

# Offline Remittance Processing

Standalone, Service-Based,  
Multi-Client, Attorney Options



## User Manual

**ACT!**  
APPRAISAL & COLLECTION TECHNOLOGIES ★

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## Offline Remittance Module

The Offline Remittance module can be installed either **on local computers** or can be accessed **from a network server**. If installed locally on standalone PCs, the program allows tax office employees to take payments, print temporary receipts, and save the data on their local computers if the ACT Tax Collection System (TCS) is temporarily out of service. Account numbers can be verified if the TCS database is available. Payments taken through the Offline Remittance program can be sent back to the ACT system by just clicking a button.

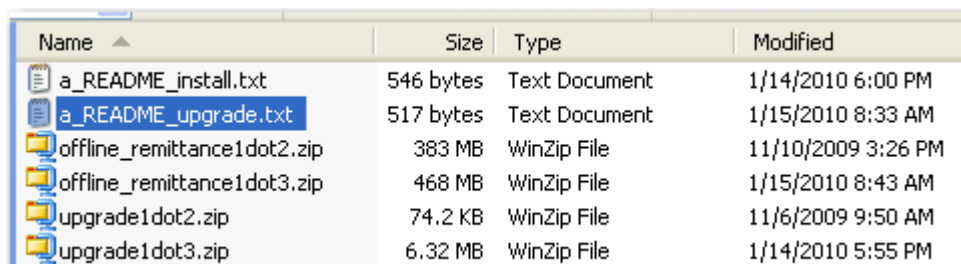
For **server-based installations**, accounts are validated automatically and payments can be transmitted to the Tax Collection System if desired for posting there. Payments can be made for multiple tax offices (**Multi-Client option**) and for jurisdictions associated with a specific attorney (**Attorney option**)

The installation process for working locally is given below. For server-based use, a URL will be provided by ACT.

### Installing Offline Remittance from an FTP Server (Standalone)

If you will be using the Offline Remittance module from your local computer, you can install it from ACT's FTP server or from a CD, DVD, or flash drive provided by ACT. The following steps assume you are using the FTP site.

1. From a browser go to this URL: [https://sftp.publicans.com/FTP\\_\[tax office name\]\\_OFFICE](https://sftp.publicans.com/FTP_[tax office name]_OFFICE). A browser window similar to the picture below appears. The latest version of Offline Remittance is kept in a zip file at this location.



Name	Size	Type	Modified
a_README_install.txt	546 bytes	Text Document	1/14/2010 6:00 PM
a_README_upgrade.txt	517 bytes	Text Document	1/15/2010 8:33 AM
offline_remittance1dot2.zip	383 MB	WinZip File	11/10/2009 3:26 PM
offline_remittance1dot3.zip	468 MB	WinZip File	1/15/2010 8:43 AM
upgrade1dot2.zip	74.2 KB	WinZip File	11/6/2009 9:50 AM
upgrade1dot3.zip	6.32 MB	WinZip File	1/14/2010 5:55 PM

2. If you are installing Offline Remittance for the first time or you do not have version 1.2 or later installed, you must do a full install of the program. Double-click the .zip file for the version you need (for ex., offline\_remittance1dot2.zip or offline\_remittance1dot3.zip).

**If you have version 1.2 or later, you can do an upgrade instead of a full installation. Note: If you have previously installed Offline Remittance, you can skip to step 4.**

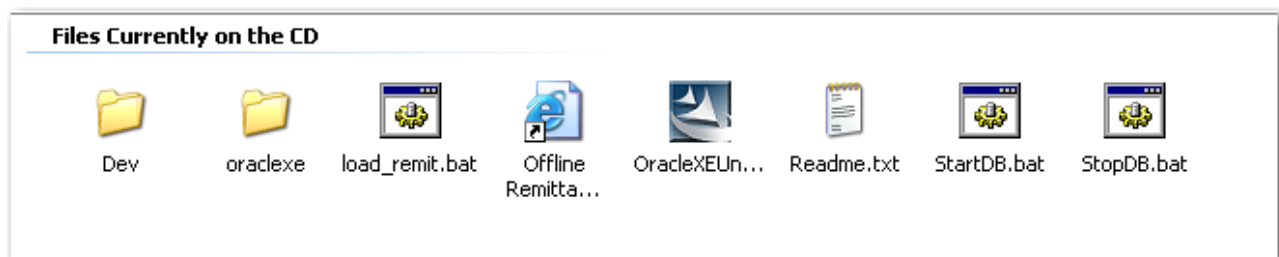
The download begins. You can place the zip file anywhere on your hard drive, or you may unzip it from the popup window. The contents of the zip file must be placed at the top (root) level of any drive (for ex., C: or D:).

3. After the unzip has completed, open File Explorer or My Computer and locate the directory called **ol\_remit** on the drive that you used for the preceding step.
4. Look in the directory and follow the **readme.txt** for installation instructions, or you can go to the next section, **Installing Offline Remittance from a CD/DVD**, step 5.

## Installing Offline Remittance from a CD/DVD/Flash Drive (Standalone)

To load the Offline Remittance Program from a CD, DVD, or flash drive (USB thumb drive), the following must be done on each computer being used to take payments:

1. Insert the disk into the CD/DVD drive on the computer being used. If the software is loaded on a flash drive, insert it into a USB port.
2. Unzip the contents of the zip file. The ol\_remit directory and all of its files must be placed at the top (root) level of any drive (for ex., C: or D:).
3. Open File Explorer or My Computer and locate the directory called **ol\_remit** on the drive that you used for the preceding step. A screen similar to the following appears.



**Note: If you have previously installed Offline Remittance, you can skip step 4 and go directly to step 5.**

4. Respond to the following prompts:
  - a. Click **Next**.
  - b. Accept the license agreement and click **Next**
  - c. Leave the default drive and folder as c:\oraclexe and click **Next**
  - d. Enter a **Password** of your choice, re-enter it in the next field, and click **Next**. (This password is not used again, despite what the screen says.)
  - e. Click **Install**. The installation will take about 15 minutes.
  - f. When the installation is complete, uncheck '**Launch the Database Home Page**' and click **Finish**. (If you do NOT uncheck the Launch option, you may experience problems using the application later.)
5. Double-click **StopDB.bat** on the CD/DVD or flash drive.
  - a. Press any key when it completes. This takes several seconds.
6. Double-click **load\_remit.bat** on the CD/DVD or flash drive.
  - a. Press any key when it completes. This takes several minutes.
7. Double-click **StartDB.bat** on the CD/DVD or flash drive.
  - a. Press any key when it completes. This takes several seconds.
8. Drag the **Offline Remittance Login** icon from the CD or flash drive to the desktop.

**\*\* Installation is complete \*\***

## Initial Administrative Login/Create Admin User

The first time you open Offline Remittance, no employees are assigned. You must assign at least one employee to be an administrator, who will be able to set up locations, enter tax office information for receipts, and transmit payments to the Tax Collection System. This user should also have an existing user name in the Tax Collection System.

1. Double-click the **Offline Remittance** icon on your desktop or enter the URL provided by ACT into an Internet browser.
2. Enter the administrative user name and password provided by ACT. **Note: for server-based remittance systems, the screen may say Remittance Capture.**



The screenshot shows the login interface for ACT's Offline Remittance software. At the top, the ACT logo is displayed with the tagline 'THE TOTAL TAX OFFICE SOLUTION' and 'APPRAISAL & COLLECTION TECHNOLOGIES'. Below this, the text 'Offline Remittance Version 1.8.2' is centered. The main login area contains two input fields: 'User Name' with the value 'remittance' and 'Password' with masked characters. A 'Login' button is positioned to the right of the password field.

1. Click **Login**. The following screen appears:



The screenshot displays the main menu of the ACT software. The top navigation bar includes a 'Home' link and the text 'Lineberger Goggan Blair & Sampson, LLP ATTORNEYS AT LAW'. The central area is titled 'Establish Client' and features a 'Submit' button above a 'User Name' field (containing 'fb01') and a 'Password' field (masked). On the left side, there is a vertical menu with options: 'Report', 'Send', 'Backup', and 'Connect'. The 'Report' option is currently selected, leading to a 'Daily Report' section which contains a message box stating 'Daily Report is not enabled.'

2. Enter a valid **User Name** and **Password** from the Tax Collection System.
3. Click **Submit**.

## Adding Users through the Administration Screen

1. The next step is to enter the employees authorized to take payments. Click the **Employees** tab at the top of the page. The following screen appears.

2. Click **Add Employee**.

3. Enter the following information in the **Add Employees** screen (above):
  - **User Name** – a name of your choice.
  - **Employee Name** – enter the employee's name
  - **Password** – click 'texas1' to use that as your password, or enter a password of your choice. (Once saved, the password can only be changed by deleting the user and entering it again with a new password) .
  - **Administrate** – Select **YES** from the drop-down list to set this user as an administrator or leave the default of **NO** to not allow this user to be an administrator.
4. Click **Save Changes**. The following screen appears.
5. The password is set to automatically expire when this user first logs in. He/she will be able to choose a new password at that time. To avoid doing this, change the selection to '**Password Not Expired**'.
6. Click **Entitlements** at the far right of the screen above. Entitlements are privileges given to specific users to perform certain activities in Offline Remittance. When a new user is added, he/she has no entitlements; all of them default to **N**.
7. To grant an entitlement to a user, change the **N** to a **Y** in the **User Entitlement** box:

**Set User Entitlements for CINDYB**


←

SAVE CHANGES		
REOPEN DEPOSIT	N	
REPRINT RECEIPT	N	
UNIVERSAL CHECKOUT	N	
UNIVERSAL REMIT	N	
VOID PAYMENTS	N	

1 - 5

- **Reopen Deposit** – allows user to re-open (unlock) cash drawers and deposits. The deposit cannot be re-opened if it has been transmitted to ACT or if the operator for that deposit has another open deposit.
- **Reprint Receipt** – allows users to reprint receipts. All users can print a receipt immediately after locking the payment.
- **Universal Checkout** – allows users to check out deposits for themselves and other employees.
- **Universal Remit** – allows users to complete payments started by others and to take payments in deposits opened by others
- **Void Payments** – allows users to void payments

8. Click **Save Changes**.

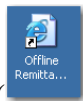
9. Click the blue arrow (  ) to return to the Employees screen.

10. To add another user, repeat steps 3-10.

11. To **search for a user**, enter a user name in the **Search** box, press **Enter**.

12. Click **Logout** at the top right of the screen when you have entered all of the users and their entitlements.

## Employee Login

1. To open the Offline Remittance program, double-click the icon (  ) on your desktop.

**Offline Remittance Version 1.7**

User Name	cindyb	Password	.....
			Login



2. In the **Logon** window, enter your **User Name**.
3. Enter the **Password** for this user assigned when the user name was created.  
**Note: User Name and Password are case sensitive. These should be entered exactly as they were set up.**
4. Click **Login**. If you are logging in for the first time or have just had your password reset, a password expiration screen appears. If not, skip to step 7.

5. Enter a **New Password** and then **Re-Enter** it. It must be at least six characters.
6. Click **Set Password**.
7. The **Home** screen appears.
8. Non-Administrative employees should click **Remittance** next.

*If the user is an administrator, he/she will see these icons:*

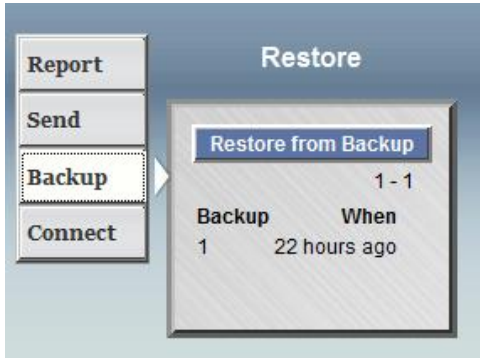
If the user is not an administrator, he/she will see only the Home, Remittance and Check Out tabs. Non-administrator employees can enter remittances, but cannot transmit what they enter. Once a non-administrator employee has completed entering remittances, an administrator must login to the same machine that the remittances were taken on in order to transmit the data.

### ***Restoring a Backup (standalone PC version only)***

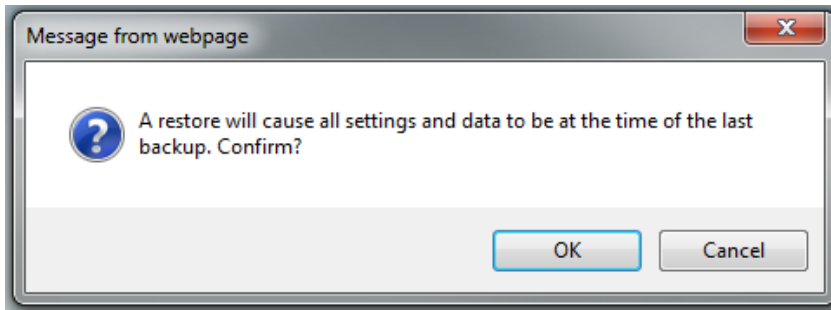
If a newer version of the Offline Remittance program needs to be re-installed on a machine, you can use the Restore feature after completing the re-install. This feature will re-install the users and settings that you had created in the previous installation. A restore also contains any payments that have been taken, but not sent to the Tax Collection System before the backup was done. **This Restore assumes that you have created a backup of your data prior to doing a re-install.** Instructions on creating a backup will be discussed in the Settings section.



1. To restore a backup of the data after a reinstall is done, you must log on as the administrator (the login name used in the preceding section).
2. Click **Backup** on the left side of the screen.



3. Click **Restore from Backup**.
4. This message will appear. Click **OK** to proceed with the restore.



### ***Resetting a Password***

You can reset your password at any time by clicking the **Reset My Password** link at the top right of the Home page. The same Password setting page as shown on the previous page appears.

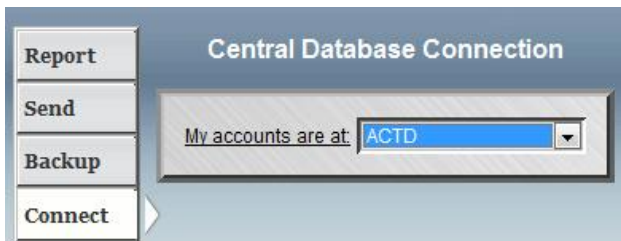
[\(Reset my password\)](#)

**Note:** If you have logged in as an administrative user (the 'remittance' login), you can also reset any user's password by choosing the Password Expired option in the Employees tab.

### ***Changing the Database (Server-Based, Multi-Client, Attorney options)***

The database connection needs to be set only once, after you have installed the program but before you begin taking payments or changing other settings. Only administrators can change the database, which is where the payment data will be sent.

1. From the **Home** screen, click **Connect**.




2. From the drop-down list of databases, select the correct one (normally ACTPROD). If you do not want to, or do not have the ability to connect to an ACT database, choose **No Central Database** from the list.

**Note: If you change the database, you must log out after saving in order for the changes to take effect.**

### ***Changing the Settings***

The Settings screen is where the client preference information and the name and address to be printed on the receipts are selected. Only administrators can make changes on this screen. Settings should be checked and corrected before you print receipts or transmit remittances.

1. To view this screen, click the **Settings** tab on the **Home** screen. The Settings screen appears:

**Save Changes**1 - 26 [Next](#) 

Client ID	116000000	//
Attorney ID		//
Client Description	City Of Philadelphia	//
Show Balance on Receipt	N	//
Multi Client	Y	//
Accept Checks Only?	N	//
Default Note	This document is not a pay-off statement.	//
Minimum Account Length	1	//
Maximum Account Length	34	//
Starting Drawer Amount	0	//
Drawer Unit	AMOUNT	//
Default City Name	Philadelphia	//
Receipt Title	Offline Tax Receipt	//
Collector Title	Philadelphia Collector	//
Collector Name	Linebarger Goggan Blair & Sampson, LLP	//
Collector Address1	4 Penn Center	//
Collector Address2	1600 John F. Kennedy Blvd., Suite 910 Philadelphia,	//
Collector Phone	(215) 790-1117	//
Collector Fax	(215) 790-1197	//
Collector Web Address		//
Second Collector Title		//
Second Collector Name		//
Second Collector Address1		//
Second Collector Address2		//
Second Collector Phone		//
Second Collector Fax		//

**Save Changes**

◀ Previous 27 - 40

Count: Rolled Pennies	50
Count: Rolled Nickles	40
Count: Rolled Dimes	50
Count: Rolled Quarters	40
Count: Rolled Half Dollars	20
Count: Rolled Dollar Coins	20
Count: Rolled One Dollar Bills	40
Count: Rolled Two Dollar Bills	40
Count: Rolled Five Dollar Bills	40
Count: Rolled Ten Dollar Bills	40
Count: Rolled Twenty Dollar Bills	40
Count: Rolled Fifty Dollar Bills	40
Count: Rolled Hundred Dollar Bills	40
Count: Rolled Thousand Dollar Bills	40

2. Enter or change the following information:

- **Client ID** - your Client ID for ACT 7.
- **Attorney ID (Attorney option only)** – enter an attorney unit number from the Tax Collection System **if payments are accepted for a law firm office instead of a tax office**. Only jurisdictions associated with that law firm are to be paid; remaining money can be assigned to an escrow unit. The receipt will show the law firm logo.
- **Client Description** - enter your office name In the **Client Description** field (for ex., Brazoria County). The receipt will show the tax office seal. Leave this blank if you accept payments for more than one tax office.
- **Show Balance on Receipt** – Set to **Y** to show balance due amount on receipts; set to **N** to not show this.
- **Multi Client** (Multi-Client option only) - **If you will be accepting payments that will be sent to more than one tax office**, set this to **Y**; otherwise, set this to **N**.
- **Accept Checks Only** - enter **Y** to only accept checks or **N** to accept all payment types.
- **Minimum Account Length** and **Maximum Account Length** (for ex., 4 and 20 - enter the values to be used when entering account numbers on the Payment screen
- **Starting Drawer Amount** - enter the amount of money in your cashiers' drawers at the beginning of the day.
- (server-based users only) **Drawer Unit** - enter **AMOUNT** to allow actual amounts to be put in the Drawer Amount column of the deposit check out screen) or **CURRENCY** to allow the number of bills to be entered in the same column instead of the actual amount. The Currency setting is what is used by standalone users (non-server based).
- **Default City Name** - the city where the tax office is located
- **Receipt Title** - enter the words you want at the top of the receipt, for ex., Offline Tax Receipt.

- **Collector Title** - enter the tax collector's title to use for receipts.
  - **Collector Name** - enter the name of your tax collector (to use for receipts)
  - **Collector Address 1 and 2**, enter the mailing address for the tax office. This will be the address that appears on receipts.
  - **Collector Phone, Fax and Web Address** - enter these three fields.
  - **Second Collector Name** - enter the name of a second tax collector or assessor if needed for receipts
  - **Second Collector Title** - enter the name of a second tax collector or assessor if needed for receipts.
  - **Second Collector Address 1 and 2** - enter a second mailing address if needed for the tax office. This will be the address that appears on receipts.
  - **Second Collector Phone, Fax and Web Address** in the next three fields.
  - **Count:** In each of Count fields, enter the number of items (pennies, etc.) in each roll of coins or currency to match what you receive or send to the bank.
3. Click **Save Changes** when you are done.
  4. Click the **Home** tab.

### ***Setting Up Multi-Client Offices (Multi-Client option)***

If you will be accepting payments for more than one tax office (not substations, but central tax offices), you need to create those 'clients', as they are called in Offline Remittance.

1. Click the **My Clients** tab.
2. If no clients have been entered or if you need enter another one, click **Add New Client**.
3. The following screen appears:

The screenshot shows a web interface titled "My Clients". At the top left is a "Save Changes" button. Below it is a table with the following columns: "My Client's ID", "Description", "Checks Only?", "Assessor Collector Title", "Assessor Collector Name", and "Account Verified At". There are two rows of data:

My Client's ID	Description	Checks Only?	Assessor Collector Title	Assessor Collector Name	Account Verified At
<input type="checkbox"/> 116000000	Philadelphia	<input type="checkbox"/>	CITY OF Philadelphia	TEST	ACTT
<input type="checkbox"/> 125000000	Philadelphia Securitization	<input type="checkbox"/>	Phil Securitization	TEST	ACTT

At the bottom left are buttons for "Add New Client", "Delete", and "Cancel". At the bottom right is a page indicator "1 - 2".

4. Enter the ACT 7 **Client ID** for the office.
5. Enter the tax office name, the **Assessor Collector Title** and the **Assessor Collector Name**. These will be used for the payment receipts for this client instead of the information entered in the Settings tab.
6. Check the **Checks Only** box if the client can accept only checks. Uncheck it if this client can accept both checks and cash.
7. In the **Accounts Verified At** field, select the ACT 7 database that hosts the data for this client. This information will be used to verify account numbers when taking payments.
8. Click **Save Changes**.

### ***Setting Up Payments for Attorney Jurisdictions (Attorney option)***

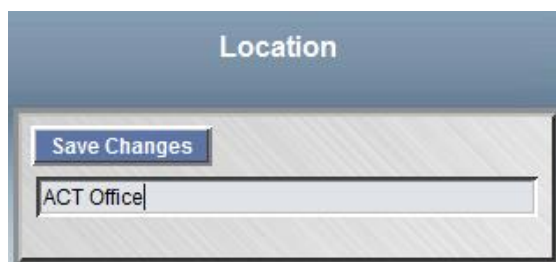
If you will be accepting payments for jurisdictions associated with a specific attorney or other escrow unit, you must specify the attorney jurisdiction from the Tax Collection System as well as any other escrow unit. The Offline Remittance will allocate money only to the taxing jurisdictions associated with the Default Attorney. Other monies can be allocated only to units designated in the Offline Remittance module, as follows.

1. Click the **Tax Units** tab.
2. Tax Unit 8300 is assigned as the Default Attorney. The unit number can be changed if needed. It must match the Attorney ID entered in the Settings screen.
3. To enter additional units, enter a **Tax Unit** and **Name** (for ex., 8060, Attorney Escrow).
4. Click **Save Changes**.

### ***Changing the Location***

The location identifies the specific machine being used to create remittances. In the Location screen, a number and name are given to the machine. There can only be one entry per machine. This information is included in the transmission process to allow these offline remittances to be tracked to the machine it was created on. To use this as a way to see remote office transactions, use the same description for all machines, but give each machine a different number.

1. To view this screen, click the **Location** tab. The following screen appears:

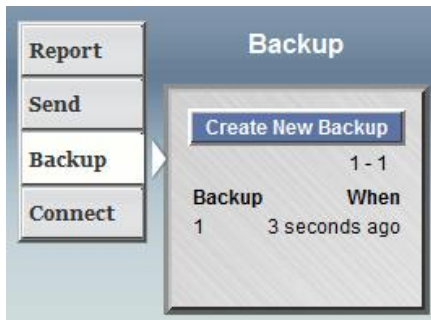
The screenshot shows a software window titled "Location". Inside the window, there is a blue button labeled "Save Changes" and a text input field below it. The text input field contains the text "ACT Office".

2. Enter the desired name in the gray field.
3. Click **Save Changes**.

### ***Creating a Backup (Standalone PC Option only)***

Creating a backup of your users, settings, and payments is necessary if you want to be able to restore this information when installing a newer version of the Offline Remittance program. When backing up your system using the backup facility on the Home page. The files are placed in the following directory: 'C:\oraclexe\app\oracle\flash\_recovery\_area\XE'. Safeguard your data by copying these files to another media.

1. From the **Home** tab, click **Backup**.



2. Click **Create New Backup**.
3. When the backup is complete, information about it will appear on the screen.

### Entering a Payment

1. Click the **Remittance** tab.
2. If you have made no payments yet, the following screen appears. (Multi-client option only: a search field for My Client's ID is also available.)

3. Click **New Remittance**. If you do not have an open deposit or you want to open a new deposit, skip to the **Deposit** section below.
4. If this user has made payments already, the screen similar to what is shown below appears.

Deposit	Status	Validation No.	Account	Payer Name	Payment Date	Amount	Employee Details
CINDY	LOCKED	5555	082700023190059	smith george	06/14/2011	\$125.00	CINDYB
	LOCKED	5557	1234567890	smith george	06/13/2011	\$50.00	CINDYB
none	VOIDED	5556	1234567890	clown bozo	06/14/2011	\$10.00	CINDYB

5. To limit the transactions displayed, click either the **Unsent** (not transmitted) or **Sent** (transmitted) radio buttons.
  - a. **Search string** field – to find specific payments, enter the account number or payer name.
  - b. To limit the payments further, enter a **Deposit** name or a user name in the **Employee** field, then press **Enter**. All remittances either in that deposit or entered by that user will be retrieved.
6. Click **New Remittance**.



## Deposits

1. If no deposits have been opened by the person logged in or you want to open a new deposit, the **Open a Deposit** window appears:



Deposit No.	Date	Employee	Status	Default
TESTOFF	09/27/2011	CINDY	-	-

2. Enter the following information for a new deposit:
  - a. **Deposit No.**—Enter the name of the deposit.
  - b. **Date**—Enter the desired deposit date..
  - c. Click **Save Changes**.
  - d. The deposit screen reappears as follows:



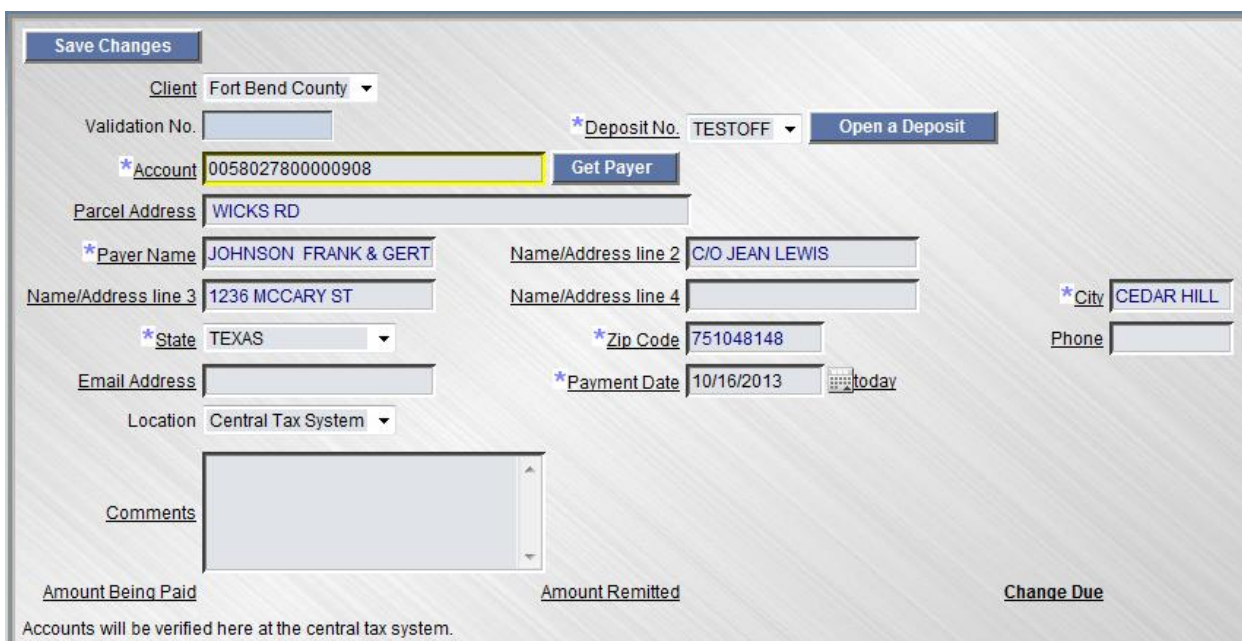
Deposit No.	Date	Employee	Status	Default
TESTOFF	09/27/2011	CINDY	O	<input checked="" type="checkbox"/>

- **Status: O** – Open
- **Default:** Check the Default box to have this deposit appear by default in the Remittance screen

3. To return to the Remittance screen , click the **Back** button (  ). The Deposit No. will be in the Deposit Control field.

If a deposit has already been opened, the Remittance window appears instead of the Open a Deposit window. Either the last deposit created or the ‘default’ deposit appears in the **Deposit No.** drop down. If you want to use a different deposit, choose one from the drop-down list in the Deposit No. field.

## Payments



1. Enter the **Account** number.
2. (Attorney option only) The **Default Attorney** is named at the top of the screen.
3. (Multi-Client option only) Select the correct **Client** from the drop-down list.
4. To auto-populate the certified owner's name and address in the Payer and Owner sections of the screen, click **Get Payer**. If the message 'Accounts will be verified here at the central tax system...' is displayed, the tax account number will be validated, although an invalid number will still be accepted for payment. You cannot get the owner information if you are not connected to an ACT database, that is, if 'No Central Database' was your database choice in the Settings tab.
5. Enter or change the following payer information in the fields:
  - a. **Payer Name (required)** – Change this from the certified owner's name if necessary. Enter the first and last name of the person who is actually making the payment.
  - b. **Name/Address Line 2, 3 or 4 (at least one line is required)** – The payer's address (if different from the certified owner's).
  - c. **City, State, and Zip Code (required)** – A continuation of the payer's address information. (Change it if it is different from the certified owner's).
  - d. **Phone** - Enter the taxpayer's phone number.
  - e. **Email Address** - Enter the taxpayer's email address.
  - f. **Payment Date (required)** - Defaults to the current date. To change it, enter the payment date or select a date by clicking the calendar icon, or click today to assign the current date and time. If you use the calendar, after you click on the desired date, the calendar will disappear and that date will be inserted into the Payment Date field.

**Note: The Payment Date is the date sent to the Tax Collection System for this transaction. The Deposit Date is for local balancing only.**

  - g. **Location (required, Standalone PC version only)**—Choose your tax office location from the drop-down menu if it is different from the default location.
  - h. **Comments**—Add any comments or notes concerning the payment.

4. Click **Apply Changes**. A Validation No. is auto-generated. You are now ready to enter the payment information in the fields at the bottom of the screen.

The screenshot shows the 'Remittance (CRYSTALW)' form. At the top, it says 'Action Processed'. The form has a header 'Apply Changes'. Below this, there are several sections:
 

- Client:** A dropdown menu showing 'El Paso'.
- Validation No.:** A text field with '0000'.
- Account:** A text field with '091399911171742'.
- Deposit No.:** A dropdown menu showing 'PRC105083' with an 'Open a Deposit' button next to it.
- Parcel Address:** A text field with 'MSC FILE NO. 42'.
- Payor Name:** A text field with 'US BANCORP OLIVER-ALLI'.
- Name/Address line 2:** A text field.
- Name/Address line 3:** A text field with '801 LARKSPUR LANDING'.
- Name/Address line 4:** A text field.
- State:** A dropdown menu showing 'CALIFORNIA'.
- City:** A text field with 'LARKSPUR'.
- Zip Code:** A text field with '949381705'.
- Phone:** A text field.
- Email Address:** A text field.
- Payment Date:** A date field with '02/07/2012' and a 'Today' button.
- Location:** A dropdown menu showing 'Central Tax System'.
- Comments:** A large text area.
- Amount Being Paid:** A text field.
- Amount Remitted:** A text field.
- Change Due:** A text field.

 At the bottom, there are two tables:
 

- Year(s) Being Paid:** A table with columns 'Year' and 'Amount'. It shows a row for '2010' with an amount of '50.75'.
- Payment Method(s):** A table with columns 'Type', 'Check No.', and 'Amount'. It shows a row for 'CASH' with an amount of '50.75'.

(Attorney option view):

The screenshot shows the 'Attorney option view' form. It has a table with the following columns: 'Year', 'Amount Being Paid', 'Amount Due', and 'Attorney or Tax Unit'.
 

Year	Amount Being Paid	Amount Due	Attorney or Tax Unit
2012	149.62	\$149.62	Default Attorney
		-	

 Below the table, it says 'Due: \$149.62'. At the bottom, there is an 'Apply Changes' button.

(Multi-Client option view):

The screenshot shows the 'Multi-Client option view' form. It has a table with the following columns: 'Account', 'Amount', and 'Particulars'.
 

Account	Amount	Particulars
L630802000012300	100	

 At the bottom, there is an 'Apply Changes' button.

- a. In the **Payment Method(s)** box, select **Cash**, **Check**, **Money Order**, or **Cashiers Check** from the **Type** drop-down menu.

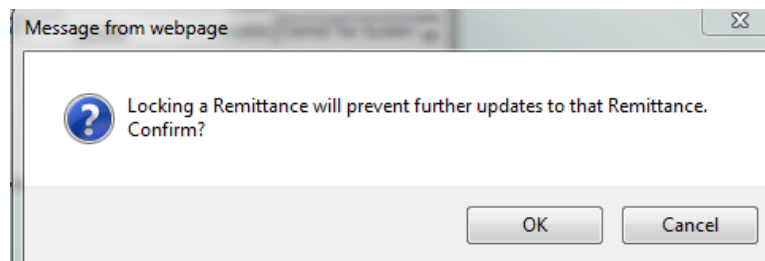
**Note: The payment types listed appear only if the Accept Checks Only field in the Settings screen is set to N.**

- b. Enter the **Check No.** to be used for check payments.
- c. Enter the **Amount** in dollars and cents, using a decimal point
- d. (Attorney option only) Click **Distribute Payment**.

- e. Click **Apply Changes** to save this information. (Multi-client option only; the street address is populated in the Particulars box.)
- f. In the **Years Being Paid** box, enter the **Year** to pay.
- g. Enter the **Amount**.
- h. (Attorney option only) Select the **Attorney or Tax Unit**. If the Default Attorney is selected, only jurisdictions associated with that attorney in the Tax Collection System will be paid. The entire remittance amount must be assigned to either an attorney and/or tax unit. Each attorney or tax unit must exist in the Tax Collection System for the year being paid.

**Note: To delete a year or a payment method, click the checkbox to the left of that information, then click the red X.**

- i. If needed, enter another year/amount or another payment type/check no./amount, then click **Apply Changes**. If the amounts in the Payment Method(s) columns do not equal the amount in the Year(s) Being Paid area, a red 'Short:' message appears giving the amount that you are short. (A similar message appears for overages.)
- j. At this point, you can lock the payment if you are sure no additional changes need to be made to it. To do this, click **Lock this remittance** at the top of the screen
- k. A confirmation message appears. Click **OK** to lock the payment.



- l. The screen now appears as it does below, with additional options.

**Remittance (CINDY)**

---

Client: 
 Validation No.: 
 \*Deposit Control:

\*Account: 
 Parcel Address:

\*Payer Name: 
 Name/Address line 2:

Name/Address line 3: 
 Name/Address line 4:

\*State: 
 \*Zip Code: 
 \*City:

e-mail Address: 
 Payment Date: 
 Phone:

Location:

Comments:

Amount Being Paid: **\$175.00**
 Amount Remitted: **\$185.00**
 Change Due: **\$10.00**

---

Year(s) Being Paid:
 


Year	Amount
2010	125
2009	50

Payment Method(s):
 

Type	Check No.	Amount
CHECK	123	100
CASH		25
MONEY ORDER	999	60

- m. To print a receipt, click **Receipt**. Below is a sample receipt. For multi-client and attorney versions of Offline Remittance, the receipts will not have the tax office seal on them. For some tax offices, a default note may appear on the receipt.

**Collector Name**  
 Collector Title  
 Collector Address 1  
 Collector Address 2  
 Phone: (000)000-0000  
 Fax: (000)000-0000  
 www.webaddress.com

**Offline Tax Receipt**  
  
**EL PASO**

---

**Account : 082700023190059    Parcel : 11139 ALAMEDA AVE**

---

**Payer**  
 B & B MOTORS  
 % BALDEMAR BEJARANO  
 11139 ALAMEDA AVE  
 SOCORRO, LA 799271290

Operator Code : CINDY  
 LOCATION : ACT Office(1)

VALIDATION NUMBER : **5565**  
 DEPOSIT NO : **TESTOFF**  
 RECEIPT DATE : **09/27/2011**  
 PRINT DATE : **09/27/2011**

---

Tax Year	Amount	Payment Type	Amount
2009	\$50.00	CASH	\$25.00
2010	\$125.00	CHECK 123	\$100.00
		MONEY ORDER 999	\$60.00
	<b>\$175.00</b>	<b>TOTAL:</b>	<b>\$185.00</b>
		<b>Change Due:</b>	<b>\$10.00</b>

---

COMMENTS:



- n. To print the receipt, right-click and select **Print**.
- o. To take another payment, you can click **New Payer** or **Same Payer** button,.
  - If you click **Same Payer**, the owner and address, deposit number and payment date of the previous payment is auto-populated. The account number fields at the top are empty.
  - If you clicked **New Payer**, the Remittance screen appears with only the Deposit No., Payment Date and Location auto-filled.

### Voiding a Payment

If a payment has been made in error and you have already locked it, you can void it as follows. The deposit must still be open to do this.

1. From the **Remittance** screen, which appears after you lock a payment (see above), click **Void Payment**
  - From the drop-down list below the Comments box, select a reason for the void. Choices include Incorrect Taxing Entity, Incorrect Payment Amount, Incorrect Payment Type, Incorrect Payment Instrument No. and Other.
  - (optional) Enter a **Manual Void Reason**, which could be any note about the voided payment.
  - Click **Confirm Void**.
2. To copy the payment information again, perhaps in order to change the account number or amount only, click **Reproduce**, which appears after the void is done.
3. Change any information needed, then click **Apply Changes**. You can then lock the new payment.


### Reviewing Payment Data

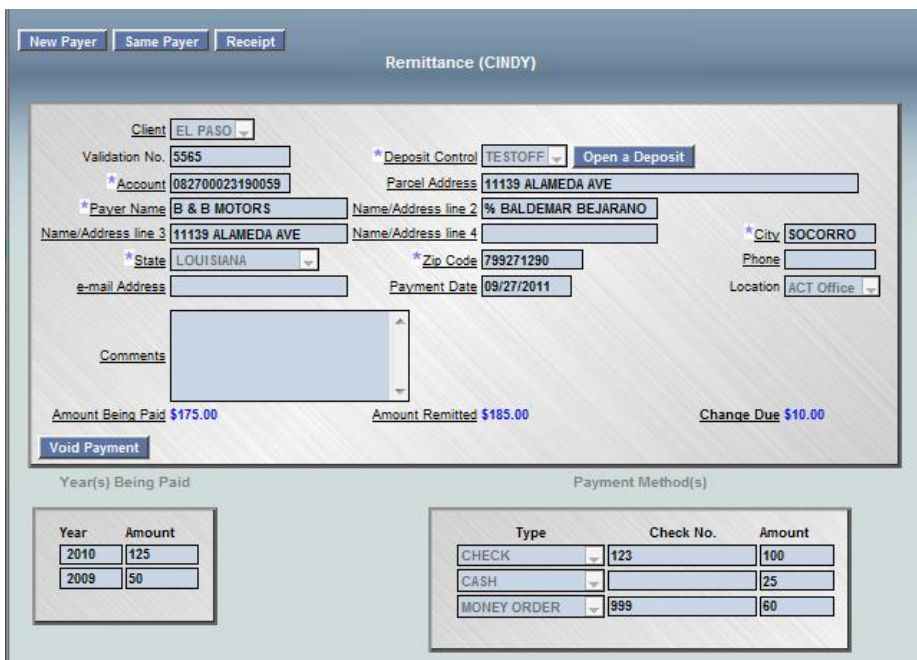
1. To view payment that have been saved, locked, or voided, click the **Remittance** tab. All of the remittances not yet transmitted to the Tax Collection System will be displayed.

The screenshot shows the 'Remittance' screen with a 'New Remittance' button and search filters for 'Unsent' (selected), 'Sent', 'Search string', 'Deposit', and 'Employee'. Below the filters, it says 'row(s) 1 - 5 of 5'. A table displays the following data:

Deposit	Status	Validation No.	Account	Payer Name	Payment Date	Amount	Employee	Details
CINDY	LOCKED	5555	082700023190059	smith george	06/14/2011	\$125.00	CINDYB	[icon]
none	VOIDED	5556	1234567890	clown bozo	06/14/2011	\$10.00	CINDYB	[icon]
TESTOFF	OPEN	5566		B & B MOTORS	09/27/2011	\$0.00	CINDY	[icon]
	LOCKED	5565	082700023190059	B & B MOTORS	09/27/2011	\$175.00	CINDY	[icon]
CINDY	LOCKED	5557	1234567890	smith george	06/13/2011	\$50.00	CINDYB	[icon]

2. To search for particular payments, use the fields at the top of the screen.

- Click the **Sent** radio button to find payments that have already been sent to the Tax Collection System
  - In the **Search string** field, enter the **account number** or **payer name**.
  - In the **Deposit** field, enter a deposit no.
  - In the **Employee** field, enter the **user name** of the employee who created the payments.
  - Press **Enter** after entering this information.
3. To sort the transactions, click on any of the underlined column headings (for ex., Deposit or Account).
4. To view the details of a payment, click the **pencil** next to the payment (  ).
- For locked payments, the following screen appears. You can click **Receipt** to print another receipt, click **Void Payment** to void the payment, or, to add another payment, click **New Payer** or **Same Payer**.



Remittance (CINDY)

Client: EL PASO

Validation No.: 5565

\*Account: 082700023190059

\*Payer Name: B & B MOTORS

Name/Address line 3: 11139 ALAMEDA AVE

\*State: LOUISIANA

e-mail Address:

Comments:

Amount Being Paid \$175.00

Amount Remitted \$185.00

Change Due \$10.00

Void Payment

Year(s) Being Paid

Year	Amount
2010	125
2009	50

Payment Method(s)

Type	Check No.	Amount
CHECK	123	100
CASH		25
MONEY ORDER	999	60

- For unlocked payments, the following screen appears. Make changes as needed then click **Apply Changes** to save the data. You can then lock the payment.



Lock this remittance

### Remittance (CINDYB)

**Apply Changes**

Client: EL PASO

Amount Being Paid: \$50.00      Amount Remitted: \$50.00      Change Due: \$ 0.00

Validation No.: 5557      \*Deposit Control: CINDY      **Open a Deposit**

\*Account: 1234567890      Parcel Address: \*\*NOT FOUND\*\*

\*Payer Name: smith george      Name/Address line 2:      \*City: el apso

Name/Address line 3: 123 main st      Name/Address line 4:      Phone:      Location: ACT Office

\*State: TEXAS      \*Zip Code: 33333      \*Payment Date: 06/13/2011      today

e-mail Address:      Comments:

Year(s) Being Paid      Payment Method(s)

X	Year	Amount
<input type="checkbox"/>	2008	50
<input type="checkbox"/>		

X	Type	Check No.	Amount
<input type="checkbox"/>	MONEY ORDER		50
<input type="checkbox"/>	CHECK		

## Generating a Daily Report

At the end of each day, Offline Remittance administrators should print a report of the locked payments that have been taken. The steps below must be performed on each computer that has the Offline Remittance program.

1. The Daily Report is available from the **Home** tab. The Client ID field in the picture below appears only for multi-client offices.

**Report**      **Daily Report**

**Send**

**Backup**

**Connect**

**Run Report**

Employee: -- All --


Deposit:     

From date: 10/16/2013      today

To date: 10/17/2013      today

2. Use the drop down menu to select a specific **Employee** or leave '**All**' for a report for all employees on that machine.
3. Click **today** to populate the **From Date** and **To Date** fields with today's date, or click on the **calendar** (📅) to select the beginning and ending date for the report.
4. Click **Run Report** to produce the report. The report shows the payments made, accounts, validation numbers, and the totals and payment type for each transaction. The account number is

omitted on the Voided transaction section of the report. (Standalone PC Version only: The report also gives a summary by location for each unique location entered by this employee.) A sample report is given below.

5. Use the browser's **Print** button to print the report. A sample is shown on the next page
6. To exit the report, click the **blue arrow** ().

Printed on 09/27/2011 13:14 by CINDY at ACT Office(1)

TESTOFF / CINDY					
Payment Date	Validation No.	Account No.	Paid	Distribution of Payment	
09/27/2011	5588		-\$10.00	Payment Type	Amount
				TOTAL:	\$ .00
				Change Due:	\$10.00
	5585	082700023190059	\$175.00	Payment Type	Amount
				CASH	\$25.00
				CHECK 123	\$100.00
				MONEY ORDER 999	\$60.00
				TOTAL:	\$185.00
				Change Due:	\$10.00
Payment Date totals :			\$165.00		
Deposit / Employee totals :			\$165.00		
Total			\$165.00		

#### Summary of Remit Types by Employee

Employee	Remit Type	Count	Total
CINDY	CASH	1	\$15.00
	CHECK		\$100.00
	MONEY ORDER		\$60.00

#### Voided Remittances

no voided remittances.

### Checking Out a Deposit

To balance your cash drawer with the deposit information in the Offline Remittance system, use the Check Out feature. The deposit check out procedures in Offline Remittance are similar to those used in the Tax Collection system.

**All payments in the deposit to be checked out must be locked first.**

1. On the **Home** page, click the **Check-Out** tab.

Check Out Deposit No.	Date	Employee
<input checked="" type="checkbox"/>	TESTOFF	10/16/2013
		FB01

2. (Multi-Client option only) Select a client from the **Client ID** drop-down list or leave **ALL** to see payments for all clients.
3. If you want to see a list of the checks in users' drawers, select **ALL** in the Employee list. The Check Out button changes to read **Verification Report**. Check the **Select** box(es) next to the **Deposit Nos.** for the deposits you want to review, then click the **Verification Report** button.

A sample of the Verification Report is shown below. The top portion gives the total deposit amounts. The central section lists the checks in ascending check number order. Voided remittances are shown above the signature area.

<b>Deposit Summary</b>						
Deposit	Remit Amt	Total Chash Amt.	Total Check Amt.	Total Money Order Amt.	Total Cashier's Check Amt.	Employee
TESTOFF	\$185.00	\$25.00	\$100.00	\$60.00	\$0.00	CINDY

Deposit	Transaction #	Amount	
TESTOFF	999	\$60.00	<input type="checkbox"/>
TESTOFF	123	\$100.00	<input type="checkbox"/>

Total # of Transactions: 2

Today's voided remittances  
no voided remittances today.

I certify that all payments received have been entered on this log.  
\_\_\_\_\_  
Customer Service Personal Signature      Date

I certify that I received this log and all checks listed therein.  
\_\_\_\_\_  
Accounting Personal Signature      Date

4. To begin the check out process, select an **Employee** from the drop-down list. You can only check out one employee at a time. You must also have the entitlement called **Universal Check Out** to see anything other than your own deposits. See the **Adding Users** section for more information on entitlements.

5. Check the **Check Out** box(es) next to the **Deposit Nos.** you want to balance. You should select all of the deposits for any particular employee, since that person's cash drawer is what is being balanced.
6. Click the **Check Out** button. If you have unlocked payments in any of the selected deposits, you will receive a warning message. All payments must be locked before checking out a deposit.
7. The **Check Out** screen appears:

8. The **Starting Drawer Amount** field at the top left shows the amount entered in the Settings.
9. The **Cash Received** and **Change Given** fields (on the left side of the screen) show the amount of cash entered and change given out as you were taking payments. The **Net Cash** is the difference between these two fields.
10. In the **Currency** section (which appears by default), enter any amounts for bills on hand in the two left most **Currency** columns, then click **Save Changes**. You will see a 'Deposit out of balance' message in red if you have other types of payments to enter. Shortage amounts are shown in red and overage amounts are in blue.

▼  
Currency (bills)

Save Changes

Currency (bills)	Count	Total	Drawer	Deposit
\$100		\$0.00		\$0.00
\$50		\$0.00		\$0.00
\$20	1	\$20.00		\$20.00
\$10	0	\$0.00		\$0.00
\$5	1	\$5.00		\$5.00
\$2		\$0.00		\$0.00
\$1		\$0.00		\$0.00
<b>Total:</b>		<b>\$25.00</b>	<b>\$0.00</b>	<b>\$25.00</b>

11. Click the **Coin** line.

▼  
Currency (bills)

▼  
Coin

Save Changes

Rolled Coins	Count	Total	Drawer	Deposit
\$0.25		\$0.00		\$0.00
\$0.10		\$0.00		\$0.00
\$0.05		\$0.00		\$0.00
\$0.01		\$0.00		\$0.00
<b>Total:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Loose Coins	Count	Total	Drawer	Deposit
\$0.25		\$0.00		\$0.00
\$0.10		\$0.00		\$0.00
\$0.05		\$0.00		\$0.00
\$0.01		\$0.00		\$0.00
<b>Total:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<b>Cash Total:</b>		<b>\$25.00</b>	<b>\$0.00</b>	<b>\$25.00</b>
--------------------	--	----------------	---------------	----------------

12. Enter any amounts for coins on hand in the **Rolled Coins** and/or **Loose Coins** fields, then click **Save Changes**.

13. Click the **Check, Money Order and Cashiers Check** line.



Action Processed.

► **Currency (bills)**

► **Coin**

▼ **Check, Money Order and Cashiers Check**

**Save Changes**

	Check	Money Order	Cashiers Check
Received:	\$100.01	\$60.00	\$0.00
Counted:	100.01	60	

14. Enter the total amount of the checks, money orders and cashiers check on hand, then click **Save Changes**.
15. To account for your **Starting Drawer** amount, enter the Count and the Drawer amount (for ex., 1 in the Count field for a fifty-dollar bill and 50 in the Drawer field. These fields are in the Currency, Coin, and Check/Money Order and Cashier Check sections.

Action Processed.

▼ **Currency (bills)**

Close Deposit   Printer Friendly

Cashier: CINDY   27-SEP-2011

Location: ACT Office   Deposit Amt: \$175.01

Deposit(s): Starting Drawer

TESTOFF   \$50.00

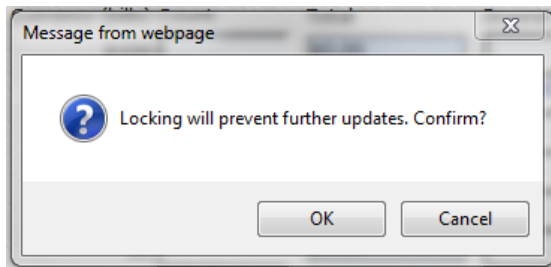
Cash Received: \$25.00  
Change Given: \$10.00  
Net Cash: \$15.00

	Shortage	Overage
Cash	\$0.00	\$0.00
Check	\$0.00	\$0.00
Money Order	\$0.00	\$0.00
Cashiers Check	\$0.00	\$0.00

**Save Changes**

Currency (bills)	Count	Total	Drawer	Deposit
\$100		\$0.00		\$0.00
\$50		\$0.00		\$0.00
\$20	2	\$40.00	\$40.00	\$0.00
\$10	2	\$20.00	\$10.00	\$10.00
\$5	1	\$5.00		\$5.00
\$2		\$0.00		\$0.00
\$1		\$0.00		\$0.00
<b>Total:</b>		<b>\$65.00</b>	<b>\$50.00</b>	<b>\$15.00</b>
<b>Cash Total:</b>		<b>\$65.00</b>	<b>\$50.00</b>	<b>\$15.00</b>

16. Click **Save Changes**.
17. If a **Drawer out of balance** message appears on the left side of the screen, you should adjust the Drawer amounts and Count amounts.  
  
If a **Deposit out of balance** message appears, you should adjust the Counts amounts that were entered.
18. After all of the money on hand has been counted and entered into this screen, click **Save Changes**. You can also exit from the Check Out screen and return later to complete the check out.
19. Once the deposit is in balance or you choose to finalize the checkout without balancing it, click **Close Deposit**.  
  
**Note: Although it is possible to lock (or close) an unbalanced deposit, but ACT does not recommend this.**
20. A confirmation message will be displayed. Click **OK** to lock the deposit



21. Click the **Printer Friendly** button to show the data in a printable format.

Cashier  
 CINDY      27-SEP-2011  
 Location      Deposit Amt  
 ACT Office    \$175.01  
 Deposit(s)    Starting Drawer  
 TESTOFF      \$50.00

Cash Received: \$25.00  
 Change Given: \$10.00  
 Net Cash: \$15.00

Currency (bills)	Count	Total	Drawer	Deposit
Hundreds		\$0.00		\$0.00
Fifties		\$0.00		\$0.00
Twenties	2	\$40.00	\$40.00	\$0.00
Tens	2	\$20.00	\$10.00	\$10.00
Fives	1	\$5.00		\$5.00
Twos		\$0.00		\$0.00
Ones		\$0.00		\$0.00
<b>Total:</b>		<b>\$85.00</b>	<b>\$50.00</b>	<b>\$15.00</b>

Rolled Coins	Count	Total	Drawer	Deposit
Quarters		\$0.00		\$0.00
Dimes		\$0.00		\$0.00
Nickles		\$0.00		\$0.00
Pennies		\$0.00		\$0.00
<b>Total:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Loose Coins	Count	Total	Drawer	Deposit
Quarters		\$0.00		\$0.00
Dimes		\$0.00		\$0.00
Nickles		\$0.00		\$0.00
Pennies		\$0.00		\$0.00
<b>Total:</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Cash Total:</b>		<b>\$85.00</b>	<b>\$50.00</b>	<b>\$15.00</b>

Check	Money Order	Cashiers Check
Received: \$100.01	\$80.00	\$0.00
Counted: \$100.01	\$80.00	

Shortage	Overage
Cash \$0.00	\$0.00
Check \$0.00	\$0.00
Money Order \$0.00	\$0.00
Cashiers Check \$0.00	\$0.00


### *Unlocking a Deposit*

You can re-open, or unlock, a deposit if three conditions are met:


- The deposit has not been transmitted to the ACT database yet
- The operator for the deposit has no other open deposits



- The user has the entitlement 'Reopen Deposit'.

1. On the **Home** page, click **Check Out**.
2. For the deposit you want to unlock (re-open), click the Check Out icon (.
3. The Check Out screen appears. Click **Re-Open Deposit**

### Deposit Proof Report

1. To print a **Deposit Proof Report**, click **Check Out**.
2. On the Closed Deposits side of the screen, click the page icon () on the row for the deposit you want to see. A sample report is below:


		Deposit Proof					
		(printed on 09/27/2011 14:27 BY CINDY)					
		Deposit TESTOFF					
Operator	Transaction Count	Cash Received	Cash (less change)	Calculated Check	Calculated Money Order	Calculated Cashiers Check	Total Deposit
CINDY	2	\$25.00	\$15.00	\$100.01	\$80.00	\$0.00	\$175.01
TESTOFF							
Validation Number	Account	Payment Date	Payment Amt.	Cash (less change)	Checks	Check Details	Money Orders
5585	082700023190059	09/27/2011	\$175.00	\$15.00	\$100.00	Check No. 123	Amount \$100.00
5588	1111	09/27/2011	\$0.01	\$0.00	\$0.01	Check No. 111	Amount \$0.01
Deposit No. Total:				\$15.00	\$100.01		\$60.00
Total				\$15.00	\$100.01		\$60.00

3. Click the **blue house** () to return to the **Home** screen.

### Exiting the Offline Remittance Program

At the end of each day or session of the Offline Remittance program, you should close the program.

Home	Remittance	Check-Out	Settings	Employees	Location	ACT/	The Total Tax Office Solution
Connected with central tax system@ACTD						EL PASO	CINDYB (Reset my password) Logout

1. Click **Logout** () on the upper right corner of the page.
2. If you need to open the program again the next day, double-click the Offline Remittance icon on your desktop.

### Sending Payments to the ACT System

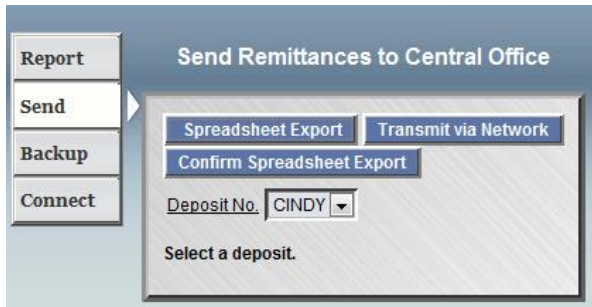
After the ACT Tax Collection System is back in service, Offline Remittance administrators can send the payments taken in Offline Remittance back to the ACT system. The steps below will need to be performed on each computer that has the Offline Remittance program.

Only locked payments will be sent back to ACT. You can do a search on the Remittance screen for Unsent payments to see which payments still need to be locked.

Deposits that have not been checked out can be transmitted.

1. If you want to keep a copy of the data in a spreadsheet, do the following **BEFORE** transmitting the payments (or you do not plan to transmit the data automatically):

- a. From the **Home** screen, click **Send**.

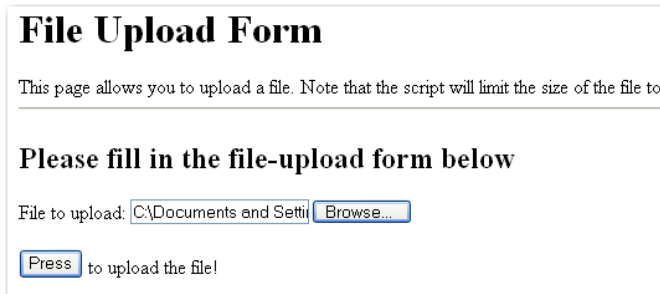


- b. **IMPORTANT! Do NOT click Confirm Spreadsheet Export** if you plan to use the Transmit via Network option to send deposit data to the Tax Collection automatically.
  - c. **DO click Confirm Spreadsheet Export** if you have e-mailed the spreadsheet to a designated recipient at ACT for further processing
  - d. (Multi-Client option only) Select a **Client** from the drop-down list.
  - e. From the drop-down list next to **Deposit No.**, select the deposit to send to a spreadsheet.
  - f. Click **Spreadsheet Export**.
  - g. Select **Open** from the popup. An Excel file will open. At this time, the column headings are not available, but the data is.
  - h. Select **File** from the Excel toolbar; in the drop down menu select **Save As**.
  - i. Select where to save the file to and what to name it, and change the **Save As** type to .xls then click **Save**. This will save the file as a spreadsheet.
2. To send the payments to the Tax Collection System automatically, go to the **Home** tab and click **Send**.
  3. Choose a deposit from the **Deposit No.** drop-down list.
  4. Click **Transmit via Network**.
  5. A completion message appears confirming the number of years and payments sent.
  6. If for some reason, the transmission fails, click **Spreadsheet Export** to create a comma delimited (CSV) file that can be emailed to a designated recipient at ACT.
    - a. Select **Save** and save the file.
    - b. A standard **Save As** window appears. Save the file on your computer. Remember the location and name (including the .CSV extension). Click **Save**. On the next popup window, select **Close** instead of Open.

## Posting the Remittances to the ACT Tax Collection System

These offline remittances will be posted via a lockbox inside the Tax Collection System. At least two steps are required. **If you did NOT create a CSV file, skip to step 2 below.**

1. If you created a CSV file, you must first transfer the data from the CSV file to the database. To do this,
  - a. Log in to the ACT Tax Collection System
  - b. From the Batch Menu, click **File Upload**.



**File Upload Form**

This page allows you to upload a file. Note that the script will limit the size of the file to

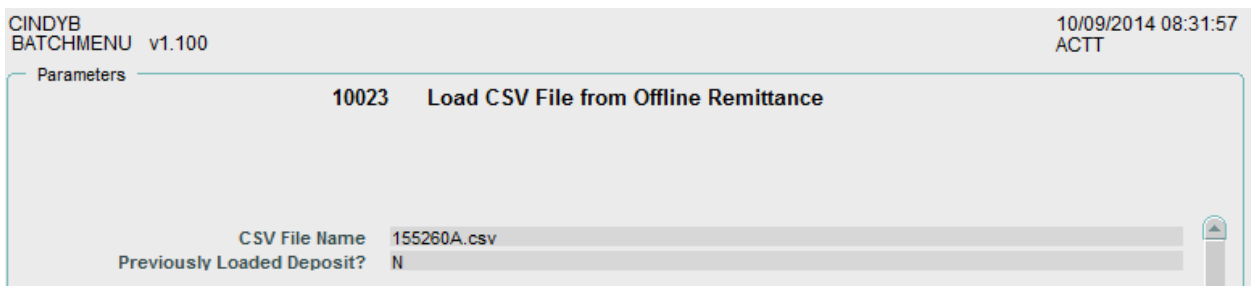
---

**Please fill in the file-upload form below**

File to upload: C:\Documents and Settings\ [Browse...]

[Press] to upload the file!

- c. On the **File Upload** screen, click **Browse**.
  - d. Locate the CSV file you created in Offline Remittance and select it.
  - e. Click **Press** to move the file to the ACT 7 server.
  - f. Run batch menu no. 10023, **Load CSV File from Offline Remittance**.



CINDYB  
BATCHMENU v1.100

10/09/2014 08:31:57  
ACTT

Parameters

**10023 Load CSV File from Offline Remittance**

CSV File Name 155260A.csv

Previously Loaded Deposit? N

- g. Enter the **CSV File Name** (case sensitive, include the extension).
    - h. If you have loaded this file before (that is, if you have loaded the deposit number in the file previously), enter **Y** in the **Previously Loaded Deposit** field. If this is new data, enter **Y**. If you enter N, the file must still be renamed and re-uploaded using the File Upload button.
    - i. Click **Submit Job**, and then click **OK** to the confirmation message. If a payment was taken with the same year entered twice on the payment screen, this process will be terminated.

```

LOAD CSV 573568.log 04/29/2009 10:58:33

TAX COLLECTION SYSTEM
PORT BEND COUNTY

=====
MODULE NAME      :      Load CSV File from Offline Remittance
MODULE VERSION   :      v1.2
BATCH MENU ITEM # :      10023
REQUESTING USER  :      FB01
PROCESS START TIME :      04/29/2009 10:58:32
REQUEST SEQUENCE NO :      573568

Parameters
-----
CSV File Name in /usr2/upload 4282009 Transmit Test 1.csv
CLIENT ID is 79000000
5 ROWS INSERTED FROM CSV FILE
-----
PROCESS END TIME      :      04/29/2009 10:58:34
-----

```

2. After batch menu no. 10023 finishes successfully or if you did not create a csv file, run batch menu no. 10024, **Produce Lockbox File from Offline Remittance**. This puts the data in the correct format for a lockbox. It selects all payment transactions that have not been retrieved previously by this same process.

EPV2  
 BATCHMENU v1.100

10/07/2014 09:03:47  
 ACTT

Parameters
**10024    Produce Lockbox File from Offline Remittance**

Client ID
94000000

Deposit No.
155280A

- a. (optional) In the **Deposit No.** field, enter a deposit number only if you need to process one of the deposits in the batch of remittances you transmitted. For example, a tax office may have multiple deposits open in Offline Remittance during a day. These will all be uploaded via batch menu no. 10023. Then a discovery is made that a transaction in one of the deposits is incorrect. The other deposits can still be processed by using the deposit no. parameter on batch menu no. 10024. Once the incorrect deposit is corrected, it is reloaded using a different file name on batch menu no. 10023 (setting the Previously Loaded File to Y) and then a lockbox file for that deposit can be created by using the Deposit No. field on batch menu no. 10024.
3. Write down the Request Sequence No. that is on the log file, which is available in the Batch Request screen:

```

PRODUCE LOCKBOX FILE 576902.log 08/19/2009 09:49:05

      T A X      C O L L E C T I O N      S Y S T E M

                        E L P A S O

=====
MODULE NAME       :      Produce Lockbox File from Offline Remittance
MODULE VERSION    :      v1.3
BATCH MENU ITEM # :      10024
REQUESTING USER   :      EP01
PROCESS START TIME :      08/19/2009 09:49:03
REQUEST SEQUENCE NO :      576902

Parameters
-----
Client ID         :      94000000
-----
Lock Box file name :      ol remit lockbox.576902
Lock Box Year records written :      6
Lock Box Payment records written :      7
-----
PROCESS END TIME   :      08/19/2009 09:49:05
-----

```

- Run batch menu no. 115, **Offline Remittance Lockbox**, to post the transactions. The Batch Request Sequence No. was generated during the previous step. Use the normal lockbox posting procedures for your tax office. The deposit number cannot be longer than 8 digits. ACT recommends running the edit (E) option first to see the changes to be made.

Alternate payers are assigned when the lockbox is run in update mode.

(Attorney option only) If a lockbox created from Offline Remittance payments has an attorney unit number in the header record (the first row of the file), only the units associated with that attorney will be paid. Remaining money will be put in the escrow unit specified at the time of the payment.

(Attorney option only) The Special Rule field must be set to **11** (pay coupon year, with remaining money being put in the escrow unit specified at the time of the payment), **12** (pay coupon year, then oldest year, with remaining money being put in the specified escrow unit), **14** (pay coupon year, current year, oldest year, then next oldest year), or **22** (pay all of the amounts due for units and years associated with the attorney ID listed in the header of the file (coupon year first, then oldest year, next oldest year, etc.), then begin paying years and units associated with a second attorney (coupon year first, then oldest year, next oldest year, etc.).

EP01 BATCHMENU v1.70		08/19/2009 09:48:37 ELPASO_TEST
Parameters		
	115	Offline Remittance Lockbox
Batch Request Sequence No	576902	
Deposit No.	TESTCB	
Deposit Date (MM/DD/YYYY)	08/19/2009	
Receipt Date (MM/DD/YYYY)	08/19/2009	
Report Option	D	
Posting Option	E	
Operator	CIND	
Deposit Override	N	
Postmark Override	N	
Funds Source	0	
Payee Code	0	
Special Rule	00	
Deposit Type	LB	
Do Not Use	N	
Request Sequence No.	0	
Portfolio Login Name		
Portfolio Lock ID	0	