Term	Definition
transaction	Any number of items to be paid together, along with any number of payments for the items.
underpaid	A form of incomplete payment. TaxSys accepts an underpayment, but adds an underpayment ledger entry to zero out the account, making the account paid in full. *NOTE*: *Underpayment ledgers are distributed regardless of whether the ledger entries are within or outside of the underpayment margin.*
underpayment margin	A specified limit for a underpayment. An underpayment that is more than this limit is considered an incomplete payment. An underpayment below this limit is considered paid-in-full.
validation	Information printed on an item, bill, or receipt to provide proof of payment. Also information printed on a payment type, such as a check, as proof of receipt.
void	To undo an incorrect or erroneous transaction before the batch is closed. A transaction cannot be partly voided. Voiding undoes the action of a payment. A void can be undone, except for credit card transactions (because the card cannot be recharged).

Batches

In TaxSys, transactions are collected into groups called *batches.* TaxSys collects transactions into batches so that the transactions may be:

- easily identified for reports

- tracked and reviewed
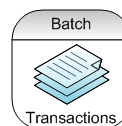
- organized in a logical way

Figure 1-1: A batch is a collection of transactions

Typically, one batch will belong to one *drawer* (sometimes called a *till*). However, in some cases there may be more than one batch that belongs to a drawer. This case will be addressed later in this section.
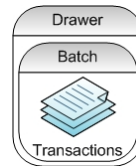

Figure 1-2: A drawer typically holds one batch

A drawer is assigned to a *station*. A station is the place where transactions are processed. There is at least one drawer assigned to a station.
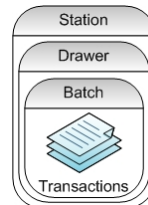

Figure 1-3: A station has at least one drawer

A station is assigned to a *location*. A location typically represents a physical office. A location may be named after an office, building, street, or city.
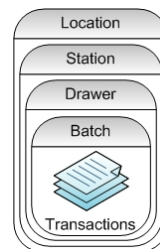

Figure 1-4: A location is the physical place where the stations and drawers are located

A location may have one or more than one station. If there is more than one station at a location, then each station has at least one drawer and each drawer has a batch.
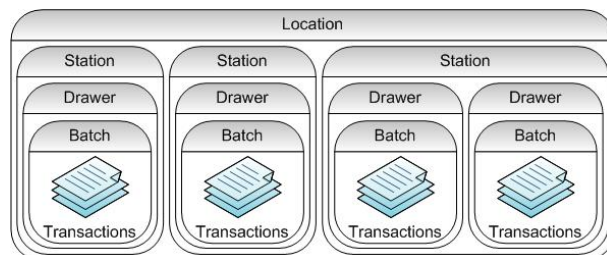

Figure 1-5: A location may have more than one station, while each station has at least one drawer and a batch

A *cashier* is the person who processes transactions, such as payments on bills and returns, and gives receipts to customers. A cashier also collects the payments for the transactions. Payment types may include cash, checks, and credit cards.

During a business day, a cashier may be working at one station within a single location, at more than one station within a single location, or at more than one station at several locations. In any case, a batch will be opened for the drawer, station, and location where the cashier is working.
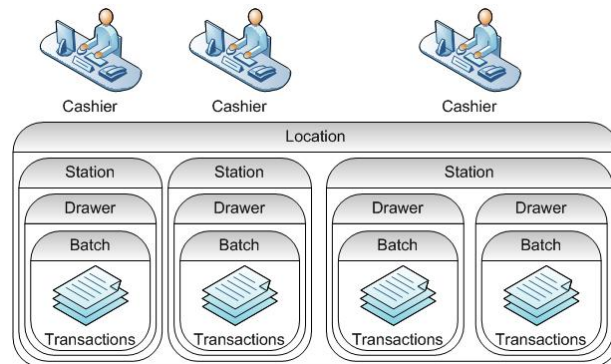

Figure 1-6: Each cashier is working with the transactions in a batch. A cashier may have more than one batch to work with.

Related Links

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Reconciling a Batch on page 10

Opening, Freezing, and Closing a Batch

A batch can be open, frozen, or closed. A cashier must have an open batch in order to accept payments for items. As long as the batch is open, the cashier may continue to accept payments for items. When the batch is closed, the cashier cannot use that batch to accept payments for items.

If you want to stop items from being posted to a batch, but you do not want to close the batch, you can freeze it. Unlike a closed batch, a frozen batch can be reopened by thawing it. When you thaw a frozen batch, you can resume posting to that batch.

Batches may be opened or closed at any time during the business day. Batches may also be open for more than one business day. TaxSys records the date and time when a batch is opened and when a batch is closed. Depending on your permissions, you may or may not be able to close another user's batch.

NOTE: *TaxSys automatically opens batches for DeedExpress, EscrowExpress, and TouristExpress. For DeedExpress and EscrowExpress, batches can close automatically, depending on your settings. In DeedExpress, batches may close*

when DeedExpress users have applied for their deeds or refunds have been requested. In EscrowExpress, batches may close when escrow payments have finished being processed or refunds have been requested.

One cashier can have more than one batch open at once. A cashier cannot share a batch with another cashier. Only one cashier can use a particular batch.

Under certain conditions, a drawer can be associated with more than one batch at a time. For example, you open a batch one day using a particular drawer and leave it open. On a following day, you can open another batch within the same drawer without closing the first batch. If a batch is not closed at the end of a business day, then you must be careful to keep the funds collected from the first day separate from the funds collected in the drawer the following day.

After opening a batch, the cashier can accept payments. When the cashier is finished accepting payments, the batch can be reconciled against the contents of the drawer and then closed. After the batch is closed, the collected funds can be deposited in the bank.
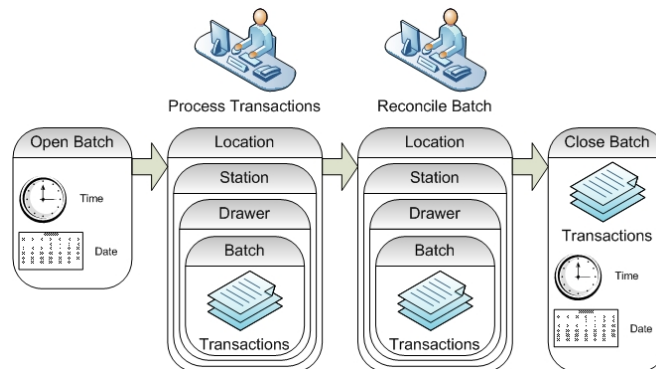

Figure 1-7: After a batch is opened, the cashier may begin to process transactions. After the cashier has processed the transactions, the batch may be reconciled and then closed.

Reconciling a Batch

You must reconcile a batch before it can be closed. When you reconcile a batch, you compare the values of the cash and checks that were recorded in TaxSys for that batch to the actual values of cash and checks in the cashier's drawer. If the values are not the same, then the difference between the two values must be resolved before the batch can be closed.

Figure 1-8: The Expected column (1) shows the total expected payments for each type for the transactions in the batch. The Actual column (2) shows the actual value of the funds in the drawer for each payment type. The difference between the two is shown in the Difference column (3). The Actions column (4) allows you to enter the values of the cash and checks in the drawer.

You can reconcile a batch at any time. After you reconcile a batch, the cashier may continue to process transactions using the same batch. However, you will need to reconcile the batch again before it can be closed.

After a batch is reconciled and closed, TaxSys allocates the funds collected in that batch. The batch cannot be re-opened.

Transactions

After you open a batch, you may begin to process transactions. A transaction has two parts. The first part is an item to be paid. For example, an item might be a real estate tax bill, a business tax receipt, a refund, an advance deposit, or a miscellaneous bill. There may be more than one item in a transaction. For example, a customer may have a real estate tax bill and a refund for you to process.

The second part of a transaction is the payment for the item or items. Payment types include cash, check, and credit card. There may be additional payment types that you accept. There may be more than one type of payment type in a transaction. For example, a customer may pay for an item using some cash and then a check for the balance. As another example, an item may be paid using an advance deposit from an escrow company.
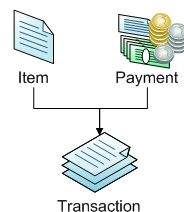

Figure 1-9: An item to be paid and a payment form a transaction