Offline Remittance Processing
Standalone, Service-Based, Multi-Client, Attorney

User Manual

ACT/
APPRAISAL & COLLECTION TECHNOLOGIES

911 Central Parkway North, Suite 200

Contents

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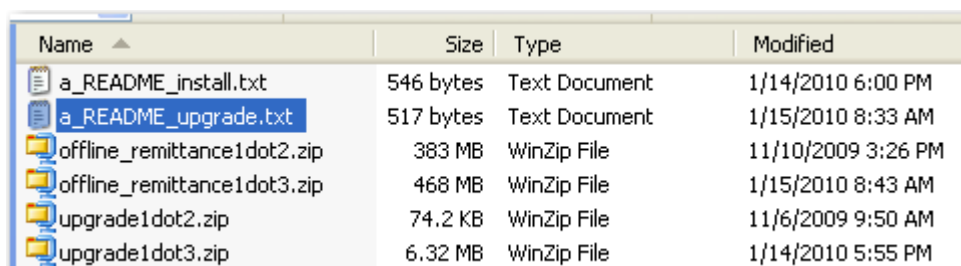
For server-based installations, accounts are validated automatically and payments can be transmitted to the Tax Collection System if desired for posting there. Payments can be made for multiple tax offices (Multi-Client option) and for jurisdictions associated with a specific attorney (Attorney option)

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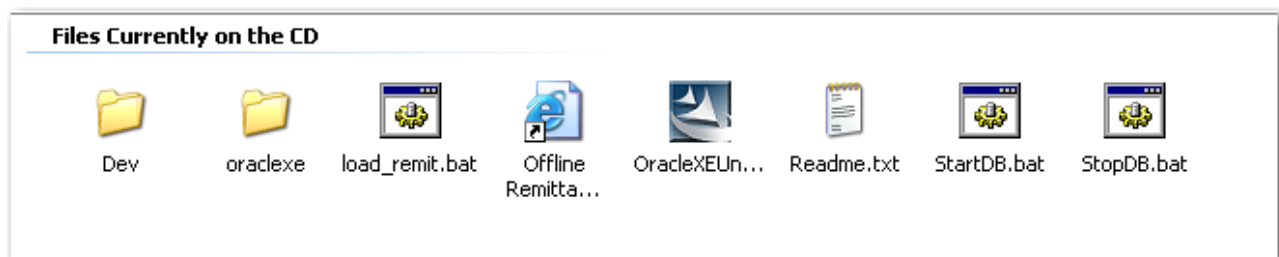
> **Note: If you have previously installed Offline Remittance, you can skip step 4 and go directly to step 5.**

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.**

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

4. Enter a valid **User Name** and **Password** from the Tax Collection System.

5. 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. To add another user, repeat steps 3-9.

10. If all users have been added, click the **Home** tab at the top left.

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.

6.

7. If the database listed in the 'Connected with central tax system @' message is not the correct one (normally, ACTPROD), click **Connect** on the left side of the screen.
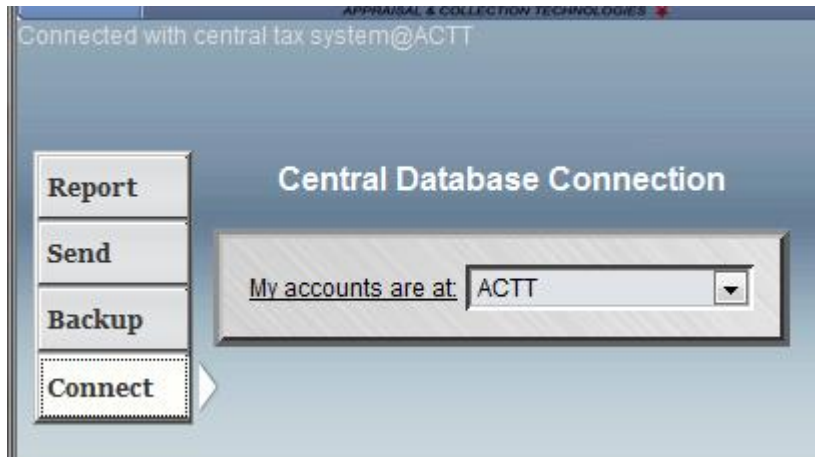
8. Select the correct database name or choose 'no central tax system' if you are working offline (that is, you will not be or cannot verify account numbers with the tax collection system).

Restoring a Backup (currently unavailable for multi-client offices)

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).
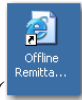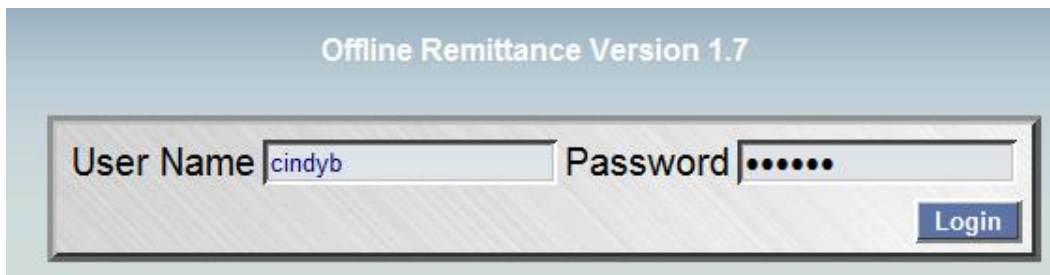2. Click **Backup** on the left side of the screen.

3. Click **Restore from Backup**.

4. This message will appear. Click **OK** to proceed with the restore.
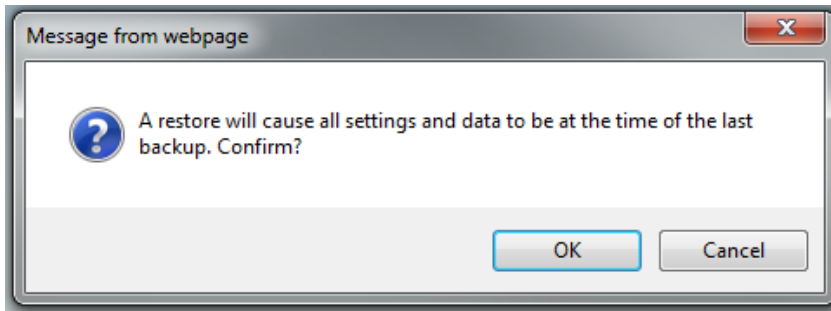
Employee Login

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

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.

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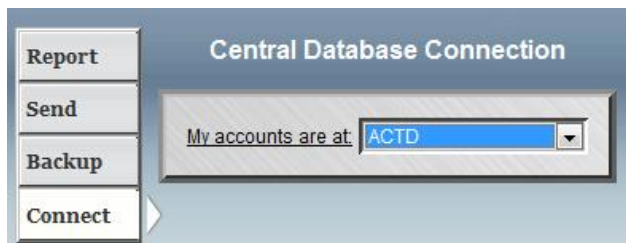
2. From the drop-down list of databases, select the correct one (normally ACTPROD). If you do not want to, or do not the ability to connect to an ACT database, choose **No Central Database** from the list.

   > **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

Client ID	92000000
Attorney ID	8300
Client Description	Hidalgo County
Multi Client	N
Accept Checks Only?	N
Minimum Account Length	1
Maximum Account Length	34
Starting Drawer Amount	0
Drawer Unit	AMOUNT
Default City Name	
Receipt Title	Tax Receipt
Collector Title	TAX ASSESSOR - COLLECTOR
Collector Name	PAUL VILLARREAL JR., RTA
Collector Address1	PO BOX 178
Collector Address2	EDINBURG, TEXAS 78540
Collector Phone	(956) 318-2157
Collector Fax	(956) 318-2157
Collector Web Address	www.webaddress.com
Second Collector Title	
Second Collector Name	
Second Collector Address1	
Second Collector Address2	
Second Collector Phone	
Second Collector Fax	
Second Collector Web Address	

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** and only jurisdictions associated with that law firm are to be paid. 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.

- **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:

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 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**.

9. Return to the home tab by clicking the **blue Home** icon ( )**.**

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:
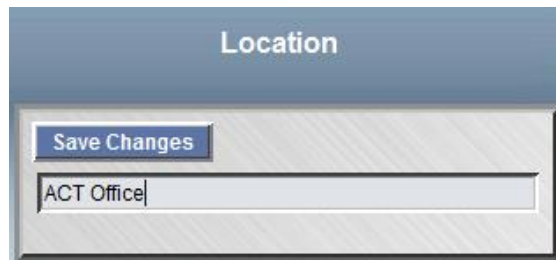

2. Enter the desired name in the gray field.

3. Click **Save Changes**.

Creating a Backup

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**.
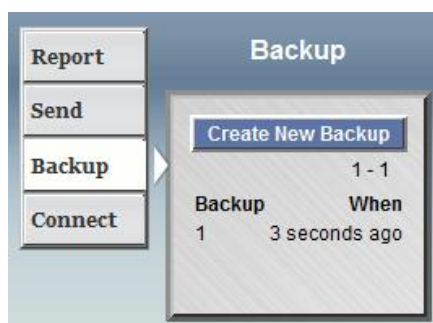
2. Click **Create New Backup**.

3. When the backup is complete, information about it will appear on the screen.

Entering a Payment

1. On the **Home** tab, click **Remittance**.

2. If you have made no payments yet, the following screen appears.

3. Click **New Remittance**.

4. If this user has made payments already, the screen similar to what is shown below appears.

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 for the person logged in, the **Open a Deposit** window appears:

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 or click the "today" for the current system date.

   c. Click **Save Changes**.

   d. The deposit screen reappears as follows:

- **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 Transaction window appears instead of the Open a Deposit window. Either the last deposit created or the 'default' deposit appears in the **Deposit Control** drop down. If you want to use a different deposit, choose one from the drop-down list in the Deposit Control field.
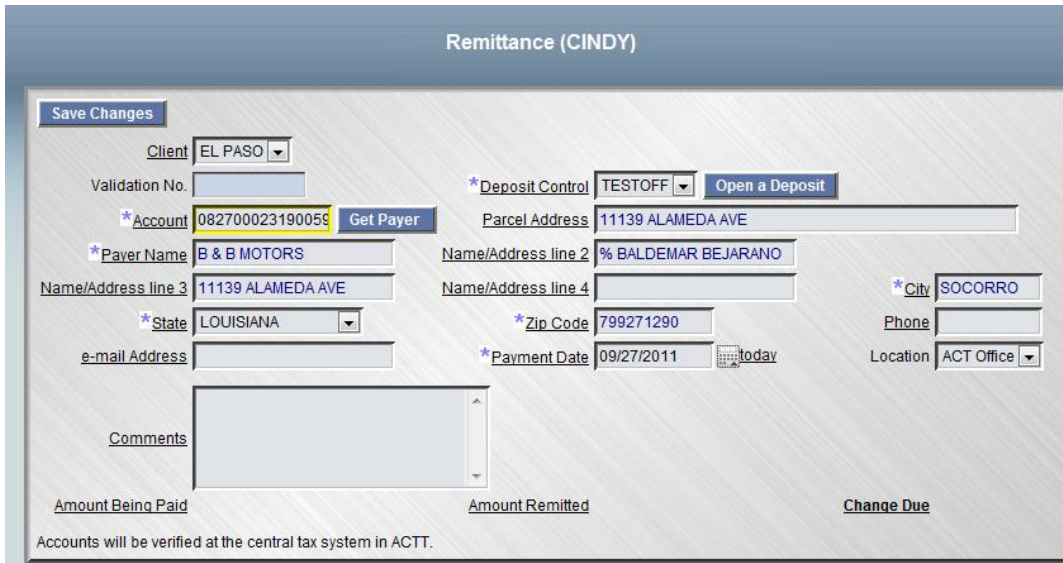
4. To open a new deposit, click the **Open a Deposit** button. The screen below appears:

a. **Deposit No.**—Enter the name of the deposit.

b. **Date**—Enter the desired deposit date, click the "today" for the current system date.

c. Click **Save Changes**.

d. To return to the Remittance screen, click the **blue back** arrow ( ).

Payments

1. Enter the **Account** number.

2. 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 at the central tax system…', 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.

3. 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. **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).** (required)

   d. **Phone—Enter the taxpayer's phone number.**

   e. **E-Mail Address—Enter the taxpayer's e-mail 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)—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 **Save 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.
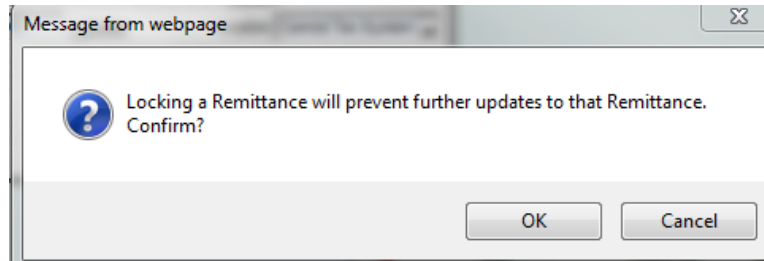

a. Enter the **Year** to pay.

b. Enter the **Amount** to pay.

c. 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.

d. Enter the **Check No.** to be used for check payments.

e. Enter the **Amount** in dollars and cents, using a decimal point

Note: To delete a year or a payment method, click the checkbox to the left of that information (in the red X column).

f. Click **Apply Changes** to save this information.

g. 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 does not appear for overages.)

h. 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

i. A confirmation message appears. Click **OK** to lock the payment.

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

k. To print a receipt, click **Receipt**. Below is a sample receipt. For multi-client offices, the receipts will not have the tax office seal on them.

```
Collector Name                    Offline Tax Receipt
Collector Title
Collector Address1
Collector Address2

Phone: (000)000-0000
Fax: (000)000-0000
www.webaddress.com                     EL PASO

Account : 082700023190059    Parcel :11139 ALAMEDA AVE

              Payer                    Operator Code : CINDY
         B & B MOTORS                   LOCATION : ACT Office(1)
      % BALDEMAR BEJARANO
        11139 ALAMEDA AVE            VALIDATION NUMBER : 5565
      SOCORRO,LA 799271290             DEPOSIT NO : TESTOFF
                                     RECEIPT DATE : 09/27/2011
                                       PRINT DATE : 09/27/2011

                                  Payment Type          Amount

Tax Year           Amount        CASH                   $25.00
                                 CHECK 123              $100.00
2009               $50.00        MONEY ORDER 999         $60.00
2010              $125.00
                                 TOTAL:                 $185.00
                  $175.00
                 ========        Change Due:            $10.00
                                                       ========

 COMMENTS:
```

l.   Use the browser's **Print** button to print the receipts.

m. Click the browser's Back button to return to the Remittance screen.

n.   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**
   - From the drop-down list below the Comments box, select a reason for the void. Choices include Incorrect Payment Amount and Incorrect Payment Type.
   - (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 d (Sent or Unsent), all of the remittances fitting that criteria will be displayed.

2. To search for particular payments, use the **Search** and/or **Employee** fields.

   - In the **Search** field, you can enter the **account number** or **payer name.**

   - In the **Employee** field, you can 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 Paye**r or **Same Payer**.

- 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.

Generating a Daily Report

At the end of each day, Offline Remittance administrators should print a report of the 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.
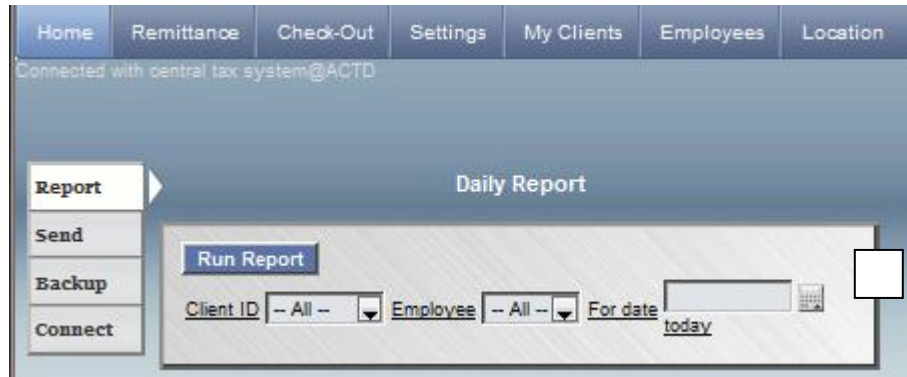
2. Use the drop down menu to select a specific **Employee** or leave **'All'** for a report for all employees on that machine.

3. Click **today** to populate the **For Date** field with today's date, or click on the **calendar** (▦) to select a day for the report.

4. Click **Run Report** to produce the report. The report shows the payments made and the totals of each transaction. It also gives a summary by location for each unique location entered by this employee. A validation number is displayed instead of the account number on the Voided transaction section of the report. 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** (⬅).

TESTOFF / CINDY				
Payment Date	**Validation No.**	**Account No.**	**Paid**	**Distribution of Payment**
09/27/2011	5566		-$10.00	Payment Type Amount TOTAL: $.00 Change Due: $10.00 =========
	5565	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 Deposit 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 **Check-Out** tab.

2. 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.

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

4. Check the **Checkout** 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.

5. 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.

6. The **Check Out** screen appears:

7. The **Starting Drawer Amount** field at the top left shows the amount entered in the Settings.

8. (optional for server-based users) At this point, you can place the deposit on hold by clicking the **Hold** button. If a deposit is in Hold status, it is not closed, but no additional payments can be put into it. To take it off hold, click the same button, which will say **Unhold**.

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)

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
Total:		**$25.00**	**$0.00**	**$25.00**

11. Click the **Coin** line.

Currency (bills)

Coin

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
Total:	**$0.00**	**$0.00**	**$0.00**

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
Total:	**$0.00**	**$0.00**	**$0.00**
Cash Total:	**$25.00**	**$0.00**	**$25.00**

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.

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.

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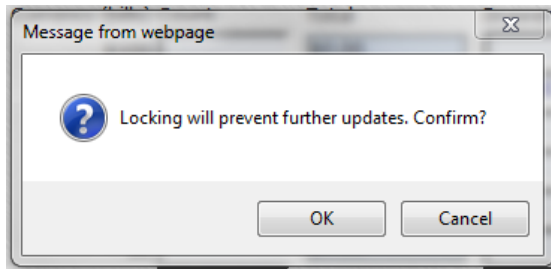
21. Click the **Printer Friendly** button to show the data in a printable format.

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**

4. Click the **blue back** arrow ( ). The deposit is now

Deposit Proof Report

1. To print a **Deposit Proof Report**, click the **Check-Out** tab.

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	$60.00	$0.00	$175.01

TESTOFF

Validation Number	Account	Payment Date	Payment Amt.	Cash (less change)	Checks	Check Details		Money Orders	Cashiers Checks
						Check No.	Amount		
5565	082700023190059	09/27/2011	$175.00	$15.00	$100.00	123	$100.00	$60.00	$0.00
						Check No.	Amount		
5566	1111	09/27/2011	$0.01	$0.00	$0.01	111	$.01	$0.00	$0.00
Deposit No. Total:				$15.00	$100.01			$60.00	$0.00
Total				$15.00	$100.01			$60.00	$0.00

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.

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):
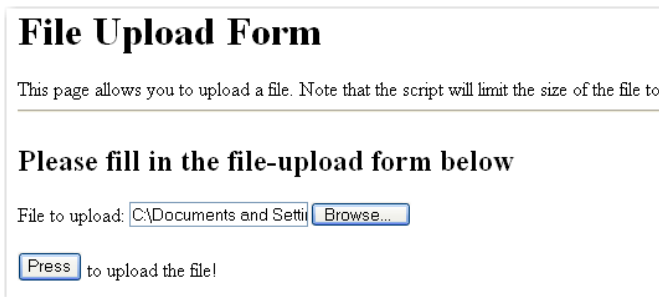
    a. From the **Home** screen, click **Send**.

    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. From the drop-down list next to **Deposit No.,** select the deposit to send to a spreadsheet.

    e. Click **Spreadsheet Export**.

    f. Select **Open** from the popup. An Excel file will open. At this time, the column headings are not available, but the data is.

    g. Select **File** from the Excel toolbar; in the drop down menu select **Save As**.

    h. 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, there is another way to transmit the remittances. Click **Spreadsheet Export** to create a comma delimited (CSV) file.

    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.

    c. E-mail the file to a designated recipient at ACT.

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, two additional steps are needed. 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**.
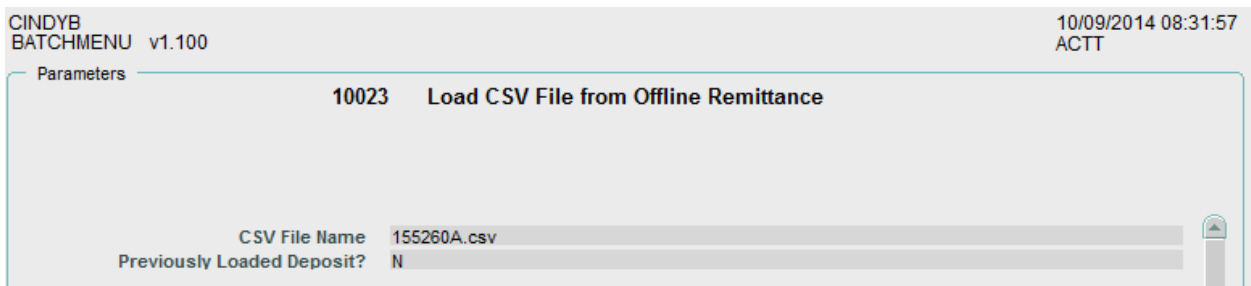
    c. On the **File Upload** screen, click **Browse**.

    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**.

    g. Enter the name of the CSV file.

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

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

                              EL PASO

        ====================================================================
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
------------
```

4. 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.

Leave the Office Location Code field blank if you do not use these codes (which are set in the Office Locations screen) or enter a specific office location code to assign to the deposit being created.

(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.).

Parameters

115   Offline Remittance Lockbox

Batch Request Seq. No	576902
Deposit No.	TESTCB
Deposit Date	01/02/2015
Receipt Date	01/02/2015
Report Option	D
Posting Option	E
Operator ID	CIND
Deposit Override	N
Postmark Override	N
Funds Source	0
Payee Code	0
Special Rule	11
Deposit Type	LB
Do Not Use	N
Request Sequence No.	0
Portfolio Login Name	
Escrow Override Unit	0
Escrow Override Status	
Portfolio Lock ID	
Image URL Client Pref	
Office Location Code	