AFO 497 – Charges by location settings

497.1 Introduction

The "Payments by location" functionality allow for the system to record precisely to which organisation any charge raised by the system is owing to.

The use of this feature is completely optional for any implementation of V-smart and is "turned on" by setting the appropriate parameters which determine the behaviour of the system.

In a consortium environment, the changes described below allow any specific charge raised within the system to be identifiably owned by a unique organisation. Optionally, the actual taking of payments for such charges may then be limited to users who are currently at a location relating to the relevant organisation.

Whether or not this option is used, the system records sufficient information to allow various reports to be made on payments received at locations other than the locations relating to the relevant organisations.

Note

The reader should note that certain parameter settings relate to parameters to allow payments to be made by credit and debit cards, using online secure links to external systems handling such details. See the credit card payments general help for more information.

So in summary the following points need to be taken into consideration:

- It is not mandatory to define financial groups

- It is possible to define financial groups without using electronic payment facilities

- In case the library uses electronic payment facilities, at least one financial group must be defined in order to be able to set the parameters for electronic payment

- It is **not** possible to define multiple financial groups that each have their own (electronic) payment options

Example

It is easiest to explain the concept of Payments by Location by considering an example. Suppose a borrower borrows a book from library Alpha, and returns it overdue with a resulting overdue fine at the same branch, without paying the fine.

Subsequently, the borrower goes to use branch Beta – several questions arise if he wishes to pay the fine outstanding, at that branch.

- Is it reasonable that branch Beta should take the money resulting from work carried out at branch Alpha?

- If so, should branch Beta actually keep the money or should it perhaps be given back to Alpha?

- If the book actually belonged to Beta in the first place, would that make a difference?

The answer is, of course: "it depends". For example, on whether branches Alpha and Beta are part of the same administrative organisation, or on, in a more general way, on what the precise charge concerned was for – maybe membership charges are payable only to the branch at which the borrower joined, whilst overdue fines may be paid anywhere.

For many implementations of V-smart, these questions are irrelevant. The settings below may be ignored within many implementations, and payments owing will be accepted at any location (within a circulation meta institution).

After staring AFO 497 the following menu will be displayed:
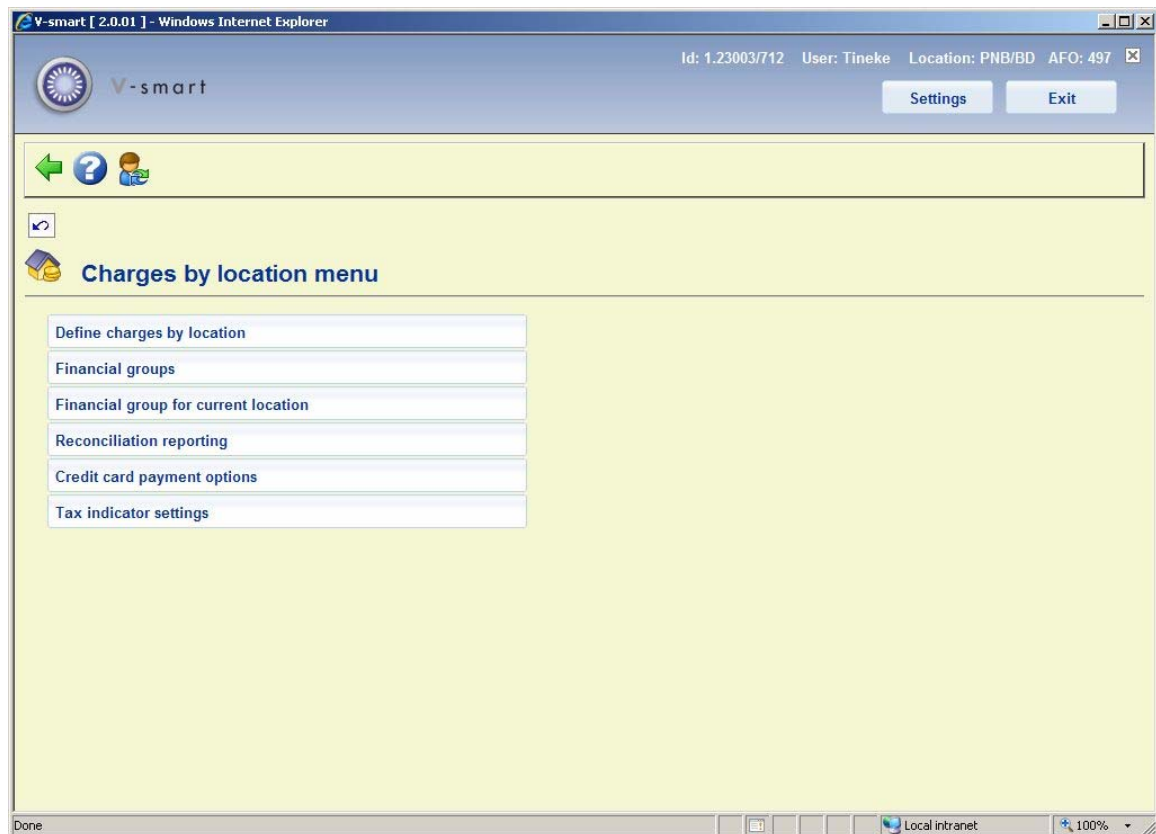
The various menu options will be discussed in the next paragraphs.

497.2 Define charges by location

This section allows you to define two sets of parameters.

- For each type of charge that can be raised, this table allows you to define which possible location associated with the charge defines the location to which this charge is owed. For example, is a charge for a duplicate card owed to the borrower's home branch or at the branch at which the charge was entered into the system.

- For each type of charge, you can define at which other locations such a charge is payable. For example, can I pay a charge owing to branch A at other branches which belong to the same institution?

Choosing this option results in a grid which displays each of the possible charge / payment types available within the system, as follows:

Lines may be neither added nor removed from the grid – since these represent all the possible charge/payment types potentially available. Although all possible charge types are displayed, for any one site some of these are not in use and you need only enter settings for those charge types which are relevant to you.

Options on the screen

Amend settings (+): Select a line and then this option to modify the charge location and/or payment option. After choosing this option the following form will be displayed:

Fields on the screen

Charge location: This setting defines the location to which the charge is considered to be payable. Possible values obviously depend on the specific nature of the charge concerned and the context in which it is raised. There are seven possible locations overall:

- the home location of the borrower

- the location of the transaction (e.g. where it was loaned)

- the owning location of an item

- the current management location of the item

- the location at which the item was returned

- the pickup location

- no specified location

Payment option: This setting defines at which locations the payment for a charge may be received, once the location "owning" the charge has been established. Valid settings are:

- **Any** - payment may be received at any location.

- **Location** - payment may be taken ONLY at the location to which the charge belongs (abbreviated as the "charge location" from here on).

- **Institution** - payment may be taken at any location which belongs to the same institution as the charge location.

- **Financial group** - payment make be taken at any location which belongs to the same financial group as the charge location.

Allow override: This check box allows a user to override these settings at runtime – in order to be able to accept any such payment type. Of course, this is irrelevant for the "Any" setting.

Notes

Reservations

For reservations charges created from the WebOpac, generally there is no location associated with the placing of the reservation, so no option for this is allowed.

Although the pickup location may be specified, in principle this may be (optionally) set to "pickup where found" – if this is selected, then the borrower's home location will be used.

Since a reservation may be applied to many items across multiple locations, then of course, no specific item can be identified so only the borrower's location and the transaction location are relevant (except see next paragraph).

Regardless of the above constraints, if the charge is actually created when a specific item is trapped, then item information *is* available and the system *can* allow for the item's location to be a valid setting.

Miscellaneous

Miscellaneous charges never exist as such; the "miscellaneous" is actually just a payment, so much of this is irrelevant and it is *only* the location of the transaction (i.e. where the payment was accepted) which is valid.

Note

These settings apply to the circulation meta institution as a whole.

497.2.1 Charge location

The **Charge location** setting defines the location to which the charge is considered to be payable. Possible values obviously depend on the specific nature of the charge concerned and the context in which it is raised.

The following table shows the options which are valid for each type of charge.

Payment code	Payment type	Borrower home	Item owner	Item manager	Item return	Location of transaction	Pickup Location

A	Membership	Y					
B	Fine	Y	Y	Y	Y	Y	
D	Duplicate card	Y					
E	Deposit	Y				Y	
F	Deposit refund	Y				Y	
I	Enrolment	Y					
K	Sales	Y				Y	
L	Loan fees	Y	Y	Y		Y	
M	Adm. costs	Y				Y	
P	Postage	Y				Y	
Q	Stack/ILL request	Y	Y	Y		Y	
S	Reservations - Staff placed	Y				Y	Y
S	Reservations - WebOpac	Y					Y
S	Reservations - charge at collection	Y	Y	Y		Y	Y
V	Item fees	Y	Y				

W	Security payments	Y					
X	Misc. fee	Y				Y	
Y	Services	Y				Y	

For an overdue fine, the "Location of the transaction" is the location at which the item was originally issued.

497.2.2 Online display

The consequences of setting these parameters are that the display in AFO 414 may be different, depending on the location you are looking at the details from. There may be additional options:

The above screen shows a complex situation with regards to the Accept Payment screen.

In the example, we have

- a charge of 7.00 which is owed to the current location and is therefore payable;

- a charge of 10.00 which is owed elsewhere but for which an override is allowed;

When you try to pay the charges, options are offered to allow you to select the override amount or not – for example:

Do you want to simply accept payment for what is owing here (Y) or accept the full amount (N) ?

Yes   No   Cancel

497.3 Financial groups

This parameter allows for the definition of another grouping of locations which is independent of the institution associated with a location. For example, although branches A, B, C and D belong to the same organisation in general, for some charges A and B are independent of C and D. An example might be where A is the main library and B is the reference library, perhaps in the same building and sharing financial responsibilities, but which have been configured as separate locations (for some other functional reason within the system).

In addition, financial groups allow for locations to be grouped together for the purposes of access to the online credit card payment module - the philosophy and significance of this is explained within the credit card payments general help.

Financial groups are defined on a system wide basis – that is they may cut across any circulation meta institution boundaries. This allows for some complexities in the implementation of the online credit/debit card payment module. Of course, for any individual borrower, that borrower belongs to one meta institution for circulation only and therefore any charges visible only apply to a single meta institution.

Selection of the Financial groups option results in a standard grid listing such as:
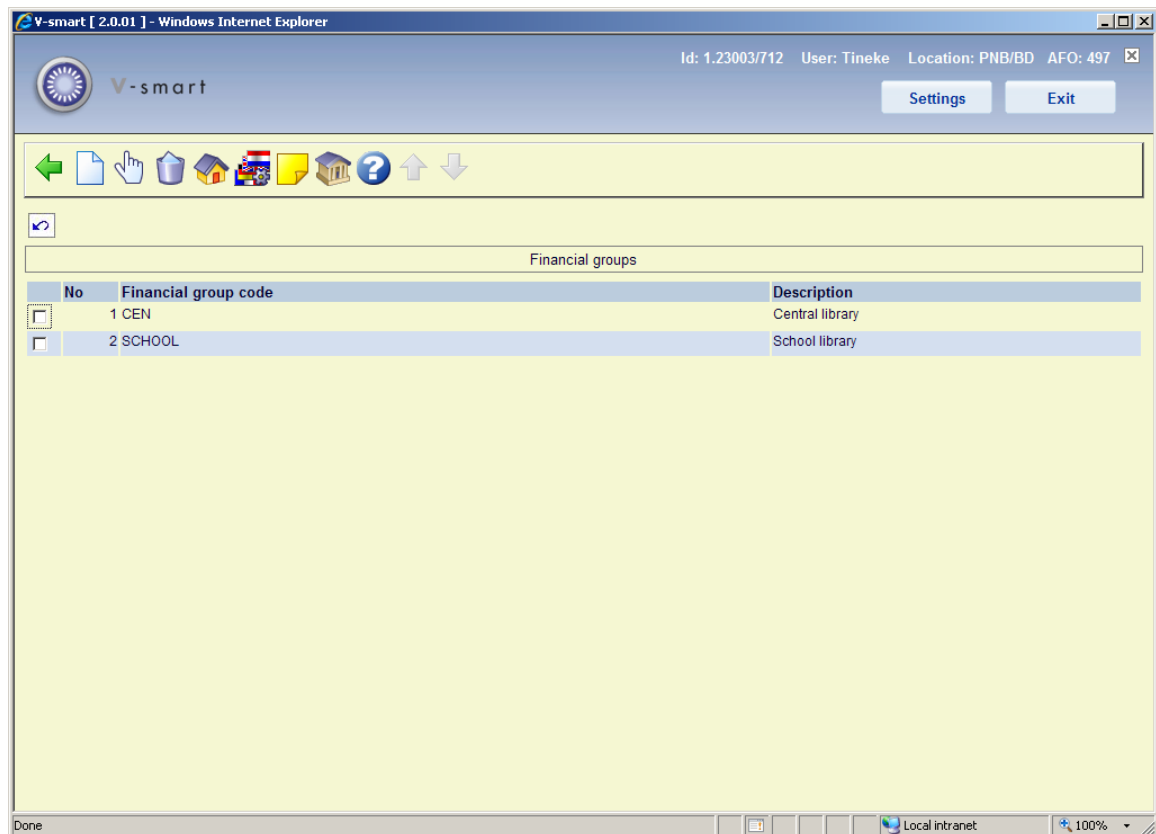
In this example, we have a single main organisation and in addition we have a schools library service. Although these two organisations share a single circulation system, loan fees and overdue fines "belong" to the organisation at which the items were issued.

Options on the screen

New financial group: select this option to add a new financial group. See section 497.3.1.

Edit financial group (+): select a code and then this option to modify the financial group. See section 497.3.1.

Delete financial group (+): select a code and then this option to delete the financial group. The system will prompt for confirmation.

Financial group account codes: Use this option to add account codes for a group. See section 497.3.2.
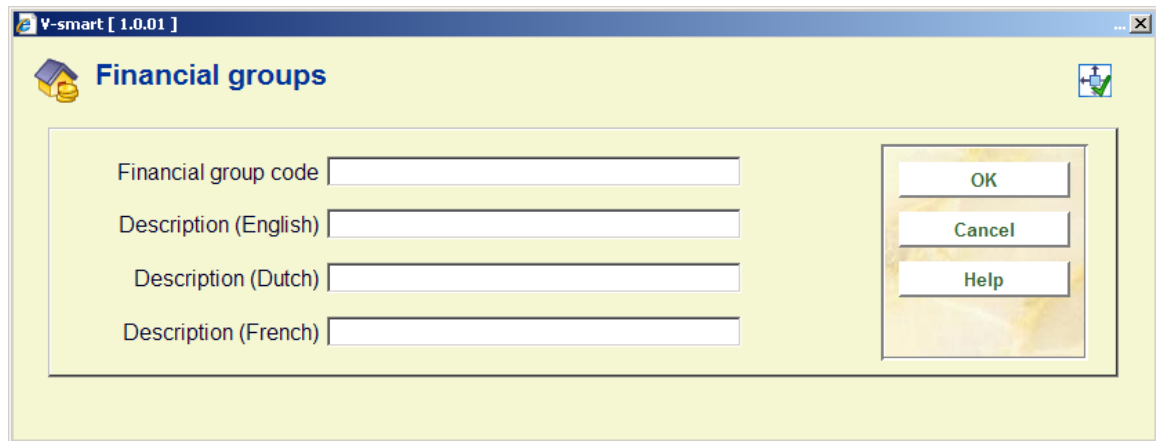
Language options (+): select a code and then this option for the setup of additional parameters to be passed to an online payment broker (e.g. BucksNet), optionally, according to the language of the WebOpac or current client settings.

Charge groups: Use this option to add charge groups for a group. See section 497.3.3.

Financial group management: Use this option to maintain IFS codes for a group. See section 497.3.4.

497.3.1 New financial group

New financial group: select this option to add a new financial group. After choosing this option an input form will be displayed:
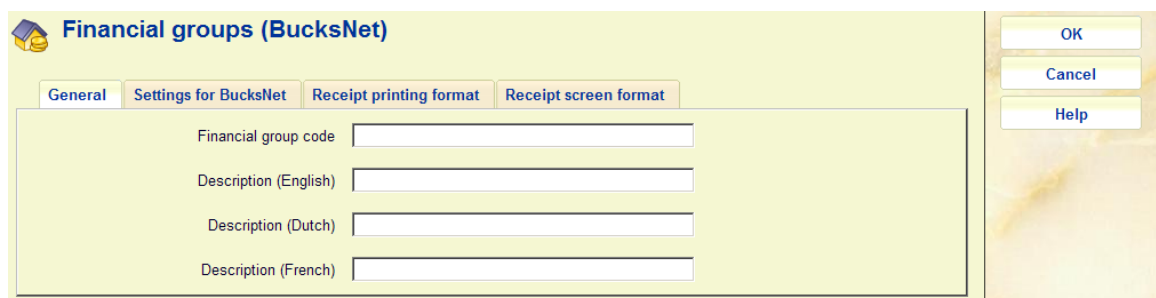

Fields on the screen

Financial group code: enter an appropriate code.

Description: enter a brief description for each language.

497.3.1.1 Bucksnet

If electronic payment (via Bucksnet) is activated, the input form will look like this:
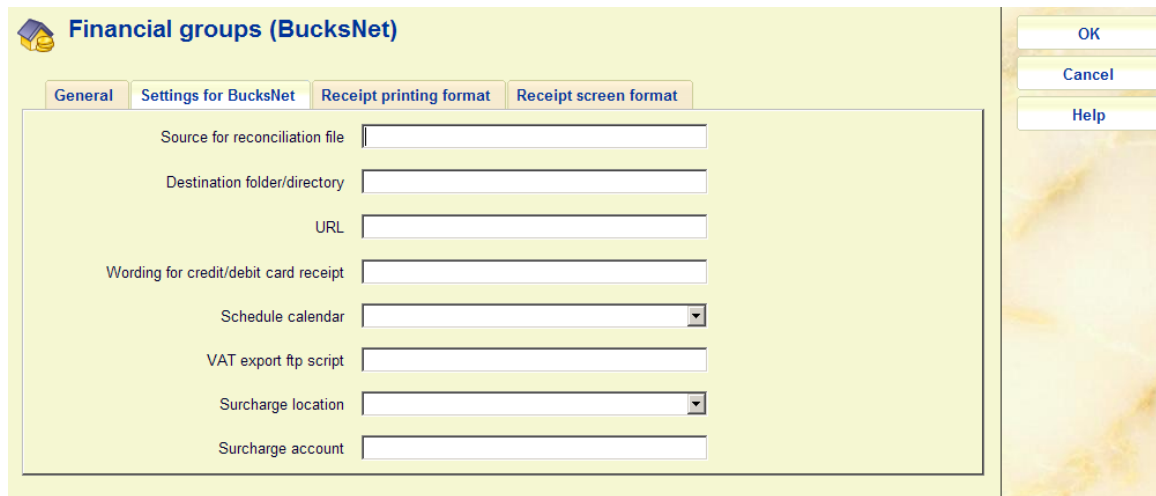
Tab General

Fields on the screen

Financial group code: enter an appropriate code.

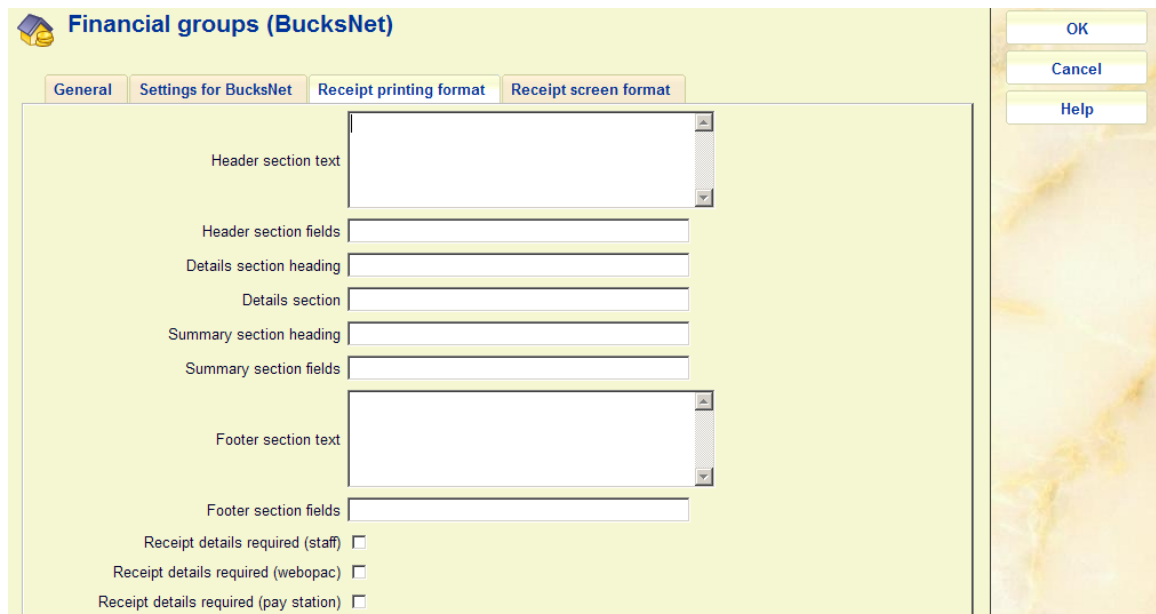**Description**: enter a brief description for each language.

Tab Bucksnet

Settings for BucksNet: The "Settings for BucksNet" are described elsewhere and need not be setup unless online credit card payment is required. See the credit card payments general help for more information.

Tab Receipt printing format

Fields on the screen

The "**Receipt details required**" options at the bottom of the form are used simply to enable or disable the itemised formats. If the formats are disabled then the regular simple payment total format will be used for receipts. If the option is enabled then the information shown in the other 4 sections on this form will be used to create the required receipt format.

Each of the 4 sections used for printing will be separated by a line of "-" characters automatically.

The "**Header**" and "**Footer**" sections contain free format text sections and these will be simply output as entered. The "**Header**" and "**Footer**" named fields sections will be output as a 2 column table with the field name in the first column and the field value in the second column.

Named fields available in these sections are as follows

-         <date>   Payment transactions date

-         <time>   Payment transaction time

-         <name> Borrower name

-         <desc>   Wording for credit card receipt (Bucksnet parameter)

-         <borrower>   Borrower barcode

-         <receipt> Transaction ID

-         <amount>   Total payment amount (May also appear in details section)

The "details" section will be used to format the item level details that are printed on the receipt. There are 2 "types" of information in this section.

-         Data alignment information.

      A single line in the format =Xnnn=Xnnn=….=Xnnn=

      Where

      X   is either L (left justified), R (right justified) or M (money amount field – right justified)

      nnn   column position for output value

- Data field names.

  A single line in the format <field1><field2>…..<fieldN>

  Where

  <fieldN>   is the field name of the value to be output in the corresponding
                  position in the alignment definition.

  Current field names available for use are

  <itemcount>   No of items covered by this transaction

  <itemdesc>   Item charge description

  <itemcode>   Item charge VAT code

  <itemrate>   Item charge VAT rate

  <itemamount> Item total amount (including VAT)

The "summary" section will be used to format the subtotals and total details that are printed on the receipt. The same 2 "types" of information entered in the "details" section are also used in this section. The only difference being the field names used.

Current field names available in this section are

- <totalcode>   VAT rate code

- <totaldesc>   VAT rate description

- <totalrate>   VAT rate

- <totalamountInc> Payment total inclusive of VAT

- <totalamountEx> Payment total exclusive of VAT

- <totalamountVat) Vat amount (calculated as <totalamountInc>-<totalamountEx>)

Tab Receipt screen format

The "Receipt screen format" parameters are handled in a similar manner even though there are only options to configure the layout for the "header" and "footer" sections of the layout. The item details and VAT summary sections are fixed and are applied to the receipt screen window display. This same receipt screen is used for the web browser receipt printing. The three option buttons that appear on the receipt screen when accessed via a staff PC will be in fixed positions at the bottom of the window display following the parameter driven sections. Only 2 option buttons will appear when the receipt screen is accessed via a web browser session. The print receipt option will be suppressed since only the print screen and close window options will be applicable.

In each of the formats the itemized charge description will be taken from the wording or charge type information shown on the financial group ifs code management screen accessed via AFO 497 – financial groups.

The number of items that make up this transaction may be output as part of the description if required by prefixing the <itemdesc> field with <itemcount>. The pair of values will then appear in the description column in a similar fashion as used on the transaction payments screen accessed from a borrower record.

497.3.2 Financial group account codes

Each location (library branch) can be associated with an account code. Select a group and then the option **Financial group account codes** to add account codes for the group group. A summary screen will be displayed:

This shows ALL the locations in the system – and only the Account code may be edited by typing data in the column **Account code**.

When each individual charge is identified, the account code is determined from the Charge Location. This is the location to which the money is notionally owed, as defined in the Charges By Location settings in AFO 497.

The charge location is explicitly set (if defined in AFO 497) when the charge is actually raised. There are two exceptions to this – if the charge was raised BEFORE the charges by location settings were assigned, or if the charge location is set to "no specific location", then an explicit charge location cannot be assigned.
In this case, the Charge Location will be assigned to the borrowers home location. (And if for any reason this is not determined, then an error report is made and the charge location is determined from the location at which the charge was originally raised).
Once the location associated with the transaction has been determined the appropriate account ID will be used.

497.3.3 Charge groups

For reporting purposes as part of the income management functionality, different types of charges may be grouped together. Charge groups are defined for each financial group – thus one financial group may group charges together in a way different from another group. Select a group and then the option **Charge groups** to add charge groups to the group. An overview screen will be displayed:
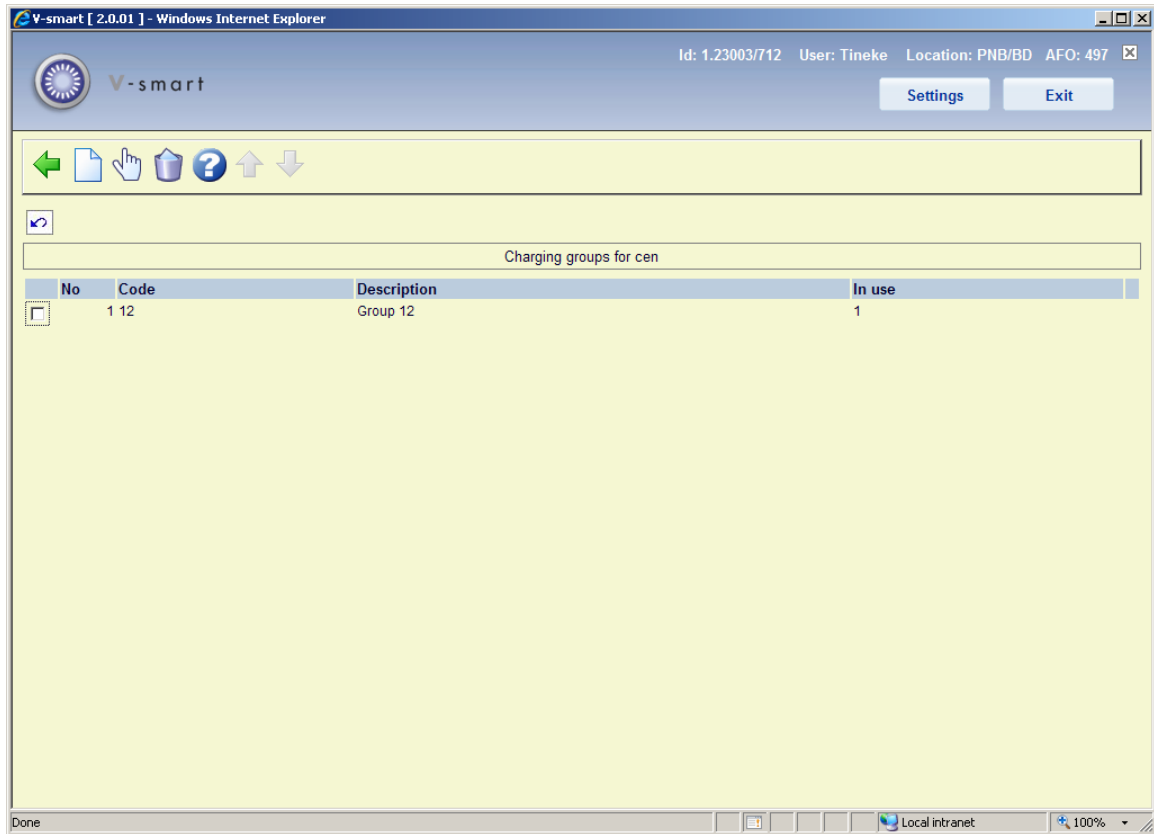
Options on the screen

New charge group: Use this option to create a new charge group. See section 497.3.3.1.

Edit charge group: Select a line and then this option to view / modify the details of the charge group. See section 497.3.3.1.

Delete charge group: Select a line and then this option to delete the code. The system will prompt for confirmation.

497.3.3.1 Add / modify code

After selecting the option **New charge group** or **Edit charge group** an input form will be displayed:
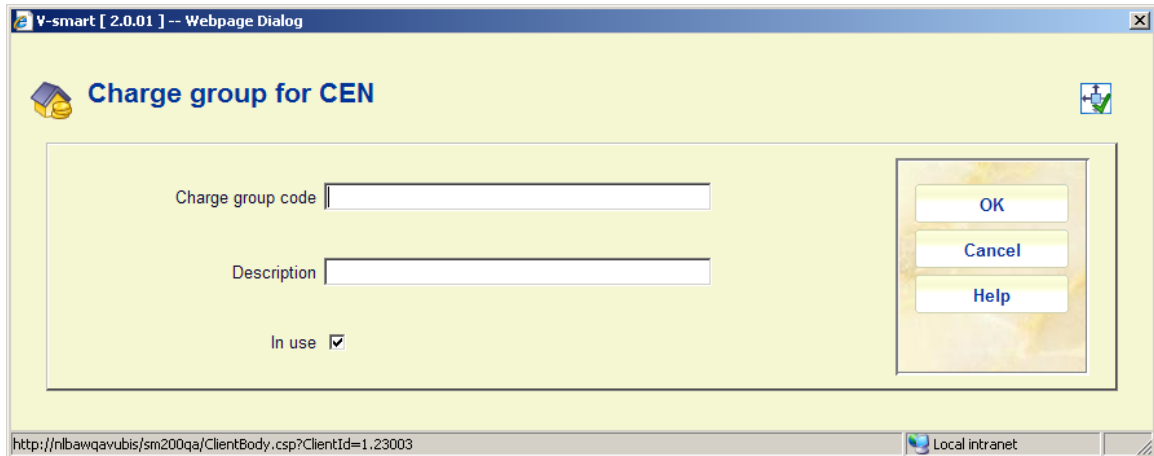
You can enter a **Charge group code** and **Description**. For an existing entry only the field **Description** may be modified. The "**In use**" flag suppresses the code from being offered in the charges setup screen.

497.3.4 Financial group management

For reporting purposes as part of the income management functionality, different types of charges may be grouped together, then individual charges are linked to the group with the option **Financial group management**. After selecting this option an overview screen will be displayed:

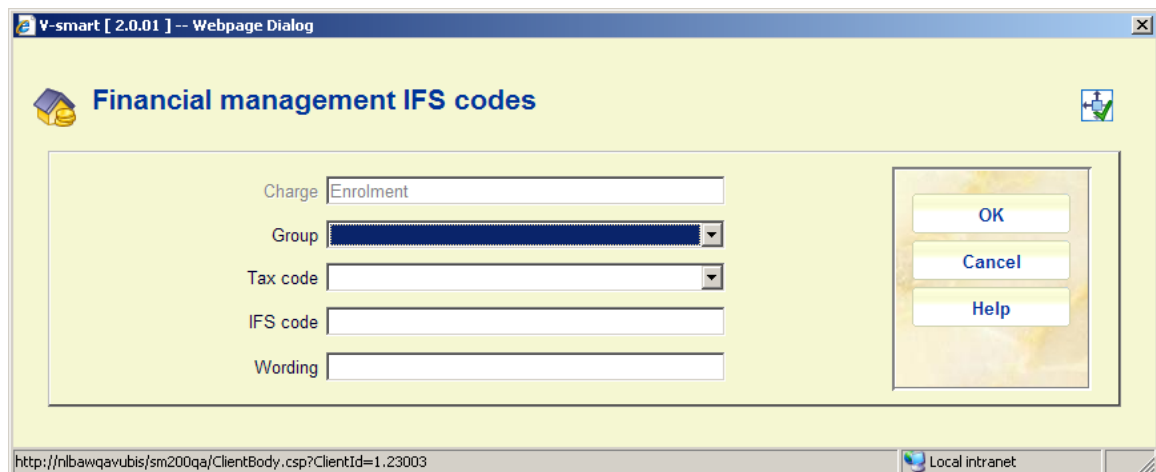| No	Charge	Group	Tax code	IFS code	Wording
1	Membership				
2	Fines				
3	Cat. prints				
4	Duplic.card				
5	Deposit				
6	Dep. refund				
7	Enrolment				
8	Sales				
9	Loan fees				
10	Administration				
11	Postage				
12	Stack/ILL requests				
13	Reservations				
14	Item fees				
15	Security payments				
16	Misc fee				
17	Services				
18	Surcharge				
19	test				
20	Borrower sob story				

This screen is "predefined" and consists of four sets of entries

- The first part consists of the "standard" charge types in the system – overdue fines, charges for reservations, loan fees and so on.

- The second part consists of the surcharge details line. A ![icon] icon will appear next to the surcharge line.

- The third part consists of the codes defined for miscellaneous payments and refunds – so that VAT codes (etc.) can be associated with these types of payment/refund. A ![icon] will appear next to these items. The use of these payments types is defined elsewhere as part of income management.

- The fourth part consists of the specific Sales Item codes – VAT rates, IFS codes and so on are specific to the type of "sale" that is being processed. A ![icon] icon will appear next to these items. In addition, this may also show "archived" sales item codes – since it is possible that these WERE used but are no longer. A ![icon] icon will appear next to these items.

The four different sections are distinguished by the icons shown in the left hand column.

After selecting an entry form the list an input form will be displayed:

Fields on the screen

Charge: This is for display purposes only.

Group: allows this specific charge type to be linked to one of the groups as defined under Charge groups.

Tax code: as defined in the separate VAT rate table (defined elsewhere in AFO 497).

IFS code: is a free form coding – the Finance systems coding for this type of charge. There is NO validation of this field.

Wording: an additional wording for this type of charge to be used on the income management reports.
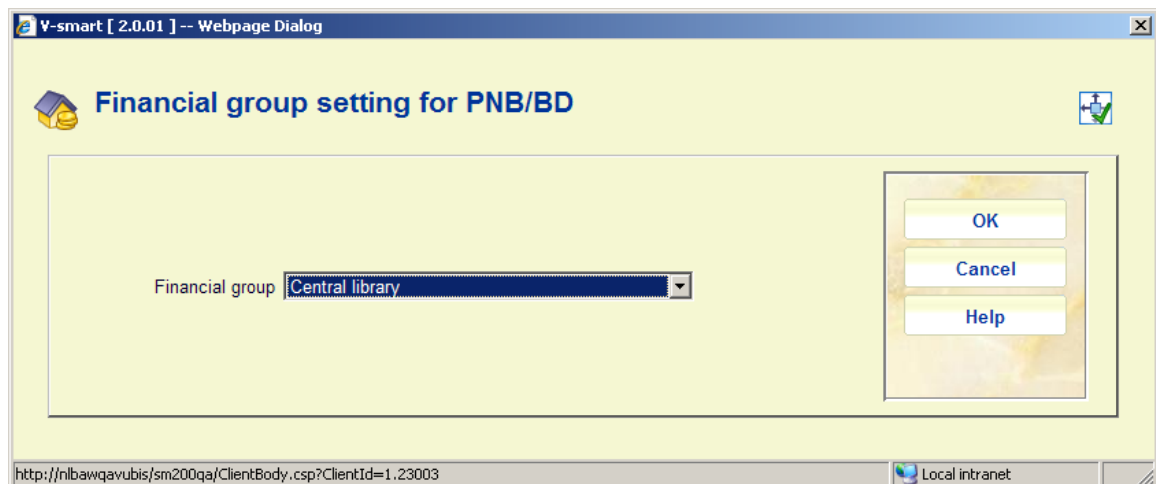
Note

If new Sales item codes are added to the system, then the new code will appear in the table above automatically; users MUST remember to update the associated codings in this table as well.

497.4 Financial group for current location

Finally, it is necessary (if financial groups have been implemented) to link a location to a financial group. A simple setting tells the system to which financial group a location belongs.

After choosing this option an input form will be displayed:

497.5 Reconciliation reporting

This menu option allows a report to be run cross-referencing the locations at which a charge is paid against the location at which it was owed and is described later on.

The reconciliation report is designed to identify payments made at locations other than the location to which the charge was owed – in other words, it allows the library to determine that branch A, for example, took £212.50 which actually belongs to branch B.

The processing allows for a number of runtime options. Since it is expected that the report would be run at regular intervals, the standard "Save Settings" option allows a regular "production" set of options to be setup once and used subsequently.

After choosing this option an input form will be displayed:

Fields on the screen

Name for this run: This field simply allows a "name" to be attached to the report for identification purposes.

Start date, End date: These two define the period for which payments are selected. In addition to a usual specific date, Start Date may be set to "Date of last run" where this is specific to the current user. End date may be set to "Today" or perhaps more usefully "Yesterday". Thus for example, useful settings saved for these would be "Date of last run" and "Yesterday".

Group by location: The location for a charge is defined at the Institution/Location level. Rather than breaking down the report for each location, the "group by" setting allows you to aggregate payments according to the location, institution or financial group.

(Thus, for example, we might simply report "Institution X owes institution Y a total of £345.23", rather than "Location X/Alpha owes Location Y/Gamma £2.50, and Location X/Beta owes Location Y/Delta £4.87" and so on.).

Level of detail by date: Valid settings are "by day", "by week", "by month", "by year", "whole period". Thus for example, if the report is "by day", then a figure is given for each day in the period selected; whereas, for the whole period, a single figure is given.

Include figures where charge location equals payment location: This option allows you to include payments which were actually paid at the right location. In other words, you can report on all charges or just those for which the locations are different. In this case, the location means the location as defined by the "group by" setting. That is, if you group by institution then a charge paid at, say, "Avon County/Central" and "Avon County/West Branch" are considered to be the same location (whereas if grouping by Location, these would not)..

Note

Only one report per meta institution for circulation may be in process at any one time, and only one user may access this screen (per meta institution for circulation) at any one time.

The top lines show the most recent run – if it is in progress, then the "Completed line" will show "In progress"; or, if no report has been run, then the text "No previous reports" will be shown. Also shown are the last details for the current user, if these are different from the last overall run.

Clicking **OK** initiates the selection run. This brings up the regular 'start process' form.

Reports can therefore be run on a regular basis by setting the job as a permanent "in memory" process –although this probably only makes sense for a job for which the start and end dates are set to "Date of last run" and "Yesterday".

When a report is completed, the "output results" command will output the results to a spreadsheet.

It should be noted that although an individual user's date of last run and previous settings *are* saved on an individual basis, there is only one report **current** for any circulation meta institution; submitting a run will overwrite the results of a previous run.

Output Format

Initially output will be only available as a .csv format file for importing into a spreadsheet.

Output fields are

- Charge Location

- Payment Location

- Charge period

- Charge type

- Payment type

- Payment type wording

- Total amount

Charge and payment location correspond to the "group by" setting (i.e. financial group, institution or location). Location will appear in the form XXX/YYY.

Charge period corresponds to the grouping. It will be in the form dd/mm/yyyy for by day, 2005.01 – 2005.53 if grouping by week, 2005.01-2005.12 if grouping by month.

Payment type will be the payment type code letter i.e. A – Y (as in the table in section 5.3.2); payment type wording is the "translation" of this code (in the current language of the user submitting the report).

Total amount will be the total paid amounts, totalled by the grouping period.

When the results are output, a spreadsheet will automatically open with the results – for example:

	A	B	C	D	E	F	G	H	I
1	Charge Location	Payment Location	Charge Period	Charge Co	Charge Type	Payment Type	Payment Code	Amount	
2	PNB/BD	PNB/BD	06/07/2005	E	Deposit	Cash		14	
3	PNB/BD	PNB/BD	06/07/2005	V	Item fees	From deposit		11	
4	PNB/BD	PNB/BD	07/07/2005	B	Fines	From deposit		1.5	
5	PNB/BD	PNB/BD	07/07/2005	F	Dep. refund	(from deposit)		-3	
6	PNB/BD	PNB/BD	07/07/2005	M	Administration	Cash		7	
7	PNB/BD	PNB/BD	07/07/2005	S	Reservations	Cash		1.2	
8	PNB/BD	PNB/BD	07/07/2005	V	Item fees	From deposit		1.34	
9	PNB/BD	PNB/BD	11/07/2005	B	Fines	Cash		2	
10	PNB/BD	PNB/BD	11/07/2005	F	Dep. refund	(from deposit)		-1.16	
11	PNB/BD	PNB/BD	11/07/2005	L	Loan fees	Cash		1.25	
12	PNB/CEN	PNB/CEN	11/07/2005	B	Fines	Cash		2	
13	PNB/CEN	PNB/CEN	11/07/2005	L	Loan fees	Cash		1.25	
14									
15									
16									

This can be used to generate the necessary reconciliation totals – for example, by using a Pivot Table we might get

| Sum of Amount	Charge Location		
Payment Location	PNB/BD	PNB/CEN	Grand Total
PNB/BD	33.63	1.25	34.88
PNB/CEN	1.50	2.00	3.50
Grand Total	35.13	3.25	38.38

showing that CEN owes BD 1.50, and BD owes CEN 1.25.

The BucksNet reconciliation report shows all transactions with errors attached to individual lines. In addition error lines are output to a separate file. Where the main report is called BucksNetRpt_20070903_1.txt, the "Rpt" is replaced by "Err" e.g.: BucksNetErr_20070903_1.txt

497.6 Credit card payment options

See the credit card payments general help for more information.

After choosing this option a submenu will be displayed:
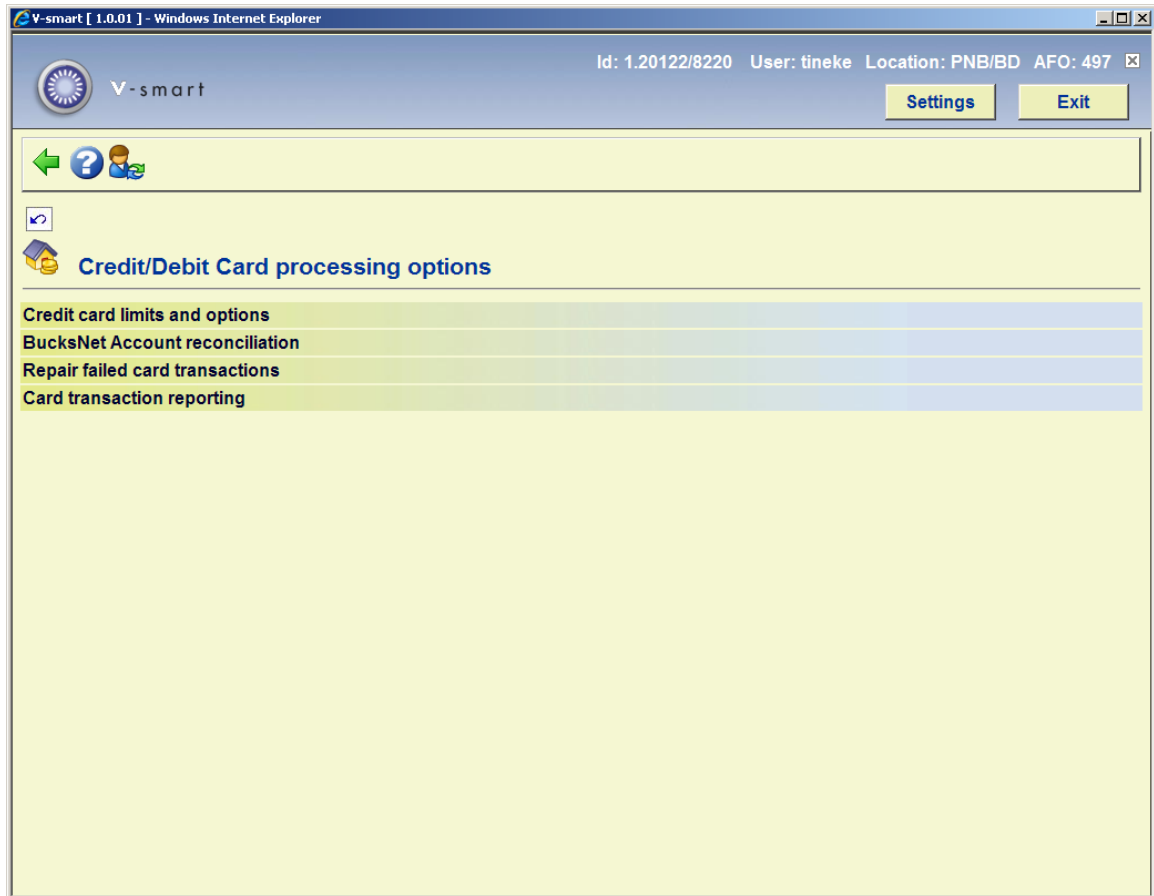
The menu options will be discussed in the next paragraphs.

497.6.1 Credit card limits and options

After choosing this option an input form will be displayed:

Fields on the screen

Credit card payments available: A check box, which can be used to turn the credit card payment options off or back on for the system as a whole.

Service provider: This is a combo box with one of the following options:

- None

- BucksNet

- iDEAL

Note

This is a SYSTEM wide setting. For the system as a whole only one payment service provider may be selected- if there **are** separate organisations (accounts) then they may have separate accounts BUT they must all use the same service provider. It **would** be possible to change from one service provider to another in the lifetime of the system (but would be for all users, and of course there are some practical considerations when a service provider is changed, not just for V-smart).

The Payment system in use may be changed from "none" to one of the others but may NOT be changed once set (field will become inactive).
It can, if necessary, be reset by Infor support staff.
Once the payment system is set then the settings and options will vary in detail for each service provider (and of course the way that the system "talks" to the service provider).

Minimum amount: a limit below which payments by credit card are not allowed.

Charge: an optional additional fee for paying by credit card.

Typically a charge is levied for the use of credit cards against the organisation receiving the payment. Allowance for this can be made by specifying a minimum amount below which it is simply not worth using a card OR by adding an extra charge for credit card payments.

Total charges across groups to borrower's location: An option to allocate charges for more than one financial group to the group for the **borrower**'s home location (see below). Currently this is ALWAYS set and the system behaviour in this regard may not be changed.

Full URL for successfully processed transactions: This is a CSP page for processing the transactions – for BucksNet the CSP page will be: **"BNTransactionSuccessful.csp"**. In other cases put in X (because the field is mandatory).

Full URL for failed transactions: Similarly for failed transactions, for BucksNet this must be: "**BNTransactionFailed.csp**". In other cases put in X (because the field is mandatory).

(These names are case dependent on Unix based servers)

The main reason for these last two parameters is to identify the name of the service associated – in the above example, it is set to "HTTP://LOCALHOST/VSDEVWEB/" and would normally be the same as that for the WebOpac.

All these settings are shared for the whole system. It is not possible to adjust these settings for an individual organisation or institution within the system.

497.6.2 BucksNet Account reconciliation

This option gives access to the reconciliation reports.

Since the reports are grouped according to the financial group associated, this function lists only the reports that are relevant to the financial group associated with the current user's location. If the current location is not linked to a financial group then a message "No financial group has been defined for the current location" is displayed and the user is returned to the previous menu.

Entry to this function lists any reports visible in the destination directory for the associated financial group. This simple grid lists the report filenames and allows the reports to be printed.

497.6.3 Repair failed card transactions

In the event that something goes wrong between the time a user selects the Credit card payment" option and the actual payment (or failure), then the system will have recorded a transaction started but not completed.

The payment may or may not have gone through – and will be reported above.

In this event, the transaction must be "undone" – effectively as if the payment failed. If the payment DID go through (but the success of this never reached V-smart) then the payment must be made manually in the online.

In the online, a payment "in progress" is reported by an indication (in brackets) of the service, date and time of the transaction. Of course, this may be displayed on a screen other than the one carrying out the payment, so it may be legitimate to see this.

In the even that there WAS a problem with the card transaction, then a staff member can only tell whether the transaction went through or not from the BucksNet reconciliation report, available the next day typically.

Using the information from the report, staff should use the "Repair Failed transactions" function to correct any such borrower data "in limbo".

Finally since a card payment MAY cover more than one borrower's charges, repairing the data for one borrower will cause the system to straighten out the charges for each borrower on the transaction. If this will happen, then a summary (names and barcodes) of the other borrowers will be displayed, for information.

497.6.4 Card transaction reporting

V-smart will allow the generation of a report in more or less the same format as that of the service provider, so that the two reports can be matched to cross check what V-smart "thought" had happened with what is recorded on the service provider's system.

After selecting this option an input form will be shown:

Fill in the required criteria and check which types of transactions you want to report on. After clicking **OK**, an overview screen will be presented.

This overview can then be compared to the report supplied by the service provider.

497.7 Tax indicator settings

Tax indicators are used to hold VAT codes, descriptions and their rates. The tax indicators are stored at the system level and shared by all financial groups.

After selecting this option an overview screen will be displayed:

Options on the screen

New tax indicator: Use this option to create a new tax indicator. See section 497.7.1.

Edit tax indicator: Select a line and then this option to view / modify the details of the tax indicator. See section 497.71.

Delete tax indicator: Select a line and then this option to delete the code. The system will prompt for confirmation.

497.7.1 Add / modify code

After selecting the option **New tax indicator** or **Edit tax indicator** an input form will be displayed:

A **Tax indicator** may be of any length but only the first character will be output in the export file due to export file field size restrictions. **Description** and **Rate** are for information purposes only.

- **Document control - Change History**

Version	Date	Change description	Author
1.0	June 2008	creation	
2.0	November 2009	new options under Financial groups; new options for Bucksnet; new options for VAT summary reporting; new menu option Tax indicator settings part of 2.0 updates	