

Packet Posting

RPCS™

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RevQ™

A Columbia Ultimate Company

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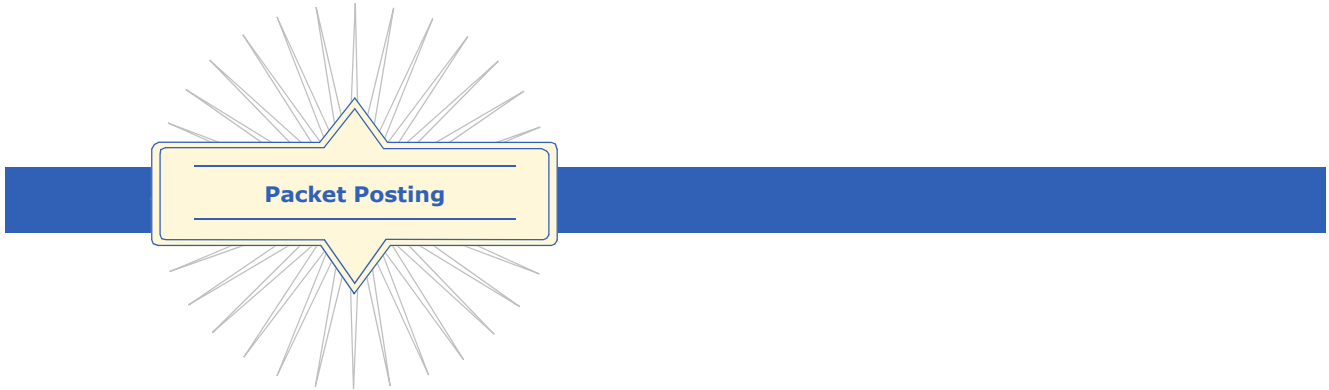
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Contents

Types of Posting Methods	2
Batch Entry	2
Packet Posting Routine Keystrokes	4
Posting Methods	6
Cancelling Packet Posting Transactions	9
List Batch	10
Post Batch	11
Update Prorate Table	14
Prorate Table Update Options	14



Packet Posting provides the user the ability to post across all accounts within a packet using a variety of posting methods.

Types of Posting Methods

There are four types of Posting methods: Spread, Individual, Packet Prorate, and Complete Prorate.

Spread - Depending on the setting of attribute 2 of the Codes item, BATCH-POST, the spread option can work one of two ways.

1. If the Codes item, BATCH-POST attribute two contains a 1 or a null, the payment amount is spread among packet members in order of balance with the largest balance account being paid first.
2. If the Codes item, BATCH-POST attribute two contains a 2, the payment amount is spread among packet members in order of oldest account to newest account. The assigned date on the account is used for this age determination (see *(S)pread*, page 8).

Individual - Allows the payment entry person to see a list of the accounts in the packet and to manually designate how much of the payment will be applied to each debt within each account in the packet.

Packet Prorate - Divides the payment amount and applies it to each account in the packet according to the percentage of the account balance as it compares to the total packet balance.

Complete Prorate - Divides the payment amount and applies it to each account in the packet like the Packet Prorate method. Then each debt amount within the account is paid according to the Prorate Table.

After entering a group of transactions into a batch, the batch can be printed, verified, and when the batch is in balance can be posted. It is possible to use a different posting method for each entry in the batch.

To Open the Packet Posting Menu

1. From the Master Menu select Special Routines, Option L/12.
2. In the Special Users Menu select the 'hot key' letter or number that corresponds with the Packet Post Menu.

Batch Entry

Use this option to enter transactions into a batch.

To Select a Batch Entry

1. In the Packet Posting Menu select Batch Entry, Option A/1.

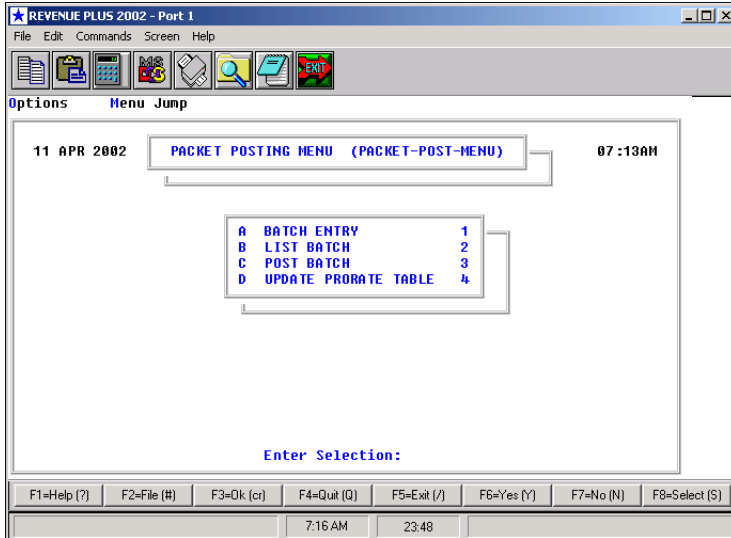


Figure 1

2. In the Packet Posting Routine complete the fields.

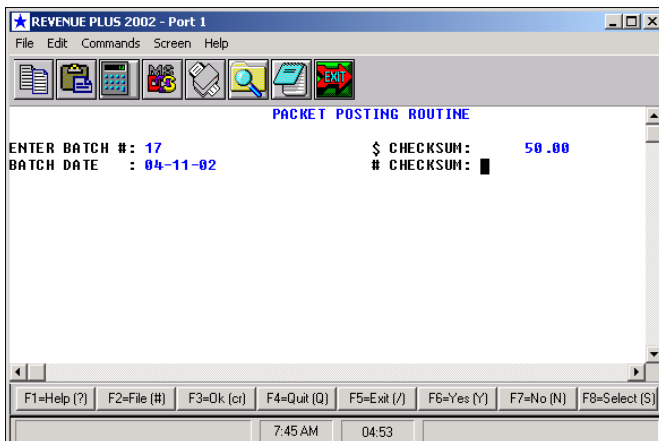


Figure 2

Packet Posting Routine

Field

Description

Enter Batch #

For a new batch number, type N to have the system automatically assign the next available batch number.

To access an old batch number, type the number that was previously assigned.

Note: Batches that have already been posted cannot be retrieved.

Batch Date

The date the batch was opened. New batches will default to the current date.

\$ Checksum

Enter the total dollar amount of the transactions to be entered into the batch. This figure is compared to the total dollar amount of the transactions entered in this batch. The batch cannot be posted until the checksum balances.

Packet Posting Routine (cont. from previous page)

Field	Description
# Checksum	<p>Enter the batch total for the fields being totaled for this checksum. The checksum process totals the values in the fields designated in the Codes item, BATCH-POST and compares that total with the value contained in the # Checksum field. The batch cannot be posted until the checksum balances.</p> <p>The Codes item, BATCH-POST attribute 1 controls which field is totaled for this checksum. Any numeric field in the Debtor, Fiscal or Transaction files can be used. The first character of the item is T for the Transaction file, D for the Debtor file or F for the Fiscal file. The next characters designate the attributes or fields within that file item. A D0 indicates that the debtor number will be used for the checksum (Debtor attribute 0). The default for this item is T20.4, indicating Transaction file attribute 20, multivalued 4. This is normally the reference number entered with each debtor transaction later on in this process.</p> <p>The use of this field is optional. If the # Checksum field is not used, the Codes item, BATCH-POST must be blank.</p>

Packet Posting Routine Keystrokes

These keystrokes can be typed at the Debtor# prompt in the Packet Posting Routine.

Type a question mark and press <Enter> at the Debtor# prompt to view the keystroke options. The options in the screen are identical to the keystrokes in the following table. The Debtor # Prompt Commands screen is a view only screen. Click OK or Cancel to return to the Packet Posting Routine.

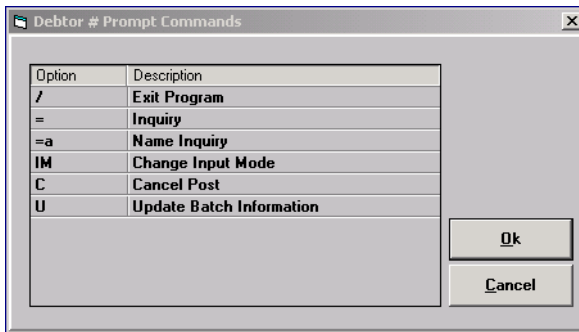


Figure 3

Enter this Keystroke	To View this Screen	Use this Screen to
----------------------	---------------------	--------------------

= +
<Enter>
(Inquiry)

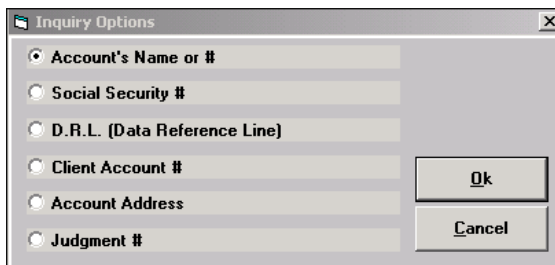


Figure 4

Select the inquiry option. For more information about the inquiry screen, refer to the Revenue Plus Collector System Reference manual.

Enter this Keystroke

To View this Screen

Use this Screen to

= + Debtor Name + <Enter> (Name Inquiry)

DTR#/PKT#	J	DEBTOR NAME	ADDRESS/CLIENT	SC/D	ASGN/CLI#	PRIN/BAL
1-27		TEST		ACT	01-01-01	100.00
			YE OLDE TEST CLIEN		1	112.74
2-74		TEST, ACCOUNT		ACT	01-30-02	100.00
			ALREADY BEEN CHEME		1 ABC100	94.66
3-29		TEST, ACCOUNT		ACT	01-01-01	100.00
			GENERAL STORE		1 GEN100	115.29
4-68		TEST, ANEW		ACT	05-05-01	200.00
			GENERAL STORE		1 GEN100	178.66
5-67		TEST, ANEW		ACT	05-05-01	150.00
			GENERAL STORE		1 GEN100	134.00

Figure 5

Search the database for debtors by a specified name. You can select from the debtor list.

IM + <Enter> (Change Input Mode)

```

PACKET POSTING ROUTINE
ENTER BATCH #: 41          $ CHECKSUM: 5.00
BATCH DATE : 04-11-02    # CHECKSUM: 4
Enter File to be Searched this Session (0,1,2,3,4,5,J) (CR=0,?,/): █
BATCH TRANS : 0          BATCH TOTAL : 0.00
POSTED TRANS: 0          REF # TOTAL: 0

```

Figure 6

Select different options to search the database for files.

Type a question mark (?) in the Packet Posting Routine (Figure 6) to display the search options.

C + <Enter> (Cancel Post)

```

PACKET POSTING CANCEL ROUTINE
ENTER DEBTOR # OR TRANSACTION # (Tnnnn) (/):

```

Figure 7

1. Delete a single packet posting transaction.
2. Delete multiple packet posting transactions.
3. Delete packet posting transactions associated with a debtor number.

For more information refer to [Cancelling Packet Posting Transactions](#).

Enter this Keystroke

To View this Screen

Use this Screen to

U +
<Enter>
(Update Batch Information)

PACKET POSTING ROUTINE						
ENTER BATCH #: 2				\$ CHECKSUM: 10.00		
BATCH DATE : 04-10-02				# CHECKSUM: 2		
DEBTOR#	TRAN CD	TRAN DATE	TRAN AMT	TRAN #	REF #	
16	1	04-10-02	2.50	1-1	2	
17	1	04-10-02	2.50	1-2		
44	1	04-10-02	2.50	2-1	4	
45	1	04-10-02	2.50	2-2		
BATCH TRANS : 2				BATCH TOTAL : 10.00		
POSTED TRANS: 4				REF # TOTAL: 0		

Update the packet date and checksum totals for the packet.

Figure 8

(3 of 3)

Posting Methods

There are four posting methods that are used to disburse a payment throughout a packet.

To Select a Posting Method

1. In the Packet Posting Routine, type a new batch number and complete the other fields.
-OR-
Type an existing batch number. The other fields will then populate in the screen.

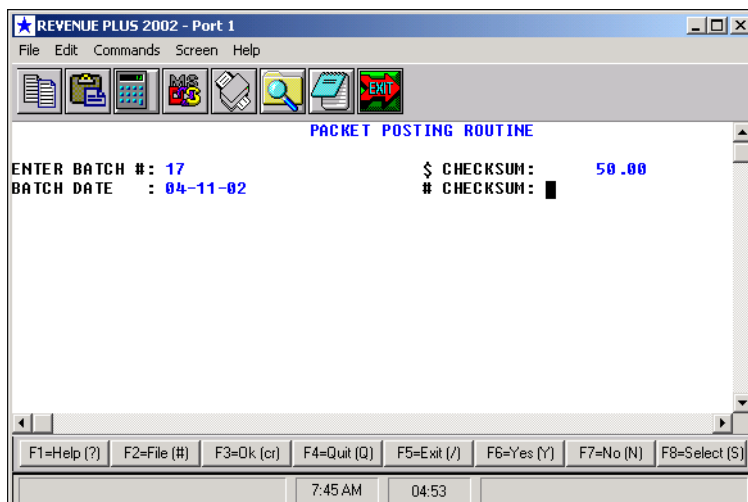


Figure 9

2. At the Debtor# prompt enter the debtor number.

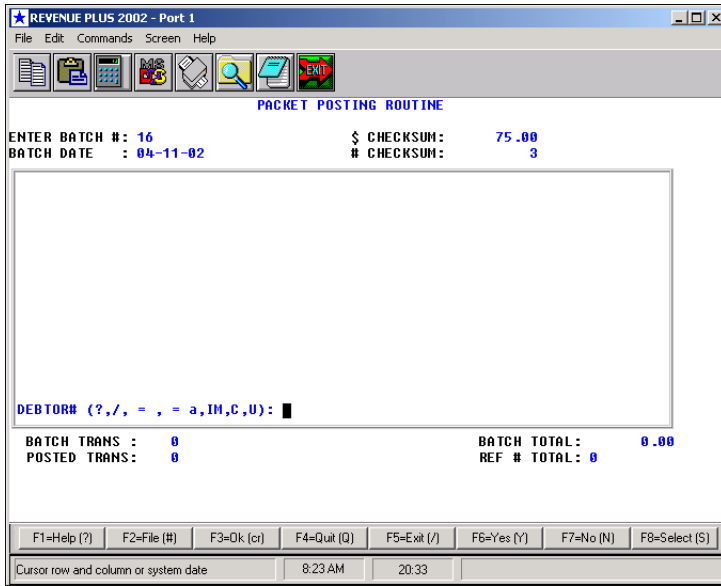


Figure 10

3. In the Packet Posting Routine, in the Amount field, type the dollar amount of the transaction.

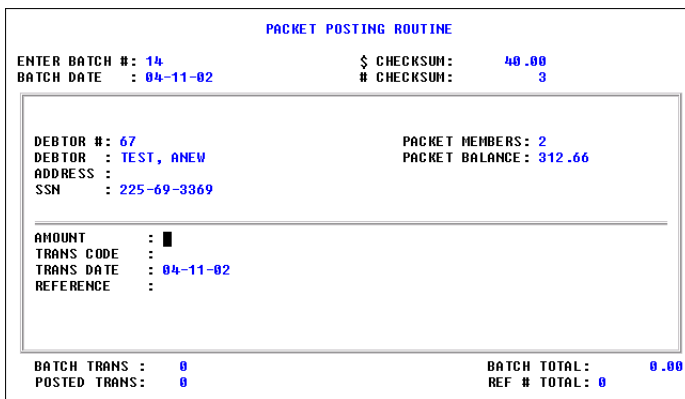


Figure 11

4. In the Trans Code field type the transaction code. The code must be a valid transaction code from the Trans-Code-File.
5. In the Trans Date field enter the date of the transaction. Press <Enter> to accept the current date.
6. In the Reference field type a numeric reference number and press <Enter>. By default this value is used for the checksum number. The sum of all the values in the batch must equal the # Checksum for the batch.

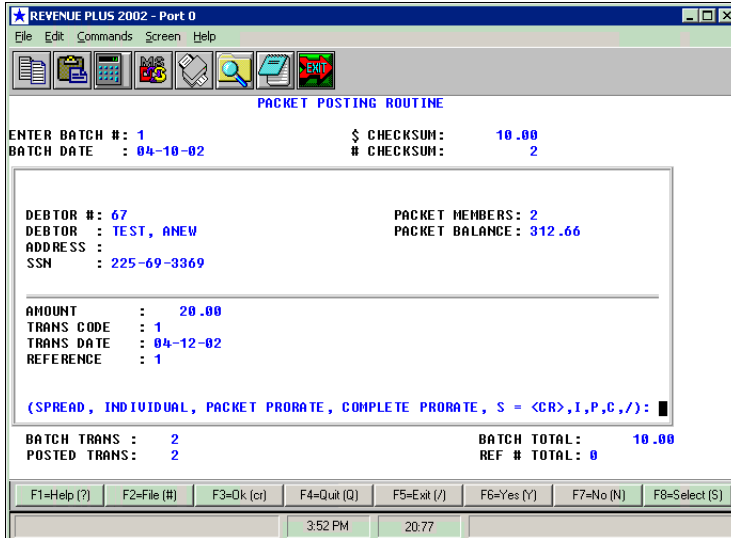


Figure 12

7. Select one of the posting methods from the following table.

Posting Methods

Method	Description	To Select
(S)pread	<p>The function of this option depends on the setting of a parameter in the Codes items, BATCH-POST.</p> <p>If attribute 2 of Codes item, BATCH-POST is set to a 1 or left blank the payment is spread throughout the packet with the payment first being applied to the account with the highest overall balance. If the payment is less than the balance, the entire payment is applied to that account. If the payment is more than the balance, the remaining portion of the payment is applied to the account with the next highest overall balance, and so forth until the payment amount is exhausted. Within each account, the payment is applied in the order of interest, attorney fees, court fees, misc. charges and principal.</p> <p>If attribute 2 of Codes item, BATCH-POST is set to a 2 the payment is spread throughout the packet with the payment first being applied to the oldest account according to the assignment date. If the payment is less than the balance, the entire payment is applied to that account. If the payment is more than the balance, the remaining portion of the payment is applied to the account that is next oldest, and so forth until the payment amount is exhausted. Within each account, the payment is applied in the order of interest, attorney fees, court fees, misc. charges and principal.</p>	Type S and press <Enter>
(I)ndividual	Each member of the packet is displayed with their debts. You can select the debts and packet members that you want to apply the payment to.	Type I and press <Enter>

(1 of 2)

Posting Methods *(cont. from previous page)*

Method	Description	To Select
(P)acket Prorate	<p>When you select this option, the payment amount is prorated across the packet according to the percentage of the total debt owed by that packet member. For example, if a packet has three accounts with balances totaling \$200, and a payment transaction is entered for \$50, the payment distribution would appear as follows:</p> <p>Debtor A balance of \$60 is 30% of total packet balance. \$50 payment x .30 = \$15 applied</p> <p>Debtor B balance of \$20 is 10% of total packet balance. \$50 payment x .10 = \$5 applied</p> <p>Debtor C balance of \$120 is 60% of total packet balance. \$50 payment x .60 = \$30 applied</p> <p>Within each account, the payment is applied in the order of interest, attorney fees, court fees, miscellaneous charges and principal.</p>	Type P and press <Enter>
(C)omplete Prorate	<p>This option, like the Packet Proration option, prorates payment amount among packet members based on percentage of the account balance as compared to the packet balance. After the transaction amount for the account is determined, the amount is then further prorated according to the percentage of the bucket totals defined in the Prorate Table as compared to the account balance.</p>	Type C and press <Enter>

(2 of 2)

Cancelling Packet Posting Transactions

The following packet posting transactions can be deleted from the temporary batch file to be posted.

- ♦ Single Transaction
- ♦ Multiple Transactions
- ♦ Transactions Associated with a Debtor Number

To Delete a Single Transaction

1. At the Debtor # prompt type C and press <Enter>.
2. In the Packet Posting Cancel Routine type the letter T and the complete transaction number. For example T1-1.
3. In the Packet Posting Cancel Routine, at the Are you Sure prompt, type Y to delete the transaction.

To Delete Multiple Transactions

1. At the Debtor # prompt type C and press <Enter>.
2. In the Packet Posting Cancel Routine type the letter T followed by the first part of the transaction number. For example T1. All of the associated transactions display.
3. Type the transaction numbers to be deleted or type ALL to delete all of the transactions.

To Delete Transactions Associated with a Debtor Number

1. At the Debtor # prompt type C and press <Enter>.
2. In the Packet Posting Cancel Routine enter the debtor number. All of the transactions for the specified debtor display.
3. Type the transaction numbers to be deleted or type ALL to delete all of the transactions.

List Batch

Use this option to print a list of the transactions that have been entered into a batch.

To Print Transactions

1. In the Packet Posting Menu select List Batch, Option B/2.

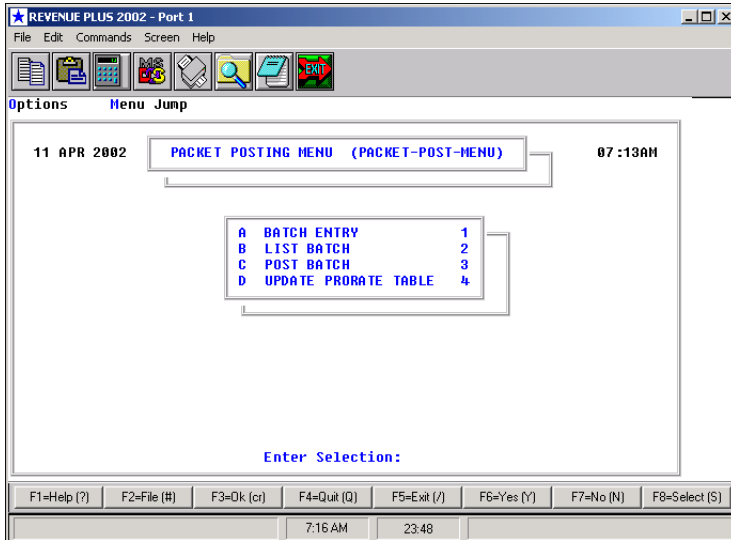


Figure 13

2. In the Batch Listing Routine type a valid batch number to print a listing of the batch. Batches that have already been posted are not listed.

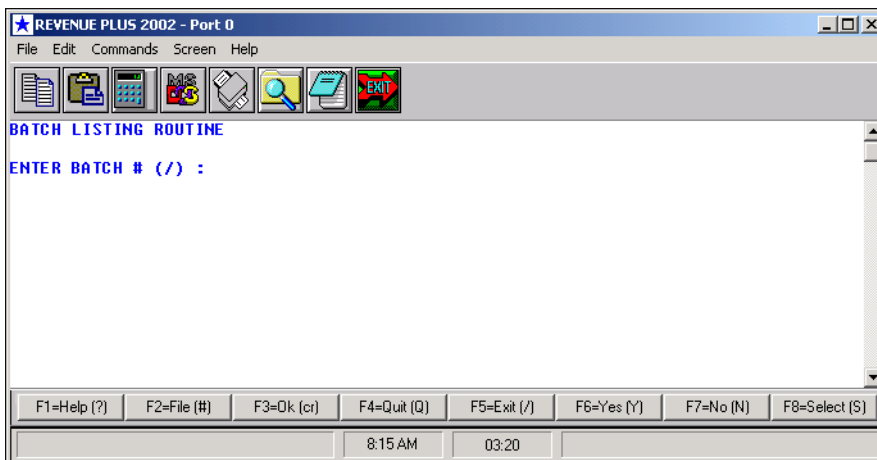


Figure 14

3. In the Batch Listing Routine, press <Enter> to print the transactions to the screen. Type P to print the transactions to the printer. Type a forward slash (/) to return to the previous screen.

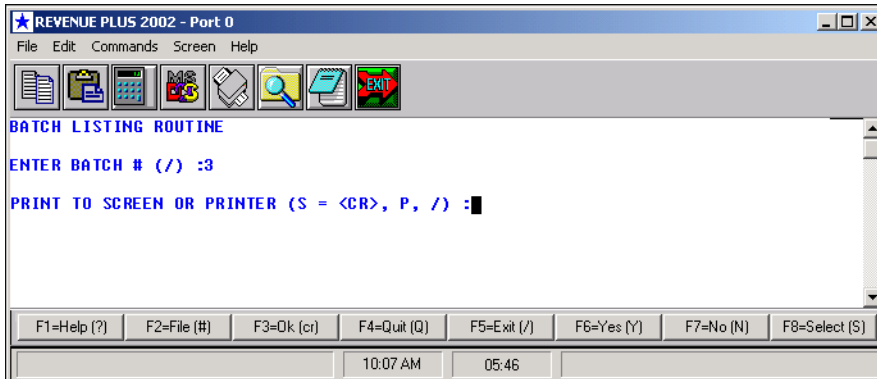


Figure 15

The following is a sample batch listing:

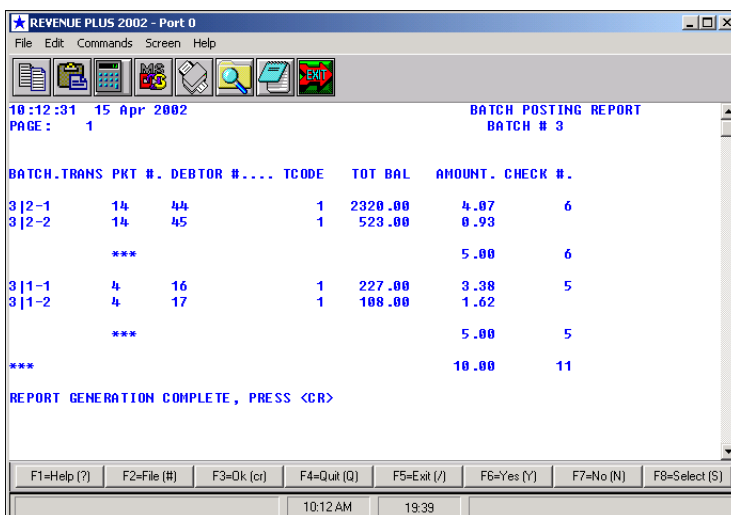


Figure 16

Post Batch

Use this option to post the batch transactions. Additional transactions cannot be entered into a batch once the process has started.

To Post a Batch

1. In the Packet Posting Menu select Batch Entry, Option A/1.

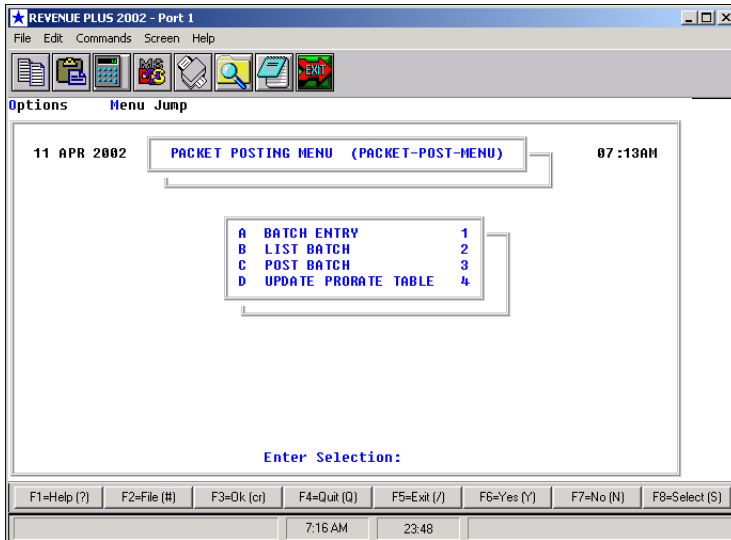


Figure 17

2. In the Batch Entry screen, verify that the \$Checksum amount field and the #Checksum value field match. Verify that the Batch Total amount field and the Ref # Total value field match.

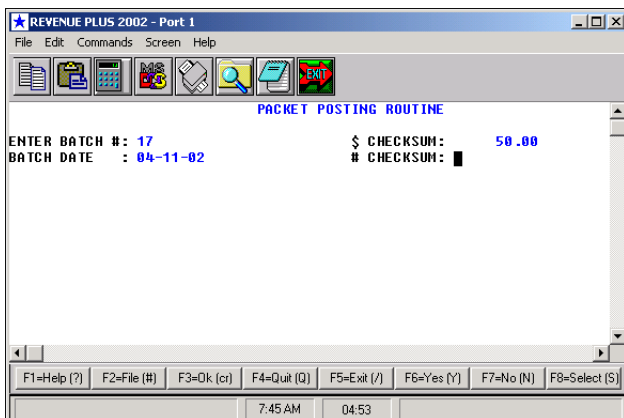


Figure 18

If the batch does not balance to either the dollar checksum or the number checksum an error will display. The batch will need to be corrected before it can be posted.

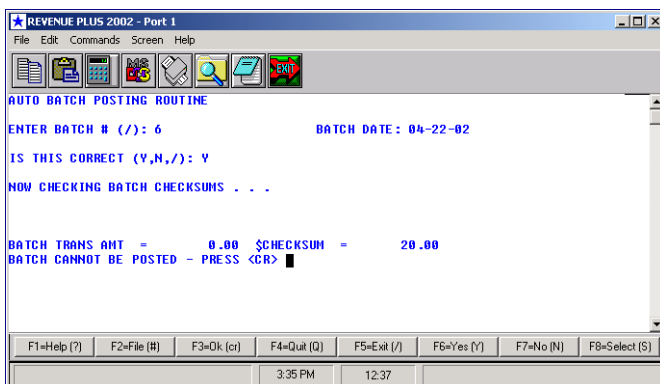


Figure 19

3. Type a forward slash to return to the Packet Posting Menu.

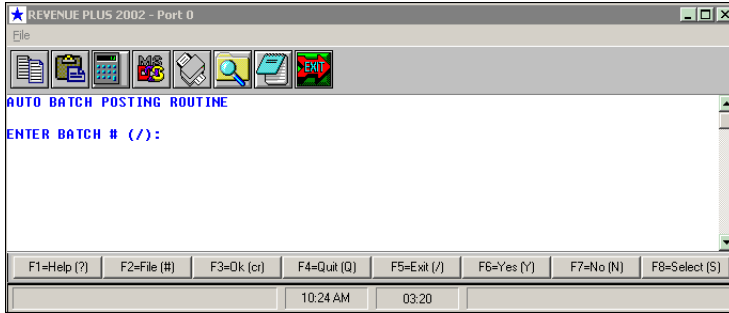


Figure 20

4. In the Packet Posting Menu select Post Batch, Option C/3.

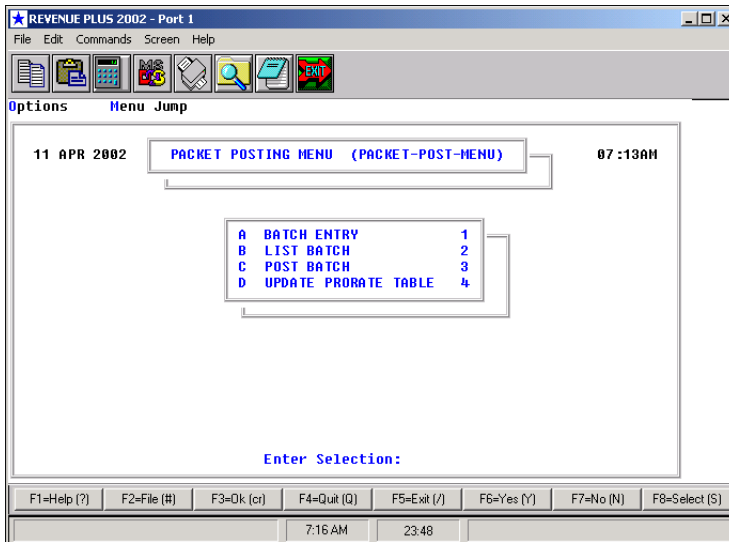


Figure 21

5. In the Auto Batch Posting Routine type a valid batch number of the batch to be posted. The batch number and date display.

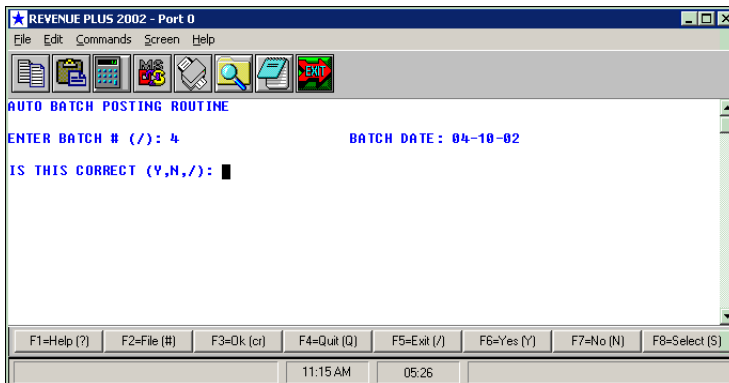


Figure 22

6. Type Y to begin the auto posting routine. Follow the prompts given throughout the process. When the posting routine is complete the Packet Posting Menu will display.

Update Prorate Table

Use this option to update the Proration Table for individual accounts. The Prorate Table is used to prorate each desired field within an account.

To Update the Prorate Table

1. In the Packet Posting Menu select Update Prorate Table, Option D/4.

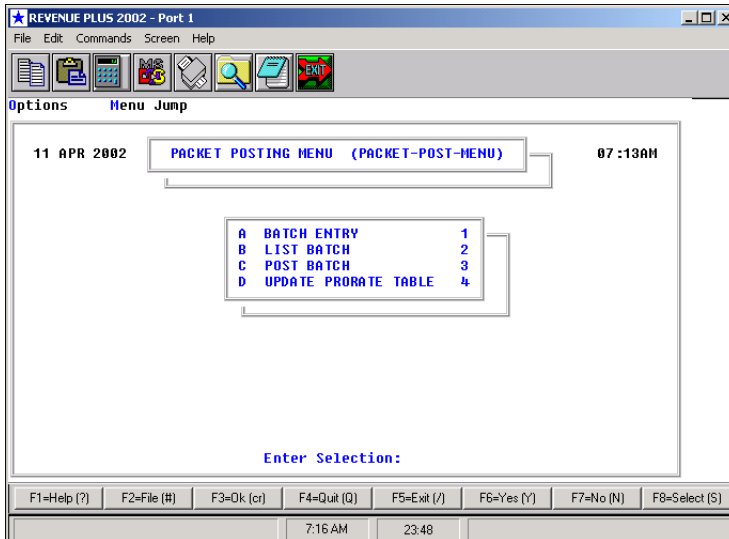


Figure 23

2. In Prorate Table Update Options select one of the radio buttons and click OK. Click Cancel to return to the Packet Posting Menu.

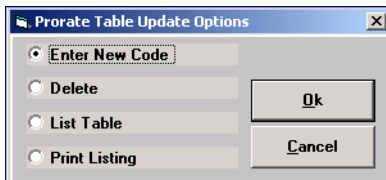


Figure 24

Prorate Table Update Options

There are four update options in the Prorate table.

Option	Link
Enter New Code	To Enter a New Code
Delete	To Delete An Entry From the Prorate Table
List Table	To List the Proration Table Options
Print Listing	To Print the Proration Table Listing

To Enter a New Code

You'll need to understand Debtor file attributes and requirements of this option before entering a new item into the Proration table. The defaults should have already been set up in your system, so you may not need to enter additional data. Contact your Client Care representative for assistance, if necessary.

1. In Prorate Table Update Options select Enter New Code and click OK. Click Cancel to return to the Packet Posting Menu.

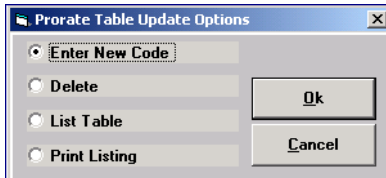


Figure 25

2. In Enter Debtor Owing Amount Attribute # type the Debtor attribute number representing the assigned amount and click OK. Suggested attribute numbers are listed in the following table. Click Cancel to return to Prorate Table Update Options.

Attribute Number	Category
15	Assigned Amount
17	Interest Owing
18	Attorney Owing
19	Court Owing
31	Misc. Owing
60	Multivalued
64	Multivalued

If you use a multivalued attribute, enter the attribute number followed by a period then the multivalued. For example, 60.3 would represent attribute 60, multivalued 3.

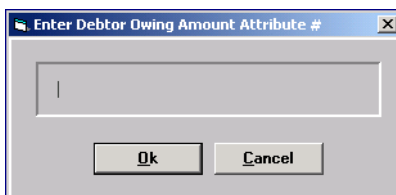


Figure 26

3. In Enter Debtor Received Amount Attribute # type the Debtor attribute representing the collected amount and click OK. Suggested attribute numbers are listed in the following table. Click Cancel to return to Prorate Table Update Options.

Attribute Number	Category
16	Assigned Amount Collected
21	Interest Collected
26	Attorney Collected
27	Court Collected
32	Misc. Collected
61	Multivalued

Attribute Number Category

65 Multivalued

If you use a multivalued attribute, enter the attribute number followed by a period then the multivalued. For example, 61.3 would represent attribute 61, multivalued 3.

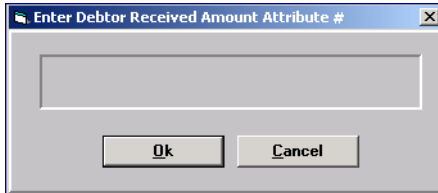


Figure 27

4. In Enter Trans Code type a valid transaction code that corresponds with the Enter Debtor Owing Amount Attribute # (Figure 26) and Enter Debtor Received Amount Attribute # (Figure 27). Although there are default transaction codes, the ones that are used most frequently vary from agency to agency.

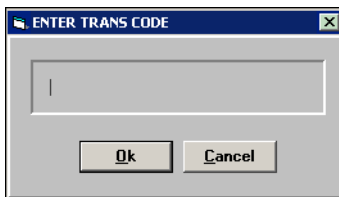


Figure 28

To Delete An Entry From the Prorate Table

Use this option if a table entry was made in error or is no longer needed.

1. In Prorate Table Update Options select Delete and click OK. Click Cancel to return to the Packet Posting Menu.

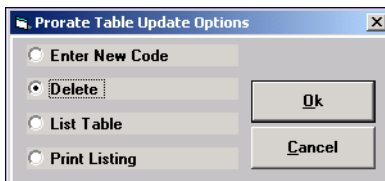


Figure 29

2. In Choose One To Delete highlight the entry to be deleted and click OK. Click Cancel to return to Prorate Table Update Options.

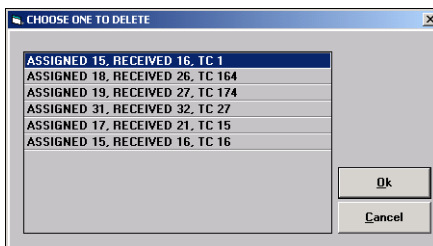


Figure 30

To List the Proration Table Options

Use this option to view all of the current entries in the Prorate table.

1. In Prorate Table Update Options select List Table and click OK. Click Cancel to return to the Packet Posting Menu.

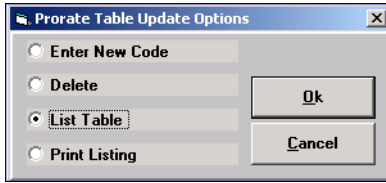


Figure 31

2. In List Of Trans Codes select an option and click OK. Click Cancel to return to Prorate Table Update Options.

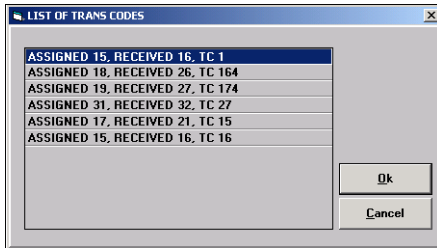


Figure 32

To Print the Proration Table Listing

Use this option to select a printer and print the proration table listing.

1. In Prorate Table Update Options select Print Listing and click OK. Click Cancel to return to the Packet Posting Menu.

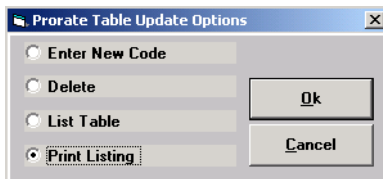


Figure 33

2. In Select Printer to Use highlight a printer and click OK. Click Cancel to return to Prorate Table Update Options.

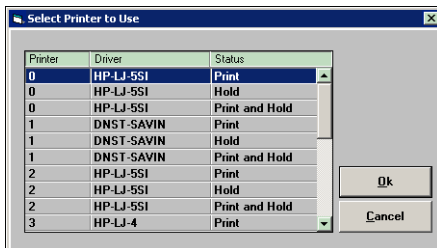


Figure 34