letter

This field is not available if the Print Acknowledge check box is turned off. Choose the correct option from the drop down.

Processing Parameters – Merge Type

This field is not available if the Print Acknowledge check box is turned off. Enter the Merge Type or choose the correct merge type from the pop up to create letters using the standard Word interface.

Direct Debit Type Button

Use this button to display the Direct Debit Type Maintenance form where Direct Debit Types can be selected for extraction. The available Direct Debit Types will only be for the Applications checked on.

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.

ESL Monthly Remittance Report

This report is run on a monthly basis that details of payments made against ESL rate types can be submitted to the Fire and Emergency Services Authority of Western Australia (FESA).

The report should be run with a Run Type set to Report Only at first. If the results are acceptable the report should be run with the Run Type set to Update and Report. This will update the results to the Monthly Remittance Accumulation File for use by the next ESL Monthly Remittance Report. Each time the report is required the option Run Type should be set to Update and Report once and once only.

ESL Monthly Remittance Report Form

Search Method

Enables the process to be run using an Assessment Number Range or Query Result. The Query Result will utilise queries over the LRAASSM table.

Assessment Range

This can be left blank to process ALL assessments, or a particular assessment number or range of assessments entered.

Even though an assessment range can be entered it is recommended that the report is run without entering an assessment range so that all assessments are considered. Because the report accumulates amounts entering an assessment range can make the results look incorrect.

Description

This field will be utilised to define the Query Result, where a Search Method of Search System has been utilised.

Processing Parameters – Run Type

Select the run type for the job from the drop down. The valid options are:

- Report Only

Will produce a report without making any updates to the data base. Can be run multiple times in this mode to ensure that the correct results are retrieved.

- Update and Report

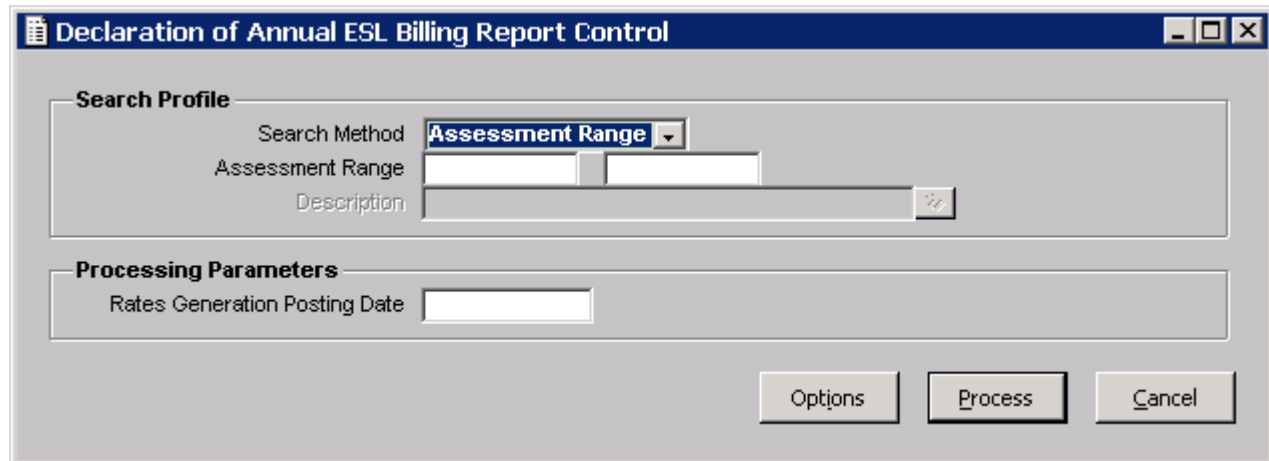
Produces a report and updates the results to the Monthly Remittance Accumulation File for use by the next ESL Monthly Remittance Report

Processing Parameters – Payments To Date

Enter the date that payments are to be considered to must be entered into the Payments To Date field before the report is run. This date must be on or before the current date and later than the date used for the previous ESL Monthly Remittance Report.

Declaration of Annual ESL Billing Report

This report is run after the annual rates generation so that details can be submitted to the Fire and Emergency Services Authority of Western Australia (FESA).



The screenshot shows a Windows-style dialog box titled "Declaration of Annual ESL Billing Report Control". It contains two main sections: "Search Profile" and "Processing Parameters".

Search Profile:

- Search Method:** A dropdown menu currently showing "Assessment Range".
- Assessment Range:** Two adjacent text input fields.
- Description:** A single-line text input field.

Processing Parameters:

- Rates Generation Posting Date:** A date input field.

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

Declaration of Annual ESL Billing Report Form

Search Method

Enables the process to be run using an Assessment Number Range or Query Result. The Query Result will utilise queries over the LRAASSM table.

Assessment Range

This can be left blank to process ALL assessments, or a particular assessment number or range of assessments entered.

Description

This field will be utilised to define the Query Result, where a Search Method of Search System has been utilised.

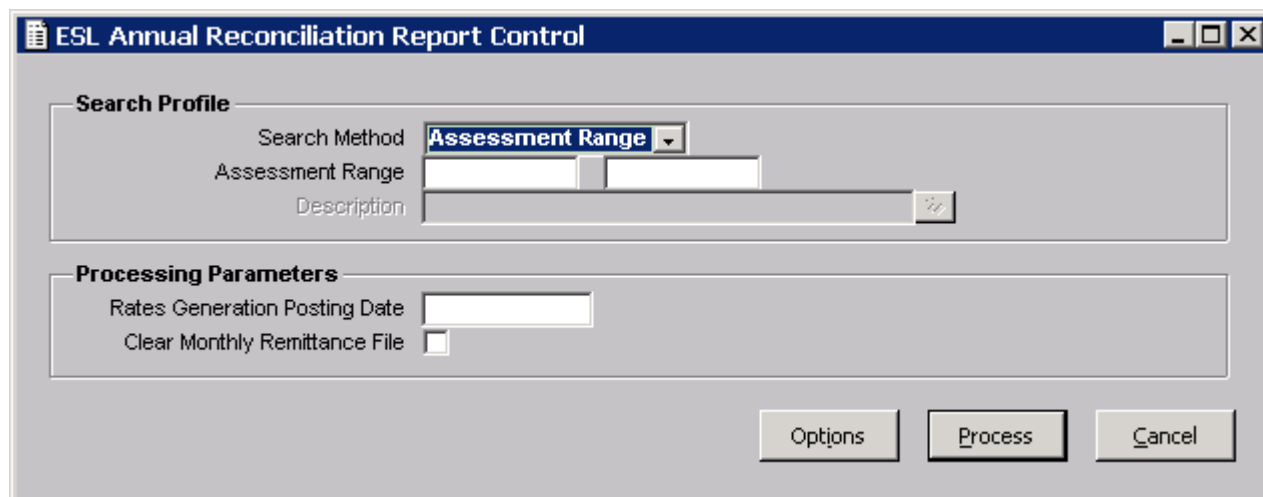
Rates Generation Posting Date

The date the Annual Rates Generation transactions were posted must be entered into the Rates Generation Posting Date field before the report is run.

ESL Annual Reconciliation Report

This report is run at the end of year to provide Fire and Emergency Services Authority of Western Australia (FESA) reconciliation details of payments made against ESL rate types for the year.

The option Clear Monthly Remittance File should be selected when running this report so that the Monthly Remittance Accumulation File used by the ESL Monthly Remittance Report is cleared in preparation for the new rating year.



ESL Annual Reconciliation Report Form

Search Method

Enables the process to be run using an Assessment Number Range or Query Result. The Query Result will utilise queries over the LRAASSM table.

Assessment Range

This can be left blank to process ALL assessments, or a particular assessment number or range of assessments entered.

Description

This field will be utilised to define the Query Result, where a Search Method of Search System has been utilised.

Processing Parameters – Rates Generation Posting Date

The date the Annual Rates Generation transactions were posted must be entered into the Rates Generation Posting Date field before the report is run.

Processing Parameters – Clear Monthly Remittance File

Check this on so that the Monthly Remittance Accumulation File used by the ESL Monthly Remittance Report is cleared in preparation for the new rating year.

Rate Notice (NZ)

This form caters for the production of New Zealand Rate Notices.

This function can be run in multi-batch mode.

Rate Notice (NZ) Control Form

Search Method

Click on the Drop Down Menu to select the search method to be utilised. Possible options are:-

- Assessment Range – Only Assessment Numbers falling within the Range specified will be selected for the Instalment or Reminder Notices.
- Search System – Only Assessment Numbers that are included in the Query result will be used in the Instalment or Reminder Notices.

Assessment Range

Enter a “from Assessment Number” and a “to Assessment Number” if Assessment Number was selected as the search method. If this range is left blank, all assessments will be processed subject to any further conditioning.

Query Result

Click on the Pop Up to select the query result Search System was selected as the search method. Only Query Results from the LRAASSM entity can be selected.

Minimum Notice Amount

Only notices with a total amount due that is greater than this amount will be produced. This does not apply to notices with a zero or credit total amount due.

Include Ex-Gratia

Check on the Check Box if those Assessments that have been flagged as “Ex-Gratia” on the Assessment details Screen are to be included.

Include Credit Balances

Check on the Check Box if those Assessments that have a Credit Balance are to be included.

Include Zero Balances

Check on the Check Box if those Assessments that have a zero Balance are to be included.

Generation Run

Select the Generation Run applicable to the current year's rates. This will control the extraction of the Pay By Date, Notice Date and Discount details on the notices.

Instalment Date

Enter a date that is then used to determine the current instalment for each Assessment, by locating the latest instalment that is earlier than or equal to this date. It is only available if the nominated Generation Run has a default instalment plan attached.

Posting Date

The date entered in this field will default to the extract file (field POSTDATE) and can then be used for printing on the rate notice, if required.

Report Order

This is used to construct a Print Order value for each notice that is extracted to the extract file (field PRTORDER). This field can then be used (along with the Record Sequence field, RECSEQ) by an external bureau to order the notices. Available options for ordering are:

- Notice Group/Assessment Number
- Notice Group/Postcode/Assessment Number
- Notice Group/Suburb/Street (The Suburb and Street of the Property Address for the Assessment.)

Extract Instalment Balance

This check box governs the method used to calculate the Instalment Amounts extracted by the Rates Notice (NZ).

When 'Extract Instalment Balance' is set on, the Rates Notice (NZ) process will extract the balance of the Instalments on the Assessment. When 'Extract Instalment Balance' is set off the original Instalment Amounts will be extracted which excludes Payments, Arrears, Fines and Non-Installable Credits.

The following transactions will be EXCLUDED from the Instalment extraction:

BALC*, BALD*, DEFR*, DISC*, FINA*, FINC*, FINE-A, FINE-B, FINE-P*, FINI*, FINP*, LFEE*, POST*, RATE-A, RATE-P*, RCPT*, REBA-A, REBC-A, REBG-A, RFND*, REB*-B, REB*-P

The following transactions will be INCLUDED in the Instalment extraction if they are installed, otherwise if they are non-installed they will be EXCLUDED:

REBG*, REBC*, REBA*, REBG-D*, REBC-D*, REBA-D* GENR, GENR-R GENR-P*, GENR-B, ADMN*, EXGR*, INSI*

Separate Rebates/Remissions

Setting this option on will remove the amount of Rebate/Remission Transactions from the existing adjustment fields and add the amounts in new fields which record only Rebate/Remission details.

Only Transaction Types selected via the Rebates button in the System Parameter Maintenance form will be included in the new Rebate fields. Similarly only Transaction Types selected via the Remissions button will be included in the new Remissions fields.

Exclude Zero Charge Lines

Tick ON this option if you do not want to have Charge Lines with zero amounts extracted for the Notice Report (when running in Detail Mode).

Please Note:

Rate Types with the option Zero/Non-Rateable ticked ON will still be extracted for the Notice Report, even when the Exclude Zero Charge Lines option is ticked ON.

Include Refunds as Payments

When checked on the Refunds button will be made available and 'Refund' Transactions will be added to the total for 'Payments' instead of the total for 'Adjustments'.

Notice Action

Select from the list the action to be taken. Available options are:

- None – This option will process the report details to the reporting entity for manual exporting.
- Generate Notice – This option will print a notice using a Word Processing Merge Document.
- Export to File – This option will process the report details to the reporting entity and automatically export the details to the nominated file using the selected file format.

Export Format

This field is only available when Notice Action is set to Export to File. Either enter or select from the pop up the notice format that is to be used for exporting the details to.

File

This field is only available when Notice Action is set to Export to File. Either enter or select from the pop up the file location for exporting the details to.

File Option

Select either

- Replace – Will replace or create the nominated file with the details from this run.
- Append – Will append the details of this run to the nominated file. This could then end up with multiple records for one assessment.

Print Notice

This field is only available if the Generate Notice check box is ON. It controls the actual printing of the Notice. There are either two or three options available depending on the setting of the 'Allow Edit' field for the selected Merge Type:

If 'Allow Edit' is checked on, there are three options available

- (None)
- Draft
- Final

If 'Allow Edit' is not checked on, there are two options available

- (None)
- Final

Merge Type

This field is only available if Generate Notice is checked on. Select the Merge type to be used to produce the Rates Notice (NZ).

Include in Charge Lines – Current Rates

If checked on, transactions for the group will be extracted to the Charge Lines, otherwise they will not. 'Summary' will result in all transactions for the group being accumulated into a single total line within the Charge Lines. 'Detail' will result in all transactions for the group being accumulated into a single line per Rate Type within the Charge Lines.

Include in Charge Lines – Rebates

If checked on, transactions for the group will be extracted to the Charge Lines, otherwise they will not. If 'Summary' is selected, up to three single total lines are included - one each for Council, Government and Additional Rebates. If 'Detail' is selected, a single total line per Rate Type/Rebate Type combination is included, with no separation of Council, Government and Additional Rebates.

Include in Charge Lines – Arrears

If checked on, transactions for the group will be extracted to the Charge Lines, otherwise they will not. 'Summary' will result in all transactions for the group being accumulated into a single total line within the Charge Lines. 'Detail' will result in all transactions for the group being accumulated into a single line per Rate Type within the Charge Lines.

Include in Charge Lines – Brought Forward

If checked on, transactions for the group will be extracted to the Charge Lines, otherwise they will not. 'Summary' will result in all transactions for the group being accumulated into a single total line within the Charge Lines. 'Detail' will result in all transactions for the group being accumulated into a single line per Rate Type within the Charge Lines.

Include in Charge Lines – Interest

If checked on, transactions for the group will be extracted to the Charge Lines, otherwise they will not. 'Summary' will result in all transactions for the group being accumulated into a single total line within the Charge Lines. 'Detail' will result in all transactions for the group being accumulated into a single line per Rate Type within the Charge Lines.

Include in Charge Lines – Legal Fees/Other

If checked on, transactions for the group will be extracted to the Charge Lines, otherwise they will not. 'Summary' will result in all transactions for the group being accumulated into a single total line within the Charge Lines. 'Detail' will result in all transactions for the group being accumulated into a single line per Rate Type within the Charge Lines.

Include in Charge Lines – Discount

If checked on, transactions for the group will be extracted to the Charge Lines, otherwise they will not. 'Summary' will result in all transactions for the group being accumulated into a single total line within the Charge Lines. 'Detail' will result in all transactions for the group being accumulated into a single line per Rate Type within the Charge Lines.

Include in Charge Lines – Postponed Rates

If checked on, transactions for the group will be extracted to the Charge Lines, otherwise they will not. 'Summary' will result in all transactions for the group being accumulated into a single total line within the Charge Lines. 'Detail' will result in all transactions for the group being accumulated into a single line per Rate Type within the Charge Lines.

Rate Types Button

Select this button to define the order that rate types will appear in the charge lines of the Rate Notice extract.

Tran. Groups Button

Select this button to define the order that transaction groups will appear in the charge lines of the Rate Notice extract.

Tracking Button

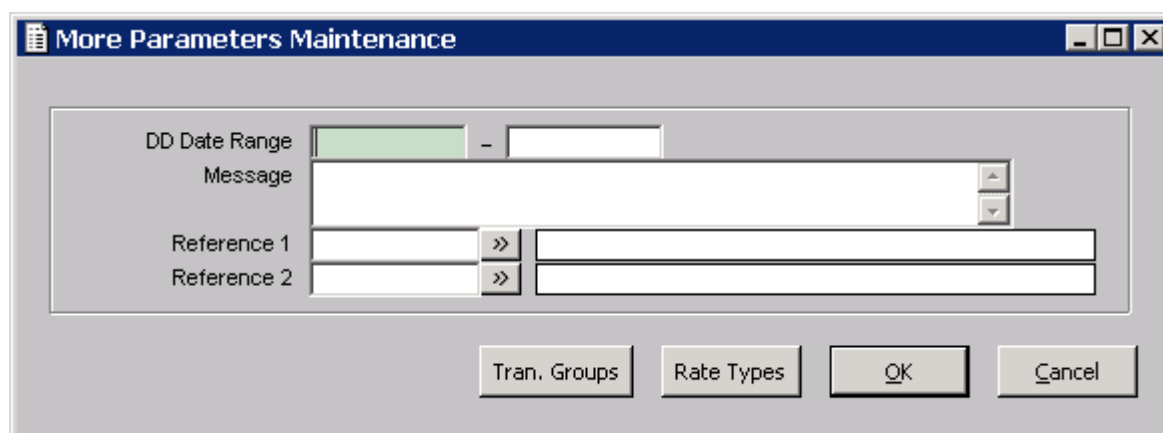
Click on this button to add an Activity to all Assessments appearing on the Tape or Report or to select only those Assessments that have certain Activities and/or Next Action Dates present and are to appear on the report or tape.

Notice Groups Button

This can be used to only process Assessments that have certain Notice Groups.

More Parameters Maintenance Form

Use this form to add additional Rate Notice or Instalment/Reminder Notice submission parameters.



More Parameters Maintenance Form

DD Date Range

These fields are used to select the due date and payment amounts of current Direct Debits with a type of Scheduled that are to be extracted into data string fields of the export. If these fields are left blank then the

first 12 scheduled payments will be extracted. If the From date is left blank then payments up to the To date will be extracted. If the To date is left blank then payments From the From date will be extracted.

Message

The Message field provides for up to 100 characters of free format text to be entered. This text will default to the extract file (field RPTMESSAGE) and can then be used for printing on the rate notice, if required.

Reference 1

Nominate or choose from the pop up the Reference type, so that the number for that reference will be extracted.

Reference 2

Nominate or choose from the pop up a second Reference type, so that the number for that reference will be extracted.

Tran. Groups Button

Select this button to define the order that transaction groups will appear in the charge lines of the Rate Notice extract.

Rate Types Button

Select this button to define the order that rate types will appear in the charge lines of the Rate Notice extract.

Schemes Report

This form allows for reporting over Schemes and the current assessments connected to Schemes. If a Schemes report is printed with Report Level of Detail, all the following sections will be printed:-

1st Scheme Header

Assessment details for each Assessment in the scheme, being:

Assessment Scheme Summary

Assessment Transactions

1st Scheme Totals

2nd Scheme Header

etc.

Report Totals

Note:

- Only current Assessments are considered by this function.
- If non-installed transactions are present then these are assigned to the first instalment of the Scheme (if that Assessment has an Instalment Plan) and their amounts are considered as part of that first instalment.

Scheme Header

Schemes are printed in Scheme Number order. Each Scheme Header is printed on a new page. All the details that are on the Scheme Maintenance form are printed.

Note: If search criteria (eg. Tracking details, etc.) have been nominated that causes no Assessment details to be printed for a Scheme, the Scheme Header and Scheme Totals will still be printed.

Assessment Scheme Summary

The Assessment Scheme summary details are only printed if the Detail or Assessment Summary Report Mode was selected. The Assessments are printed in Assessment Number order.

Assessment Transactions

The Assessment transaction details are only printed if the Detail Report Mode was selected. All the transactions for the Assessment are printed after the Assessment Scheme Summary details. The transactions are printed in Transaction Date order, printing the oldest transaction first.

Scheme Totals

The Scheme totals are printed before printing the next Scheme header.

Report Totals

The Report totals are printed after all the Schemes have been printed.

Schemes Report Control form

Search Method

Click on the Drop Down Menu to select the search method to be utilised. Possible options are:-

- Assessment Range – Only Assessment Numbers falling within the Range specified will be selected for the Schemes report.
- Search System – Only Assessment Numbers that are included in the Query result will be used in the Schemes report.

Assessment Range

Enter a “from Assessment Number” and a “to Assessment Number” if Assessment Number was selected as the search method. If this range is left blank, all assessments will be processed subject to any further conditioning.

Description

Click on the Pop Up to select the query result Search System was selected as the search method. Only Query Results from the LRAASSM entity can be selected.

Processing Parameters – Transaction Date Range

A range of dates can optionally be entered. This will govern what transactions are to be included in the ‘Raised Charges’ section within the Scheme and Report Total sections.

Processing Parameters – Instalment Date Range

A range of dates can optionally be entered. This will govern what instalments are to be included in the ‘Instalment Balance’ section within the Scheme and Report Total sections. If no dates are specified then this section will not be printed.

Processing Parameters – Report Type

Click on the radio button for the required report. The available options are:-

- Detail – Prints Scheme details, Assessment Scheme Summary details as well as Assessment transactions.
- Assessment Summary – Only prints Scheme details and Assessment Scheme Summary details.
- Scheme Summary – Only prints Scheme details.

Processing Parameters – Include Credit Balances

Check on the checkbox if those Assessments that have a Credit Balance are to have their details printed. This parameter is not relevant if the Report Level is set to ‘Schemes Summary’.

Processing Parameters – Include Zero Balances

Check on the checkbox if those Assessments that have a Zero Balance are to have their details printed. This parameter is not relevant if the Report Level is set to 'Schemes Summary'.

Schemes Button

Pressing this button will display the Scheme Maintenance form. It allows one or more Schemes to be reported upon.

Scheme Maintenance Form

Use this form to select Schemes to run the report over.

Scheme Maintenance Form

Available

Available Schemes will be displayed. When selected the Schemes Report will include these Schemes. At least one Scheme must be Assigned for the report to be run.

Assigned

Assigned Schemes will be reported on.

Select All Button

Click on the Select All Button to assign all of the Schemes for running Schemes Report.

Select Button

Highlight the required Scheme in the "Available Fields" and click on the Select Button to assign that Scheme for the running of the Schemes Report.

Remove Button

Highlight the required Scheme in the "Assigned Fields" and click on the Remove Button to remove that Scheme.

Remove All Button

Click on the Remove All Button to remove all of the assigned Schemes.

Search Profile – Scheme Number

Enter the Scheme Number and click on Search to find the required Scheme.

Search Profile – Scheme Name

Enter the Scheme Description and click on Search to find the required Scheme.

Advanced Payment Report

This form allows for reporting on Payments made in Advance for all Assessments for specified Notice Groups within the Rates or Special Rates applications, regardless of the Assessment's status or if it has a credit, debit or zero balance.

Advance Payment Report Control form

Application

Select from the drop down list. Available options are:

- Rates
- Spec Rate/Charge

As At Date

Enter a Date that the report is to be run as at. The As At Date field is compared to the Posting Date of the Transactions in the current period for each assessment. Only transactions in the current period with a posting date before or on the As At Date will be reported on, with one exception. As the division of transactions apportionment prior to a transaction being added cannot be reconstructed, all installed transactions are included. A warning message, containing the date, transaction type, and amount of the transaction that has been included, will be included on the Advance Payment Exception Report.

Instalment Date

Enter an Instalment Date. The Instalment Date is used to determine the instalment that is to be considered the "current instalment". The current instalment for each assessment will be the last instalment where the instalment date falls on or before the entered date. The Instalment date CAN NOT be set to a value prior to the current system date.

Report Assessments without Transactions

Check this check box on for the Advanced Payment Exception Report to contain the message 'ERROR: The Assessment has no Current or Previous Period Transactions'.

Report Options

Select the Report Option for the Reports to be produced. Available options are:

- Detailed
Will print the Exception Report and the Detail Report, which displays the information on each Assessment, grouped by Notice Group.
- Summary
Will print out the Exception Report, as well as the Advance Payment Summary Report that summarises the selected Assessments into Notice Groups and a report on all Assessments.
- Exception

Only the Advance Payment Exception Report will be printed, displaying any errors or warnings that were encountered

Notice Group Button

Opens the Notice Group maintenance form, allowing the user which Notice Groups to report on.

Grants Commission Report

This form allows all Victorian councils to complete a Grants Commission report showing details of Rates raised during a year, Rebates and Valuations. The Rates, Rebates and Valuations are broken down into the following categories:

- Residential
- Commercial
- Industrial
- Rural
- Other

Grants Commission Report Control form

Reviewing current data setup

It may be necessary for Councils to review their Local Government Codes held against assessments because these will form the basis of the split between Residential, Commercial, Industrial, Rural and Other for the Grants Commission – Valuations Report (A6 Schedule).

It may also be necessary for to review the Local Government Codes held against Rate Types because these will form the basis of the split between Residential, Commercial, Industrial, Rural and Other for the Grants Commission – Rates and Charges Report (A4 Schedule).

Running the reports/exports

To allow the details required for the A4 and A6 schedules to be extracted from Pathway, the user must run the report/extract at certain points in time through the two year Valuation cycle (Valuation Years are 2006, 2008, etc.).

First Valuation Year

E.g. Completing the 2007 Return - which pertains to the period 1 July 2006 to 30 June 2007. This period is for a Valuation Year (i.e. The first year of the two year Valuation cycle).

The report/extract should be run as follows:-

Run 1: At the start of the first Valuation year - on or about 1st July 2006.

Run the Valuations report after the certified valuations (i.e. Those approved by the VG department) have been loaded into Pathway but before any Supplementary Rates batches are processed (sometimes Supplementary Rates batches are processed before generating the Annual Rates). This instance of the report will provide the 'Revaluation as at 1 January' figures for the A6 schedule.

Run 2: After Annual Rates have been raised for the period 1 July 2006 to 30 June 2007.

Run the Rates and Charges report after the Annual Rates have been raised but before any further transactions are entered or generated. This instance of the report will provide the 'starting position' details required to complete the A4 schedule at the end of this Rating Period.

Run 3: Before End of Period Roll for 30 June 2007.

Perform a run to produce both the Rates and Charges and Valuations reports just prior to the End of Period Roll (i.e. After all valuations and transactions for the Rating Period have been entered or generated). This report run will provide the 'end position' details required to complete the A4 and A6 schedules.

To complete the A4 schedule do the following:-

Using Run 2's Rates and Charges report enter the figures into the matching cells on the A4 schedule.

Using both Run 2 and 3's Rates and Charges reports determine the differences in the Rates and Charges section amounts (except for Special Rates & Charges). These difference amounts advise the charges that have been generated since the Annual Rates Generation and they should be entered into the Supplementary Rates & Rate Adjustments cells.

The Special Rates & Charges amount from Run 3's Rates and Charges report (being all the charges raised in that period) should be entered into the matching cell.

The Rebates amounts from Run 3's Rates and Charges report (being all the rebates given in the Annual Rates Generation plus those raised since) should be entered into the matching Rebates cells.

Note: The report figures for the three waste management charges groups (Garbage Collection, Recycling Charge, Other Waste Management Charges) will need to be combined together for entering into the A4 schedule's Garbage Charges cell.

To complete the A6 schedule do the following:-

Using Run 1's Valuation report, enter the appropriate valuation (SV, CIV, NAV – depending what is used by Council) into the 'Revaluation as at' cell.

Using both Run 1 and 3's Valuation report determine the difference for the appropriate valuation and enter it into the Supplementary Valuations cell.

Using Run 3's Valuation report, enter the Number of Rateable Assessments into the matching cell.

Second Valuation Year

E.g. Completing the 2008 Return which pertains to the period 1 July 2007 to 30 June 2008. This period is for a non-Valuation Year (i.e. The second year of the two year Valuation cycle).

The report/extract should be run as follows:-

Run 4: After Annual Rates have been raised for the period 1 July 2007 to 30 June 2008.

Run the Rates and Charges report after the Annual Rates have been raised but before any further transactions are entered or generated. This instance of the report will provide the 'starting position' details required to complete the A4 schedule at the end of this Rating Period.

Run 5: Before End of Period Roll for 30 June 2008.

Perform a run to produce both the Rates and Charges and Valuations reports just prior to the End of Period Roll (i.e. After all valuations and transactions for the Rating Period have been entered or generated). This report run will provide the 'end position' details required to complete the A4 and A6 schedules.

To complete the A4 schedule do the following:-

Using Run 4's Rates and Charges report enter the figures into the matching cells on the A4 schedule.

Using both Run 4 and 5's Rates and Charges reports determine the differences in the Rates and Charges section amounts (except for Special Rates & Charges). These difference amounts advise the charges that have been generated since the Annual Rates Generation and they should be entered into the Supplementary Rates & Rate Adjustments cell.

The Special Rates & Charges amount from Run 5's Rates and Charges report (being all the charges raised in that period) should be entered into the matching cell.

The Rebates amounts from Run 5's Rates and Charges report (being all the rebates given in the Annual Rates Generation plus those raised since) should be entered into the matching Rebates cells.

To complete the A6 schedule do the following:-

Enter the 2007 Return's revaluation figures into the 'Revaluation as at' cell.

Using both Run 3 (the final valuations of the first Valuation year) and Run 5's Valuation report determine the difference for the appropriate valuation and enter it into the Supplementary Valuations cell.

Using Run 5's Valuation report, enter the Number of Rateable Assessments into the matching cell.

Search Method

Select the Search Method from the drop down list. Available options are:

- Assessment Range
When selected, the ability to enter an assessment range will be provided.
- Search System
When selected, the ability to select a Query Result based on entity LRAASSM will be provided.

Assessment Range

This field is only available when 'Search Method' is set to 'Assessment Range'. The entry of an Assessment Number Range is optional. If 'From' and/or 'To' Assessment Numbers are entered, they are validated to ensure that the 'From' Assessment Number is less than or equal to the 'To' Assessment Number.

Description

This field is only available when 'Search Method' is set to 'Search System'. A Query Result can either be typed in or selected from the Query Result Selection form for entity LRAASSM.

Rating Period

Enter or select the Rating Period to be used for the Report.

Output Format

There are three options available:-

- Report Only
When selected, Reports will be produced but no Export files.
- Export only.
When selected, Export files will be produced but no Reports.
- Export/Report
When selected, Reports and Export files will be produced.

Extract Rates and Charges details

Set the check box on if Rates and Charges Details are to be reported/extracted. These details are for the Grants Commission A4 Schedule.

Extract Rates and Charges details – Export Format

This field will only be available (and mandatory) when the Output Format selected is 'Export Only' or 'Export/Report' and the 'Extract Rates and Charges details' flag is checked on. The Export Format selected will be used to determine the fields output to the Export file for the Rates and Charges Report. The Export Format must have previously been defined for entity LRPRAA4 using System Administration >> Query >> Query Parameters >> Export/Import Format Maintenance.

Extract Rates and Charges details – File

This field will only be available (and mandatory) when the Output format selected is 'Export Only' or 'Export/Report' and the 'Extract Rates and Charges details' flag is checked on. This field will be used to determine the destination for the file produced for the Rates and Charges Report.

Extract Valuations details

Nominate if the 'Valuations details' should be extracted for printing/export.

Extract Valuations details – Export Format

This field will only be available (and mandatory) when the Output Format selected is 'Export Only' or 'Export/Report' and the 'Extract Valuations details' flag is checked on. The Export Format selected will be used to determine the fields output to the Exported file for the Valuations Report. The Export Format must have previously been defined for entity LRPRAA6 using System Administration >> Query >> Query Parameters >> Export/Import Format Maintenance.

Extract Valuations details – File

This field will only be available (and mandatory) when the Output Format selected is 'Export Only' or 'Export/Report' and the 'Extract Valuations details' flag is checked on. This field will be used to determine the destination for the file produced for the Valuations Report.

End of Period Functions

The following topics are covered in this section:

[Small Balance Write-Off](#)

[End of Period Write-Off](#)

[End of Period Roll](#)

[Deferred Rates Options](#)

[Last Instalment Amount Extraction](#)

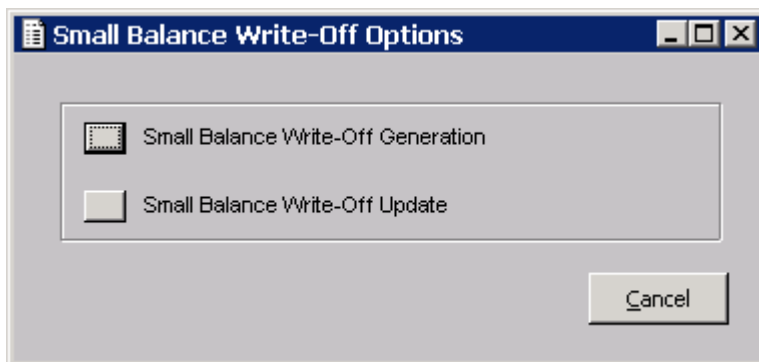
Small Balance Write-off

The Small Balance Write-off function enables the automatic generation of write-off transactions for assessments that have a small balance outstanding. This would be normally run as part of the End of Period processing, but can be run at any time during the Rating Period.

The Small Balance Write-off function is run in two sections (similar to Rates and Fines Generation processes).

Small Balance Write –Off Options Form

This form allows access to the Small Balance Write-off functions.



Small Balance Write -off Options Form

Small Balance Write-Off Generation

Selection of this button displays the Small Balance Write-off Generation Control Form.

Small Balance Write-Off Update

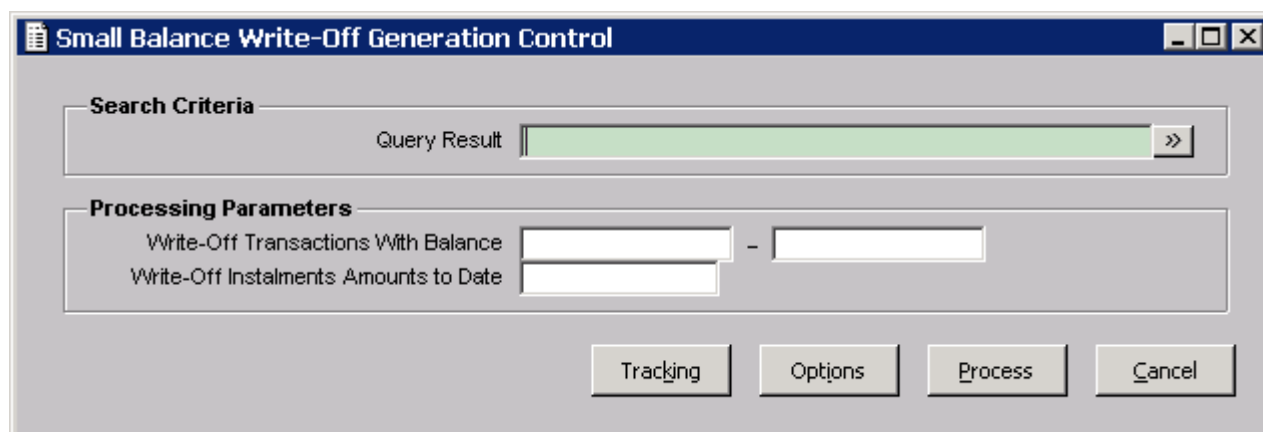
Selection of this button displays the Small Balance Write-off Generation Update Control Form.

Small Balance Write-Off Generation Control Form

This option will create an extract file of all small balance transactions. The initial check of the range entered on the control form will be at assessment level. If the assessment balance is within the nominated range, then individual transactions are checked to determine if they are within the nominated range and write-off transactions are created.

The detailed report produced by the Small Balance Write-off function will include the following:

- A list of Assessment Numbers with Debit Write-off Amount, Credit Write-off Amount, Receipt Write-off Amount and Nett Write-off Amount
- Exception messages if relevant
- Report Totals



The form is titled "Small Balance Write-Off Generation Control". It contains two main sections: "Search Criteria" and "Processing Parameters".

Search Criteria: A "Query Result" field with a green background and a right-pointing arrow button.

Processing Parameters: Two input fields. The first is labeled "Write-Off Transactions With Balance" and the second is labeled "Write-Off Instalments Amounts to Date". They are separated by a minus sign.

At the bottom, there are four buttons: "Tracking", "Options", "Process", and "Cancel".

Small Balance Write-Off Generation Control Form

Search Criteria – Query Result

This field may be used to specify a previously created query result to identify a group of records. Alternatively, a query may be selected from the pop up.

Write-Off Transactions with Balance

This option enables the user to specify a credit balance and debit balance range that will condition the amount of any small balance transactions generated.

Write-Off Instalments Amounts to Date

This field is utilised to enter an instalment date if small balance write-off of instalment amounts is required. Any small balances on instalments up to and including this instalment date will be written off. Only BALC transactions will be generated to write-off any DR instalment balances. Credit instalments should not occur and would be reported as exception messages.

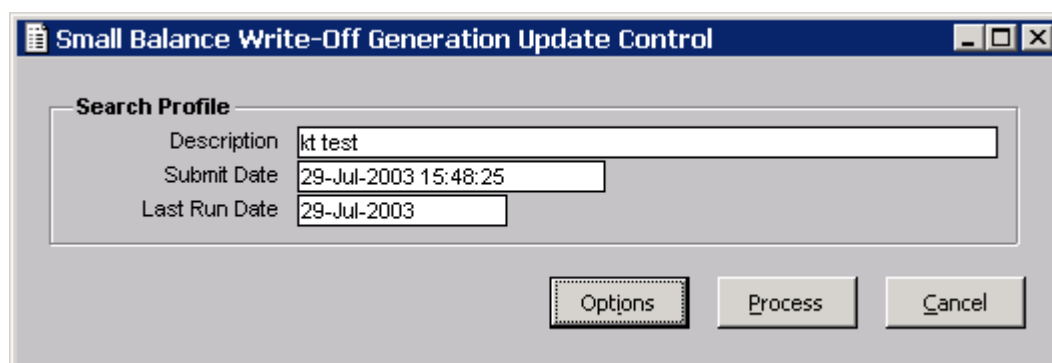
If this field is left blank there will be no Instalment rounding, only overall assessment transaction rounding. If this option is selected, there will be no assessment transaction rounding, only Instalment rounding.

Tracking Button

Selection of the Tracking Button activates the Tracking Selection form.

Small Balance Write-Off Update Control Form

This function enables the generated Write-off Transactions to be updated to the final transaction files. This process also calls the Apportionment function, creates the appropriate General Ledger entries and updates the Instalments.



The form is titled "Small Balance Write-Off Generation Update Control". It contains a "Search Profile" section with three input fields: "Description" (containing "kt test"), "Submit Date" (containing "29-Jul-2003 15:48:25"), and "Last Run Date" (containing "29-Jul-2003").

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

Small Balance Write-Off Update Control Form

Search Profile – Description

This field is populated with the description of the most recently run Small Balance Write Off process.

Search Profile – Submit Date

This field is populated with the submission date of the most recently run Small Balance Write Off process.

Search Profile – Last Run Date

This field is populated with the run date of the most recently run Small Balance Write Off process.

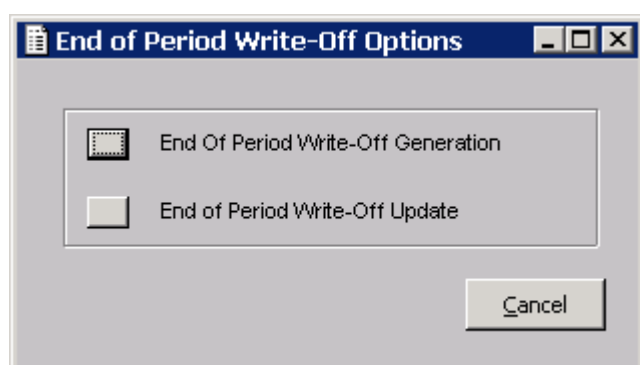
End of Period Write-Off

This function allows the write-off of any outstanding debts relating to the following:

- Interest/Fines/Penalties for pensioners for the current period (Arrears and Current).
- Postponed Rates and Interest on Postponed Rates prior to a specified date.

End of Period Write-Off Options Form

This form allows selection of the End of Period Write-Off Options.

The image shows a software window titled "End of Period Write-Off Options". It contains two radio buttons. The first radio button is selected and is labeled "End Of Period Write-Off Generation". The second radio button is unselected and is labeled "End of Period Write-Off Update". At the bottom right of the window is a "Cancel" button.

End of Period Write-Off Options Form

End Of Period Write-Off Generation

Selection of this button displays the End of Period Write-Off Generation Control Form.

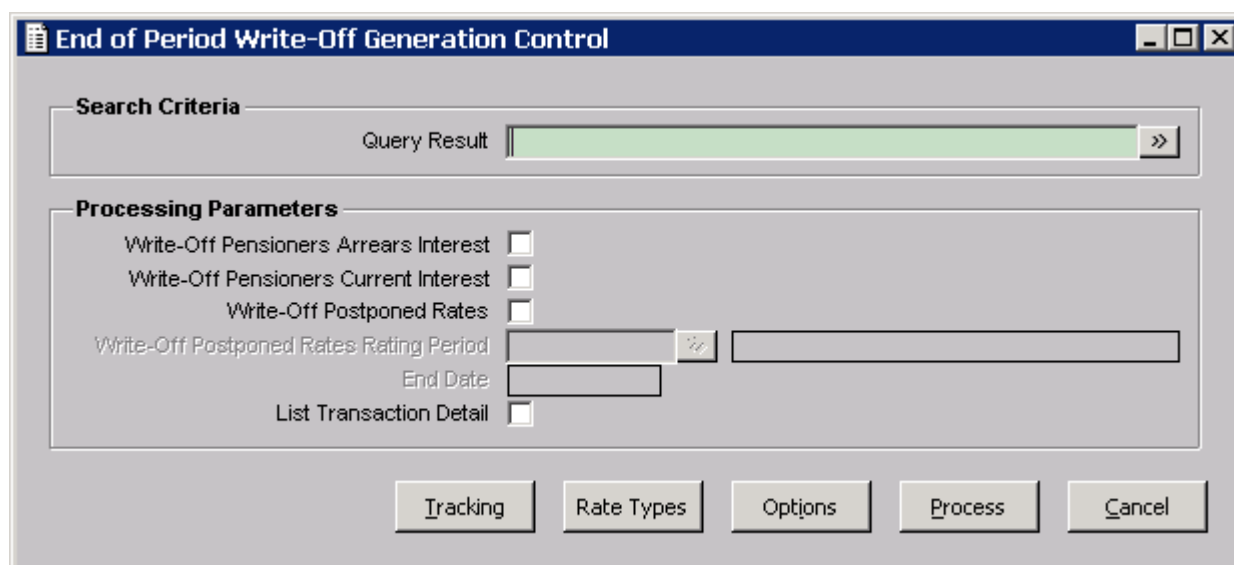
End of Period Write-Off Update

Selection of this button displays the End of Period Write-Off Update Control Form.

End of Period Write-Off Generation Control Form

This function allows the write-off of any outstanding debts relating to the following:

- Interest/Fines/Penalties for pensioners for the current period (Arrears and Current).
- Postponed Rates and Interest on Postponed Rates prior to a specified date.

The image shows a software window titled "End of Period Write-Off Generation Control". It has a "Search Criteria" section with a "Query Result" field and a right arrow button. Below this is a "Processing Parameters" section with several checkboxes: "Write-Off Pensioners Arrears Interest", "Write-Off Pensioners Current Interest", and "Write-Off Postponed Rates". There is also a "Write-Off Postponed Rates Rating Period" field with a dropdown arrow, an "End Date" field, and a "List Transaction Detail" checkbox. At the bottom of the window are five buttons: "Tracking", "Rate Types", "Options", "Process", and "Cancel".

*End of Period Write-Off Generation Control Form***Search Criteria – Query Result**

This field may be used to specify a previously created query result to identify a group of records. Alternatively, a query result may be selected from the pop up.

Write-Off Pensioners Arrears Fines

If this flag is checked on it will create a reversal transaction to write-off any remaining FINA balances.

Write-Off Pensioners Current Fines

If this flag is checked on it will create a reversal transaction to write-off any FINC or FINI transactions.

Write-Off Postponed Rates

If this flag is checked on it will create reversal transactions for any POST, POST-A, POST-P, FINP, FINP-A, FINP-B or FINP-P transactions.

Note: This field will not be available unless the “Postponed rates in Use” check box at the System Parameters has been checked on.

Write-Off Postponed Rates Rating Period

Insert the Rating Year code to identify the postponed transactions that are to be written off. Tab through the field and the code will be validated populating the description field with the description of the rating year. Alternatively, select the pop-up to access the Rating Period Pop-up to select the appropriate Rating Year.

Note: This field will not be available unless the “Postponed rates in Use” check box at the System Parameters has been checked on.

End Date

This field is populated with the end date of the Rating Year selected.

Note: This field will not be available unless the “Postponed rates in Use” check box at the System Parameters has been checked on.

List Transaction Detail

Check this flag on if a report is required that details all transactions written off. Leave this flag checked off to print a report with totals only for the following:

- Number of pensioner interest assessments processed
- Total pensioner interest written off
- Number of postponed rates assessments processed
- Total postponed rates written off.

Tracking Button

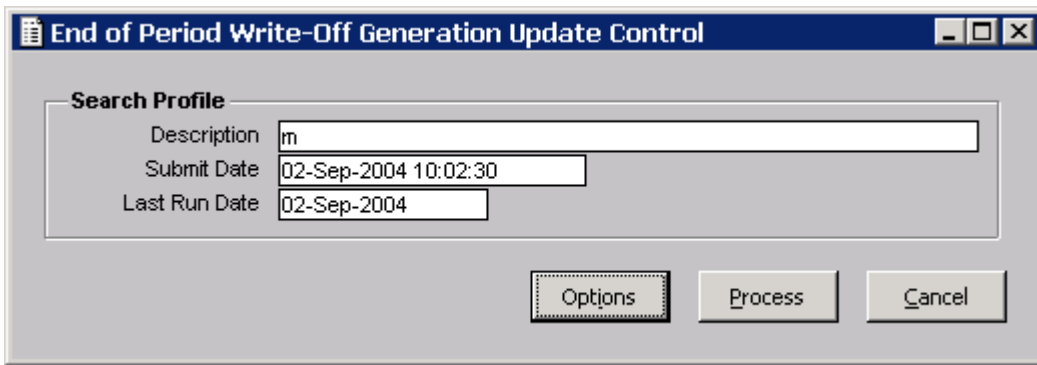
Selection of the Tracking button displays the Tracking Selection Form that allows the user to add or condition by Rates Activity Codes.

Rate Types Button

Selection of the Rate Types button displays the Rate Type Maintenance Form that allows the user to select the rate types to be written off.

End of Period Write-Off Update Control Form

This function enables the generated Write-off Transactions to be updated to the final transaction files.



The dialog box titled "End of Period Write-Off Generation Update Control" contains a "Search Profile" section with three input fields: "Description" (containing "m"), "Submit Date" (containing "02-Sep-2004 10:02:30"), and "Last Run Date" (containing "02-Sep-2004"). Below these fields are three buttons: "Options", "Process", and "Cancel".

End of Period Write-Off Update Control Form

Search Profile – Description

This field is populated with the description of the most recently run End of Period Write-off process.

Search Profile – Submit Date

This field is populated with the submission date of the most recently run End of Period Write-off process.

Search Profile – Last Run Date

This field is populated with the run date of the most recently run End of Period Write-off process.

End of Period Roll

The End of Period Roll function is used at the end of each Rating Period to perform the following functions:

- Roll outstanding balances from one transaction type to another
- Consolidate like transactions as per the Rates Consolidation parameters
- Carry forward any receipt overpayments as receipts
- Set the new Current Rating Period in the Rates System Parameters
- Update the Last End of Period Date in the Rates System Parameters
- Create a new set of Rate Types based on the nominated current Rating Period (both parameter and assessment Rate Types)
- Create any new instalment sets over the required Generation Run Id

End of Period Roll Control Form

The End of Period Roll function is used at the end of each Rating Period to perform the following functions:

- Roll outstanding balances from one transaction type to another
- Consolidate like transactions as per the Rates Consolidation parameters
- Carry forward any receipt overpayments as receipts
- Set the new Current Rating Period in the Rates System Parameters
- Update the Last End of Period Date in the Rates System Parameters
- Create a new set of Rate Types based on the nominated current Rating Period (both parameter and assessment Rate Types)
- Create any new instalment sets over the required Generation Run Id

This function can be run in multi-batch mode.

End of Period Roll Control Form

End of Period Date

This is the end date of the current financial year (e.g. 30/6/20XX). This date will be updated to the Rates System Parameters as the last End of Period Date.

New Rating Period

This field allows you to nominate the new Period's Rating Period. This will be utilised to create a new set of Rate Types, based on the new Rating Period, at both a parameter and assessment level. This record is selectable from a Pop Up of Rating Period records. This Rating Period date will be updated to the Rates System Parameters at the end of the processing. The 'Number of Generations and 'Minimum Applied' values are reset on the Assessment Rate Type records. The current Rating Period can not be selected.

Do not roll Rates Assessment Rate Types

Checking this option ON before running the End of Period Roll will prevent any Assessment Rating Period Rate Types for Rates Rate Types being rolled to the new Rating Period. If the option Do not roll Rates Rating Period Rate Types is also selected then the Rating Period Rate Types parameters associated with the Rates Rate Types will not be rolled to the new Rating Period.

If however any outstanding transactions exist for the above Rate Types the Assessment Rating Period Rate Type will be added to the new Rating Period but will be suspended with the End of Period Date specified. In this situation the Rating Period Rate Type record required by the Assessment Rating Period Rate Type will also be created in the new Rating Period.

Do not roll Rates Rating Period Rate Types

Checking this option ON before running the End of Period Roll will prevent any Rating Period Rate Types for Rates Rate Types being rolled to the new Rating Period.

If however any outstanding transactions exist for the above Rate Types the Assessment Rating Period Rate Type will be added to the new Rating Period but will be suspended with the End of Period Date specified. In this situation the Rating Period Rate Type record required by the Assessment Rating Period Rate Type will also be created in the new Rating Period.

This option is only available if 'Do not roll Rates Assessment Rate Types' has been checked ON.

Delete Suspended Assessment Rate Types

Set this flag on to delete any Assessment Rate Type records with a suspended date less than or equal to the End of Period Date nominated in the End of Period Date field (i.e. Retained as history only).

Note:

Rate Types will only be suspended when there are no:

1. Outstanding transactions for that Rate Type.
2. Water Meters with unbilled readings for that Rate Type.

Brought Forward Transactions

For Special Rates and Charges assessments all transactions for the current Rating Period (including Receipts) will be brought across to the new Rating Period. Where a GENR transaction exists, it will be rolled into the new Rating Period as two transactions, a RATE-A transaction being for the instalments overdue and a GENR transaction for the future instalments. As part of this process the Assessment's Instalments are reconstructed and the Assessment re-apportioned to reflect the new transaction set. Fully reversed transactions and their reversals are not copied into the new Rating Period. When certain transactions (e.g. FINC, FINI transactions) are partly reversed, only the nett effect is brought across to the new Rating Period and consequentially the reversal is not brought across.

The Generation Runs belonging to the Special Rates/Charges Assessment transactions being rolled will be changed to belong to the new Rating Period. *The transactions being rolled will automatically retain their original Generation Run regardless of the details used on the End of Period Roll Control form.*

A selection can be made from the following options:

- Use existing generation run

This option can be utilised by sites wishing to retain any late levies not yet due, on the original Generation Run used to generate the rates.

- Use new generation run

This option can be utilised by sites wishing to allocate any late levies not yet due, over next years rates. The outstanding amounts are brought forward on the new Generation Run and spread over instalments nominated on the Generation Run Id. Rates for the new year will be allocated to the new Generation Run Id and instalments updated.

- Make arrears

This option should be utilised if sites do not wish to utilise Brought Forward Transactions. All outstanding amounts will be rolled as Arrears if this option is selected. They will therefore be fined as at the start of the new Rating Period.

- Retain as Current (This is optional and can be used by sites doing more than one rating during a financial year.)

If this option is selected when processing the End of Period Roll, all transactions that were raised within the previous period, will be rolled forwards as they are. If this option is selected the Delete Suspended Rates Types check box should be left off so that Data Verification Report Exceptions are not created.

Eg GENR- Generated Rates are rolled forward as GENR

The following processing rules have been implemented where this method is utilised: -

- No pending transactions will be brought forward into the new period. If required, pending discount will need to be re-calculated by utilising the Discount Re-Calculation function
- Receipts that are rolled into the new period will not be able to be automatically reversed. This is current functionality in Pathway that will be reviewed further for enhancement.
- The End of Period Roll will not roll forward any reversal transactions. If a transaction has been partly reversed prior to performing the roll, new transactions will be created in the new rating period, with an amount being the Nett amount of the normal transaction and its reversal. Fully reversed transactions will not be rolled forward.

New Generation Run

The Generation Run Id for the new Period must be nominated to determine the GRI to be used for brought forward transactions when the 'Use New Generation Run Id' option has been selected. This is mandatory when using New GRI mode and will also be allocated to All Arrears transactions.

If the Generation Run nominated does not have any Instalment Plan Templates a warning message will display.

This will then be the NEW Annual Rates Generation Run Id for the NEW Rating Period.

Generation Run Pop Up Form

Generation Run	Description	Rating Period
JSC04/05Q2	Johns Water Billing Quarter 2 Gen Run	2004/2005
JSC04/05Q1	Johns Water Billing Quarter 1 Gen Run	2004/2005
DRN15878	DRN15878 Water Billing Generation	2004/2005
2004RAPB2	Supplementary 1 2004/2005 PB	2004/2005
2004WAPB2	2004/2005 Water - Period 2 PB	2004/2005
2004WAPB1	2004/2005 Water - Period 1 PB	2004/2005
2004RAPB	2004/2005 Annual Rates (NSW) PB	2004/2005
LIVING004	Livingstone Water Billing Cycle 4	2004/2005
LIVING003	Livingstone Water Billing Cycle 3	2004/2005

Search Profile

Generation Run

Description

Rating Period

Search Select Close

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.

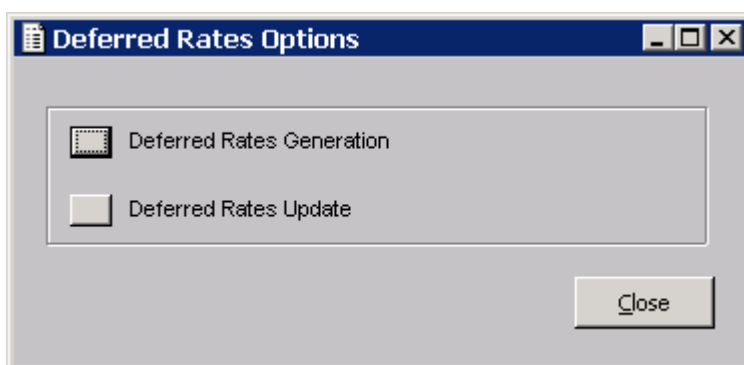
Deferred Rates Options

This facility is primarily provided for WA Councils.

The facility provides the option to access certain unpaid rates transactions (GENR) and convert them to deferred rates transactions (DEFR) and to roll forward existing DEFR transactions to the following year (DEFR-A)

1. The criteria for the successful creation of deferred rates are:-
 - The assessment must be unpaid (in whole or part)
 - The assessment must have a rebate attached (Pending rebate transactions)
2. To ensure that ratepayers (with rebates) who potentially may be the subject to deferred rates are catered for, the following must be in place (usually at rate generation time):-
 - The Rebate Parameters (Rates System Parameters Screen) must be set to “create pending transactions”.
 - The Rate Type must be set to “allow deferral of unpaid rates”.
 - The Rebate type must be set to “allow deferral”
3. The Deferred Rates Options should be run just before it is intended to run the End of Year Process. The run will :-
 - Look at each GENR transaction and reverse that transaction and create a DEFR for the same amount.
 - Delete all Pending Rebate entries still existing on the assessment.
4. The various reports should be checked carefully to ensure all transactions have been updated correctly before the end of year run is processed.
5. The End of Year process will age the transactions accordingly. That is, the previous years DEFRs will become DEFR-A and the most immediate years will remain as DEFR. Hence the need to be ensure the success of the Deferred Rate process prior to End of year Roll.
6. The Deferred Rates Claim to be submitted to the WA Department of Treasury must be run after the End of year Process.

Deferred Rates Options Form



Deferred Rates Options Form

Deferred Rates Generation

Selection of the button displays the Deferred Rates Generation Control Form.

Deferred Rates Update

Selection of the button displays the Deferred Rates Generation Update Control Form.

Deferred Rates Generation Form

Deferred Rates Generation Form

Search Profile – Search Method

Click on the drop down to access the option. The options are:-

- Assessment range
- Search System

Search Profile – Assessment Range

Insert the assessment numbers that the run is to commence and to complete. If the run is to be done over all assessments leave these fields blank.

Search Profile – Query Result

Enables the process to be run utilising an Assessment Range or Query Result. The Query Result can utilise queries over the assessment file (LRAASSM).

Processing Parameters – Minimum Amount

Enter the minimum amount allowed to be deferred.

Transaction Types Button

Use this to over ride the default Transaction Type used by the process.

Tracking Button

Use this to further restrict the assessments being processed.

Deferred Rates Generation Update Control Form

Deferred Rates Generation Update Control Form

Search Profile – Description

This field contains a description of the Deferred Rates Generation that will be used on the Header Page of the Deferred Rates Generation Update Report. It is the description entered on the processing Options Maintenance form when the Deferred Rates Generation was submitted.

Search Profile – Submit Date

This field contains the date and time that the Debt Collection Generation was submitted.

Search Profile – Last Run Date

This field contains the date that the Debt Collection Generation was last run.

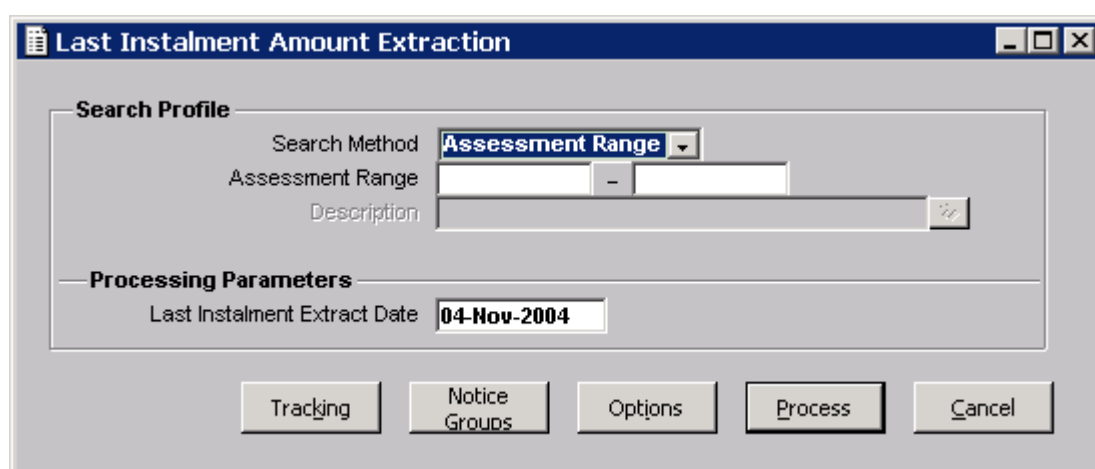
Last Instalment Amount Extraction

This job was primarily designed for Bankstown City Council to provide them with the ability to run a Debt Recovery extract over 2 instalments where one of those instalments is the last instalment from the previous year.

To achieve the correct results this job must be run before an End of Period Roll.

This form is only available when the Instalment Parameter Maintenance Last Instalment Amount Extraction check box is set on.

When this job is run it will update the Last Instalment Amount and Last Instalment Amount Part Paid on the Assessment Detail Maintenance form. The Last Instalment Amount will be populated with the outstanding amount of the last instalment and if there was a payment against the last instalment then the Last Instalment Amount Part Paid check box will be set on.



Last Instalment Amount Extraction Form

Search Profile – Search Method

Click on the drop down to access the option. The options are:-

- Assessment range
- Search System

Search Profile – Assessment Range

Insert the assessment numbers that the run is to commence and to complete. If the run is to be done over all assessments leave these fields blank.

Search Profile – Description

Enables the process to be run utilising a Query Result. The Query Result can utilise queries over the assessment file (LRAASSM).

Processing Parameters – Last Instalment Extract Date

This field is mandatory. Enter the date of the Last Instalment for the year. This date is used to determine the Last Instalment Amount to be populated on the assessment Detail Maintenance form.

Housekeeping Functions

This Section describes the various Housekeeping Functions available in the Rates Accounting System.

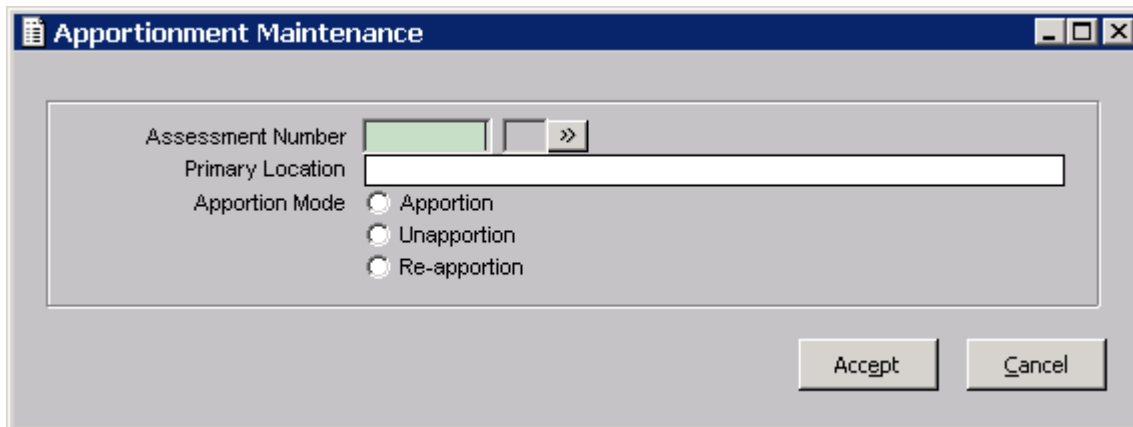
The following topics are covered in this section:

- [Apportionment Maintenance](#)
- [Valuation Summary Rebuild](#)
- [Bulk Apportionment Maintenance](#)
- [Rates Data Verification Report](#)
- [Export Format Data String Maintenance](#)
- [Archive/Purge Options](#)
- [Archive/Purge Run Enquiry](#)

Apportionment Maintenance

This facility provides the options to re-apportion transactions that exist on an assessment. Should a situation exist where, for some reason, the apportioned transactions appear incorrect, the process will unwind the existing apportionment and re-apportion the transactions in keeping with the system parameters. The options are:-

- Apportion – The process will apportion any transactions existing on the assessment that have not been apportioned.
- Unapportion – The process will un-apportion all transactions existing on the assessment.
- Re-apportion – The process will apportion all transaction existing on the assessment.



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

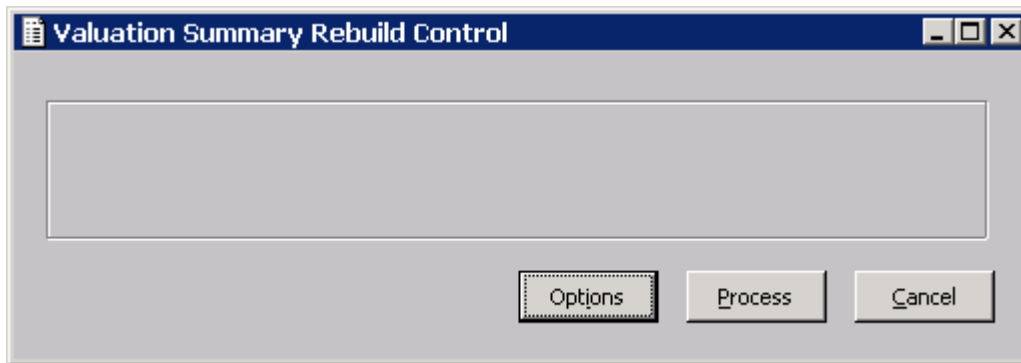
Click in one of the Radio Button to select the process required.

Accept Button

Select the Accept Button when you require to run the process. Once the process is complete, an information message is provided advising the assessment has been completed.

Valuation Summary Rebuild

Valuation Summary Rebuild Control Form

A screenshot of a software window titled "Valuation Summary Rebuild Control". The window has a blue title bar with standard minimize, maximize, and close buttons. The main area is a large, empty rectangular box. At the bottom right, there are three buttons: "Options" (with a dotted border), "Process", and "Cancel".

Valuation Summary Rebuild Control Form

Pending Discount Recalculation Control Form

This form provides the ability to re-calculate pending discount as at specific date.

The process should be run when multiple Discount dates are in place. e.g.

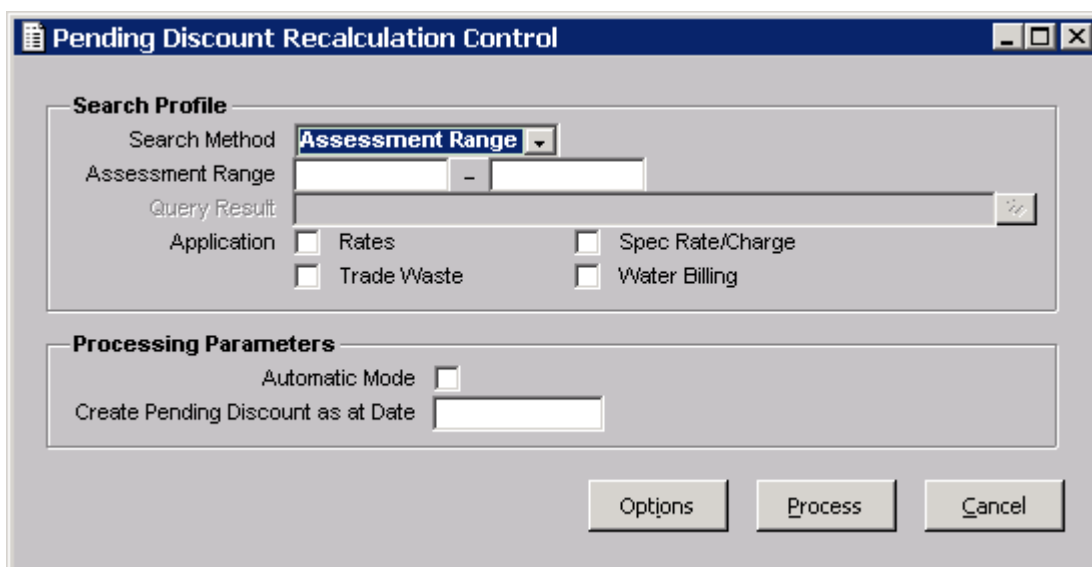
30 days before due date for payment 10%

5 days before due date for payment 5%

0 days before due date for payment 2%

The recalculation process will recalculate the pending discount for the applicable period.

This function can be run in multi-batch mode.

A screenshot of a software window titled "Pending Discount Recalculation Control". The window has a blue title bar with standard minimize, maximize, and close buttons. The main area is divided into two sections. The "Search Profile" section contains a "Search Method" dropdown menu set to "Assessment Range", an "Assessment Range" input field with a minus sign, a "Query Result" input field with a refresh icon, and four checkboxes for "Application": "Rates", "Spec Rate/Charge", "Trade Waste", and "Water Billing". The "Processing Parameters" section contains an "Automatic Mode" checkbox and a "Create Pending Discount as at Date" input field. At the bottom right, there are three buttons: "Options", "Process", and "Cancel".

Pending Discount Recalculation Control Form

Search Profile – Search Method

Click on the Drop Down Menu to select the search method to be utilised. Possible options are:-

- **Assessment Range** – Only Assessment Numbers falling within the Range specified will be processed by the Pending Discount Recalculation.
- **Search System** – Only Assessment Numbers that are included in the Query result will be processed by the Pending Discount Recalculation.

Search Profile – Assessment Range

Enter a “from Assessment Number” and a “to Assessment Number” if Assessment Number was selected as the search method. If this range is left blank, all assessments will be processed subject to any further conditioning.

Search Profile - Description

Enter the name of the file created from the Query Module that will be used if the Search Method chosen for updating Assessments was Search System. Click on the Pop Up to select a Query Result.

Application – Rates

Check on the check box if Rates Assessments are to be included in the Pending Discount Recalculation process.

Application – Spec Rate/Charge

Check on the check box if Special Rates and Charges Assessments are to be included in the Pending Discount Recalculation process.

Application – Water Billing

Check on the check box if Water Billing Assessments are to be included in the Pending Discount Recalculation process.

Application – Trade Waste

Check on the check box if Trade Waste Assessments are to be included in the Pending Discount Recalculation process.

Automatic Mode

Check on the check box if it is required that the process run in automatic mode.

In automatic mode, the pending discount transactions will be re-calculated if there is a Generation Run/Discount Period change.

In non-automatic mode, all existing Pending Transactions will be deleted and new eligible transactions created as of the date specified.

Create Pending Discount as at Date

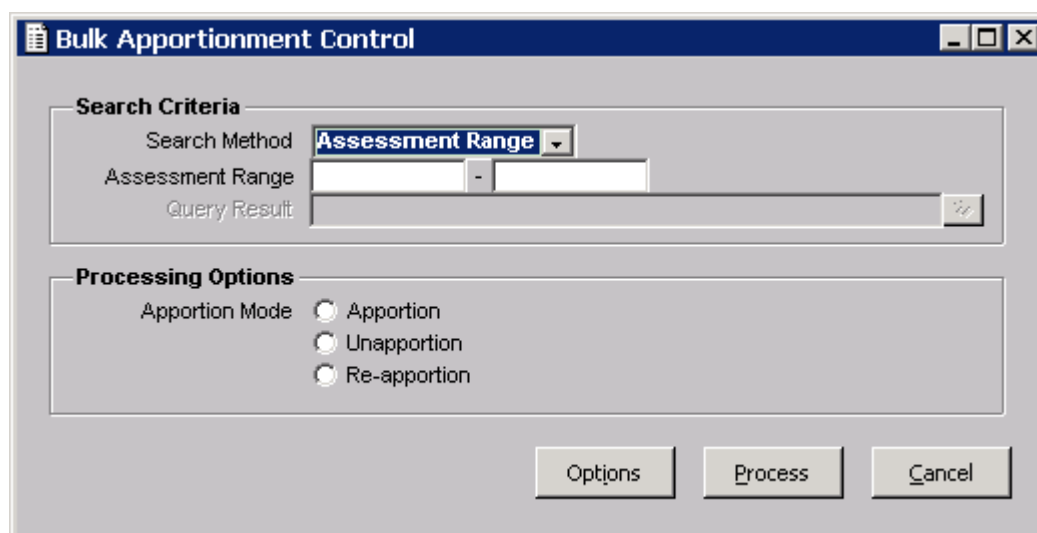
Insert the date that the pending discount is to be calculated to. Alternatively, double click on the field and the Calendar facility will be provided.

Bulk Apportionment Maintenance

Bulk Apportionment Control Form

This facility provides the options to re-apportion transactions that exist on a number of assessments. Should a situation exist where, for some reason, the apportioned transactions appear incorrect, the process will unwind the existing apportionment and re-apportion the transactions in keeping with the system parameters. The options are:-

- Apportion – The process will apportion any transactions existing on the assessment that have not been apportioned.
- Unapportion – The process will un-apportion all transaction existing on the assessment.
- Re-apportion – The process will apportion all transaction existing on the assessment.



Bulk Apportionment Control 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 – Assessment Range

Enter the from assessment number and the to assessment being the range of assessment 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.

Processing Options – Apportion Mode

Selection can be made from the following options:

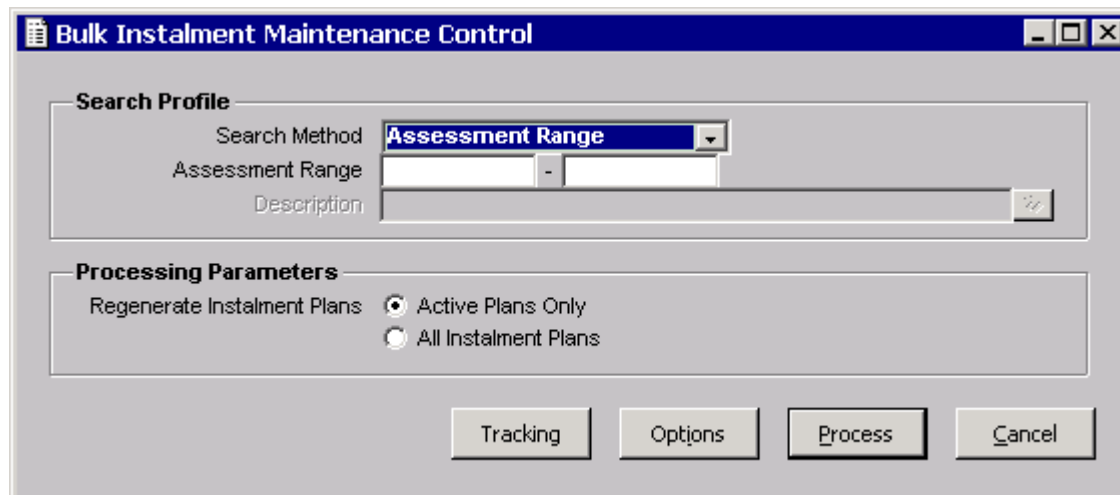
- Apportion
- Un-apportion
- Re-apportion

Bulk Instalment Maintenance Control Form

This function regenerates existing Instalment Plans for the selected Assessments, and will commonly be used to regenerate instalments when correcting Assessments that have transaction details in error (eg. due to data conversion issues or problems with processing, etc).

A Summary Report is produced, after the process has finished. This report will list the assessment numbers affected, along with their associated property.

Only current Rates, Water Billing and Special Rates/Charges Assessments will be processed.



Bulk Instalment Maintenance Control Form

Search Method

Select a search method from the dropdown. There are 2 choices:-

- Assessment Range
- Search System

Assessment Range

Enter an assessment range (if required) to be considered for the process eg 2500 to 7500, otherwise leave blank and all assessments will be considered.

Description

Enter a Query Result Description or make a selection from the Pop Up Form. Only those queries using the LRAASSM entity will be available to choose from.

Processing Options

The Instalment Plans to be regenerated can either be:-

- Active Plans Only – This will only regenerate the Instalment Plans (for the selected Assessments) that are flagged as active
- All Instalment Plans – All Instalment Plans for the Assessments selected will be regenerated.

Tracking Button

Click on this button to go to the Tracking Selection Form.

Rates Data Verification Report

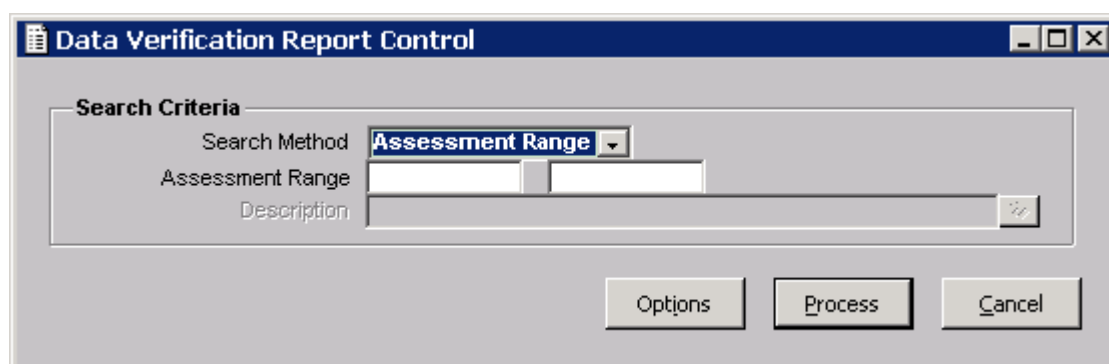
Data Verification Report Control Form

The Rates Data Verification Report is a function that assists with the identification of existing Rates transaction and apportionment errors. All assessment 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 Rate Type (excluding BALC, BALD, RFND, RCPT and their reversal transactions).
- Transactions that the Assessment Rate Type does not exist.
- Receipts against proposed assessments
- Assessments that do not have a corresponding line in the LRAASSN table
- Transactions that should not have a Rate Type (i.e. BALC, BALD, RFND, RCPT and their reversal transactions).
- Unapportioned Transactions (Reversals, BALC, BALD and RFND only)
- Apportionment (Paid + Apportion) exceeds original transaction amount.
- Reversals exceed Transaction amount.
- Reversals not linked to an original transaction.

The Rates Data Verification Report can be run in multi-batch mode.



Rates Data Verification Report Control Form

Search Method

Click on the drop down menu to select a Search Method. Possible choices are:

- Assessment Range
- Search System

Assessment Range

Enter the from assessment number and the to assessment being the range of assessment numbers the Rates Data Verification Report process is to consider.

Description

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.

Export Format Data String Maintenance

Export Format Data String Maintenance Form

Use this form to create individual "Data String" fields in certain reports where data is extracted such as the Rate Notice Report.

Group	Max. Number	Number to Add	Data String Field Name	Add
Ratepayer Details	1	1	Ratepayer Full Names	☐
Charge Line Details	18	18	Rate Type Description	☐
			Rate Type Code	☐
			Rate in \$/Unit Charge	☐
			Minimum Applied/ARV	☐
			General Rate Capped	☐
			Valuation/No. of Units	☐
			Rateable Valuation Percentage	☐
			Mixed Development Apportionment Factor	☐

Buttons: Select All, Accept, Cancel

Export Format Data String Maintenance Form (selected from Rates)

Export Format Data String Maintenance Form (selected from Water Billing)

Report

Select the Report that requires the data string fields. The valid options are: -

- Rates Notice Report
- Arrangement Report
- Supplementary Rates Notice Report

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].

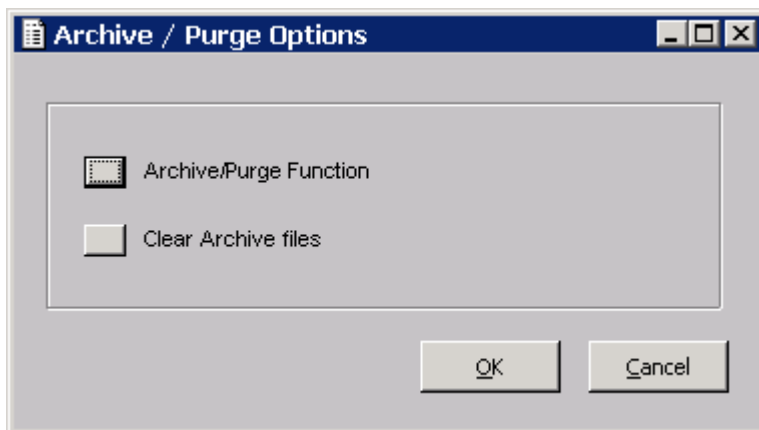
When the [Deselect All] button is pressed, it will check OFF the Add field for all fields associated with the selected report and the button label will change to [Select All].

Archive/Purge Options

Use these functions to Archive and Purge Transaction Data from the system.

Archive/Purge Options Form

Use this function to archive and/or purge “Transaction” data. The archiving process will create flat comma delimited files of the data being archived into a folder designated by the user so that they may be saved offline to media and stored.



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.

NOTE: In the event that this job fails, it should be resumed from the Batch Queue on which the failure is displayed. This will ensure that all purged records are placed in the archive file produced. **FAILURE TO FOLLOW THIS PROCEDURE WILL MEAN THAT RECORDS WILL BE PURGED WITHOUT BEING ARCHIVED.**

Archive/Purge Control Form

Application

Select the Application that is to have Transactions Archived and or Purged.

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"
This option will not put headings in the CSV files.
- "Field names"
This option will include Field Names as headings in the CSV file.
- "Field descriptions"
This option will include Field Descriptions as headings in the CSV file.
- "Both Field names and descriptions"
This option will include both Field Names and Field Descriptions as headings in the CSV file.

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.

Rating Period

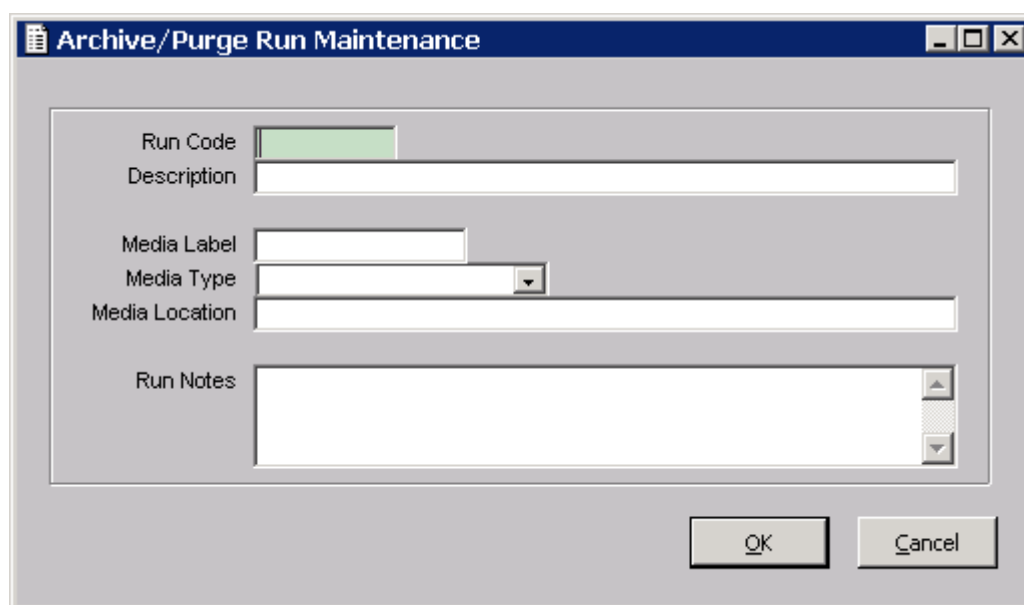
Select a Rating Period from the Pop Up Form. Alternatively, the Rating Period may be manually typed in (if already known). Transactions will be archived/purged in all Rating Periods up to and including this Rating Period.

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.

Run Date	Run Code	Description
31-Nov-2004	JIMTEST_1	Jm's final test
31-Oct-2004	JIMTEST_1	Jm's final test
31-Oct-2004	JIMTEST_1	Jm's final test
31-Oct-2004	JIMTEST_1	Jm's final test
30-Oct-2004	JIMTEST3	Jim's test
29-Oct-2004	JIMTEST	Jim's Test

Transactions

Action: ☐ None ☒ Archive and Purge ☐ Purge Only

Rating Period: 1995/96 1995/96

Close

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.

Transactions – Rating Period

This is the Rating Period nominated for the Archive/Purge run.