Accela Automation®

DATA DICTIONARY OF ACCELA AUTOMATION® FIELDS COMMON TO REPORTS

Data Dictionary of Accela Automation® Fields Common to Reports

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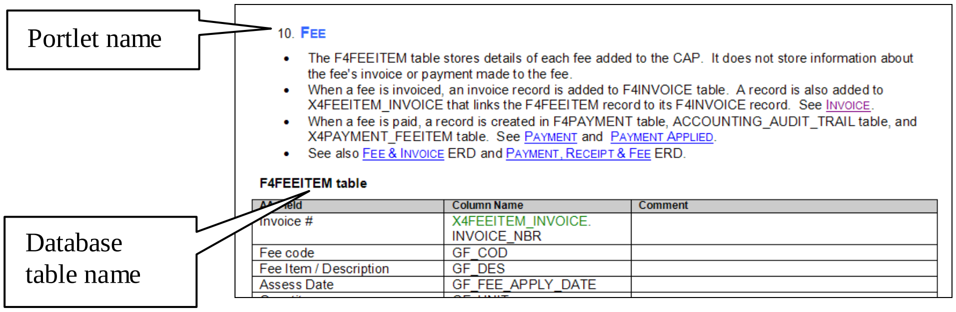
TABLE OF CONTENTS

NOTES ON USING THIS GUIDE

- The Accela Automation (AA) fields listed in this guide are those commonly used in permits, letters, receipts, forms, and reports for the *Land Management* module.

- Fields are grouped by the v360 portlet (sometimes called "tab") in which they appear, then by database table.



- The names shown for AA Fields in this guide may not match the field labels in your Accela Automation portlets, as your agency may have customized field labels.

- The term **CAP** is used to refer to a Record, **C**ase, **A**pplication, **P**ermit, or License (in License module) in Accela Automation.

- Primary key and foreign key columns are not listed. Refer to the Accela Automation ERD for primary key (pk) and foreign key (fk) columns. See section D for mini ERDs. Most CAP-related data tables in section A have the following primary/foreign key columns and should be linked by these columns:
  - SERV_PROV_CODE
  - B1_PER_ID1
  - B1_PER_ID2
  - B1_PER_ID3

- Database table and column names are in uppercase. If two uppercase words are joined by a period, the first word is the table name and the second word is the column name. E.g. B1PERMIT.B1_ALT_ID refers to the column B1_ALT_ID in the table B1PERMIT.

- The symbol Ψ after the column name indicates that the column value must be manipulated to derive the value shown on the AA portlet.

- Links (joins) are described in section A and B using the = (equal) sign. If you are using a graphical tool to join tables, the link is shown as lines between columns of different tables.

- SQL (Structured Query Language) examples are snippets of queries and not complete queries. Where standard SQL is not available for an example, Oracle SQL syntax is used. Examples that include parameters use Crystal Reports' "Command" syntax.

- Where additional information can be found on **Accela Community** (http://Community.Accela.com), hyper-links are provided to the appropriate Accela Community page. You must be an Accela Community member to access the page. All Accela customers and partners are encouraged to join Accela Community. If you are not a member, go to the Accela Community home page and click the JOIN button on the menu bar.

A. Daily Activities – CAP-Related Data

1. CAP DETAIL / RECORD DETAIL

B1PERMIT table

AA Field	Column Name	Comment
Record ID / Permit Number / Case Number / CAP Number	B1_ALT_ID	
Record Type / CAP Type *See* *CAP Group* *CAP Type* *CAP Subtype* *CAP Category*		Consists of 4 values (levels), stored in 4 separate columns. Slashes are not stored. See: CAP Group (1st level) CAP Type (2nd level) CAP Subtype (3rd level) CAP Category (4th level) CAP type configuration data is stored in R3APPTYP table.
CAP Group (1st level)	B1_PER_GROUP	
CAP Type (2nd level)	B1_PER_TYPE	
CAP Subtype (3rd level)	B1_PER_SUB_TYPE	
CAP Category (4th level)	B1_PER_CATEGORY	
CAP Type Alias	B1_APP_TYPE_ALIAS	Descriptive alternative (alias) for the 4 level CAP type.
Status	B1_APPL_STATUS	CAP's current status. For CAP's status history, see STATUS HISTORY.
Status Date	B1_APPL_STATUS_DATE	Date on which the current status was added or updated. This date is not shown in CAP Detail portlet.
Record Name / Application Name	B1_SPECIAL_TEXT	
File Date / Opened Date	B1_FILE_DD	

Job Value
 	
See also:
JOB VALUE section
	BVALUATN.G3_VALUE_TTL
	or
	BVALUATN.G3_CALC_VALUE
	Ψ
		CAP Detail form shows selected job value (i.e., Fee Calc. Factor), whether contractor job value or calculated job value. To retrieve the selected job value, use database function FN_GET_JOB_VALUE (refer to *Accela Automation Database Function Reference Guide*) or use this CASE statement in the SELECT clause of the report's query:
		`CASE`
		`COALESCE(BVALUATN.G3_FEE_FACTOR_FLG,'CONT')`
		`WHEN 'CONT' THEN`
		`BVALUATN.G3_VALUE_TTL`
		`ELSE BVALUATN.G3_CALC_VALUE`
		`END as "Job Value"`

(Complete / Partially Complete Application)	B1_APPL_CLASS	For partially completed applications or fee estimations, B1_APPL_CLASS begins with "INCOMPLETE". Otherwise, B1_APPL_CLASS = "COMPLETE" or is null.
		To exclude partial CAPs from report, add this to selection formula in Crystal Reports (be sure to include outermost parentheses):
		`( {B1PERMIT.B1_APPL_CLASS}="COMPLETE" OR`
		`IsNull({B1PERMIT.B1_APPL_CLASS}) )`

BPERMIT_DETAIL table

AA Field	Column Name	Comment
Short Notes	B1_SHORT_NOTES	This field is only available in the v360 interface, not Classic.
Assigned To Staff	B1_ASGN_STAFF Ψ	User ID, not full name. To find the full user name, query G3STAFFS table. Join G3STAFFS to BPERMIT_DETAIL by `BPERMIT_DETAIL.B1_ASGN_STAFF = G3STAFFS.GA_USER_ID AND B1PERMIT_DETAIL.SERV_PROV_CODE = G3STAFFS.SERV_PROV_CODE` See STAFF INFORMATION for more about the G3STAFFS table.
Assigned To Department	B1_ASGN_DEPT Ψ	Full 7 level department structure is stored in column, even if simple Department name appears in field on CAP Detail form. E.g. "Water Department" is shown in form, but "METROVILLE/WATER/NA/STORM/NA/NA/NA" is stored in the column.
Assigned Date	B1_ASGN_DATE	
Completed By	B1_COMPLETE_BY Ψ	User ID, not full name. To find the full user name, query G3STAFFS table. Join G3STAFFS to BPERMIT_DETAIL by `BPERMIT_DETAIL.B1_COMPLETE_BY = G3STAFFS.GA_USER_ID AND BPERMIT_DETAIL.SERV_PROV_CODE = G3STAFFS.SERV_PROV_CODE` See STAFF INFORMATION for more about the G3STAFFS table.
Complete Dept	B1_COMPLETE_DEPT	Full 7 level department structure is stored in column. See Comment for *Assigned to Department* above.
Complete Date	B1_COMPLETE_DATE	
Closed By	B1_CLOSEDBY Ψ	User ID, not full name. To find the full user name, query G3STAFFS table. Join G3STAFFS to BPERMIT_DETAIL by `BPERMIT_DETAIL.SERV_PROV_CODE = G3STAFFS.SERV_PROV_CODE AND BPERMIT_DETAIL.B1_CLOSEDBY = G3STAFFS.GA_USER_ID` See STAFF INFORMATION for more about the G3STAFFS table.
Closed Dept	B1_CLOSED_DEPT Ψ	Full 7 level department structure is stored in column. See Comment for *Assigned to Department* above.
Closed Date	B1_CLOSED_DATE	
Invoiced	TOTAL_FEE	Sum of invoiced fees on CAP.
Paid	TOTAL_PAY	Sum of payments made to CAP, regardless of whether payment is applied to fee. Excludes voided payments.
Balance	BALANCE	Balance due on CAP, calculated by finding the difference between TOTAL_FEE and TOTAL_PAY. If balance is a credit (i.e., total payments exceed total invoiced fees), BALANCE is a negative number.
(Primary Trust Account)	PRIMARY_TRUST_ACCOUNT_NUM	Account Sequence # for the primary Trust Account linked to CAP. Account Seq # is not Trust Account ID. See TRUST ACCOUNT in Section A and TRUST

		ACCOUNT in Section B.

BWORKDES table

AA Field	Column Name	Comment
Detailed Description, Description of Work	B1_WORK_DESC	

2. ADDITIONAL INFORMATION

- See also JOB VALUE.

BPERMIT_DETAIL table

AA Field	Column Name	Comment
Construction Type Code	CONST_TYPE_CODE	Only the code is stored here, not the construction type description.
Housing Units	HOUSE_COUNT	
Number of Buildings	BUILDING_COUNT	
Public Owned	PUBLIC_OWNED	

3. ADDRESS, PROPERTY

- Each address element is stored in separate column.
- To retrieve full address without having to concatenate (join) separate address columns, use one of the following standard database functions (refer to *Accela Automation Database Function Reference Guide*):
  - FN_GET_PRI_ADDRESS_FULL
  - FN_GET_PRI_ADDRESS_PARTIAL
- Address custom attributes are stored in the B3APO_ATTRIBUTE table. See CUSTOM ATTRIBUTE – ADDRESS, PARCEL, OR OWNER.
- Reference Addresses are stored in L3ADDRES table.

B3ADDRES table

AA Field	Column Name	Comment
Street Start, Street #	B1_HSE_NBR_START	This column has a datatype of Number. If using SQL Server (Transact-SQL) syntax in a SQL statement to join this column to another address column, cast the column as a character, e.g. `CAST(B1_HSE_NBR_START AS VARCHAR) + ' ' + B1_STR_NAME`
House Fraction Start	B1_HSE_FRAC_NBR_START	
Street Direction	B1_STR_DIR	
Street Name	B1_STR_NAME	
Street Suffix	B1_STR_SUFFIX	
Quadrant	B1_STR_SUFFIX_DIR	
Unit Type	B1_UNIT_TYPE	
Unit #	B1_UNIT_START	
City	B1_SITUS_CITY	
State	B1_SITUS_STATE	
Zip	B1_SITUS_ZIP	
Primary Flag	B1_PRIMARY_ADDR_FLG Ψ	Possible values: 'Y' – primary address 'N' – not primary address null – not primary address

4. APPLICATION SPECIFIC INFO

- Application Specific Information (ASI) fields are custom fields defined by the agency.
- A single record in the BCHCKBOX table stores the value of a single field, together with its field name and group.
- If your report has multiple ASI fields with unique names, use this standard database function to retrieve the ASI field value (refer to *Accela Automation Database Function Reference Guide*):
    - FN_GET_APP_SPEC_INFO
- Where the ASI field is configured as a dropdown list, the list of values are stored in the R2CHCKBOX_VALUE table. If a report parameter provides a list of values pulled from the database, query the list of values from R2CHCKBOX_VALUE, not BCHCKBOX.
- Configuration data is stored in the R2CHCKBOX table, where R1_CHECKBOX_GROUP = 'APPLICATION'.

BCHCKBOX table

Content	Column Name	Comment
(Group)	B1_CHECKBOX_TYPE	Group that app spec info field belongs to. If the same app spec info field name is used in different Groups, use this to retrieve the correct app spec info field. Include this selection criteria: `B1_CHECKBOX_TYPE = 'Your Group'`
(Field Name)	B1_CHECKBOX_DESC	Used as key to retrieve value of app spec info field. Include this condition in query: `B1_CHECKBOX_DESC = 'Your Field Name'` Note that because field labels can be customized in v360, the field label in the Application Specific Info portlet may not match the field name. Appendix B explains how to find the field name.
(Field Value)	B1_CHECKLIST_COMMENT	B1_CHECKLIST_COMMENT stores the value of the app spec info field whose name is B1_CHECKBOX_DESC. If field type is checkbox and field is checked, value is 'CHECKED'. If field type is Yes/No radio button, value is 'Yes' or 'No'. If field type is Time, value is stored in 24hour format without AM or PM, e.g. '2:00 PM' is stored as '14:00'.

5. APPLICATION SPECIFIC INFO TABLE

- Application Specific Information Tables (ASI table) are customized tables of information defined by the agency.
- A record in the **BAPPSPECTABLE_VALUE** table stores the value of a single cell in the ASI table, together with its column label and row number.
- To retrieve ASI table values, consider using a standard database function (refer to *Accela Automation Database Function Reference Guide*):
    - FN_GET_ASI_TABLE_VALUE

BAPPSPECTABLE_VALUE table

Content	Column Name	Comment
(Value)	ATTRIBUTE_VALUE	Stores the value in a single cell (for a single column and row).
(Column Label)	COLUMN_NAME	Used as key to retrieve values in a column in the ASI table. To retrieve all records in a given column, include this selection criterias: `COLUMN_NAME = 'Your Column Label'`
(Row Number)	ROW_INDEX	Used as key to retrieve values in a specific row number in the ASI table. All records in the same row in the ASI Table have the same `ROW_INDEX` value.
(Table Name)	TABLE_NAME	If the CAP has more than one ASI table, the Table Name appears above each ASI table. If column names are duplicated across different ASI tables, use this to retrieve values from the correct ASI table. Include this selection criteria: `TABLE_NAME = 'Your Table Name'`

6. CONDITIONS, CAP

- Conditions, sometimes known as locks, holds and notices, may be applied to a Record (CAP). A condition may be a notice for staff, or may prevent the Record from being updated until the condition is removed. Conditions of Approval (AA 7.2) are also stored in the B6CONDIT table.
- When a condition is deleted using the Delete button, it is only soft-deleted and remains in the database. To exclude conditions that are deleted, add the condition REC_STATUS='A'. See *(Record Status)* in table below.
- Condition details such as the Resolution Action and Public Display Message are stored in the B6CONDIT_DETAIL table.

B6CONDIT table

AA Field	Column Name	Comment
Type	B1_CON_TYP	
Condition Name	B1_CON_DES	
Status	B1_CON_STATUS	
Severity	B1_CON_IMPACT_CODE	
Apply Date	B1_CON_ISS_DD	
Effective Date	B1_CON_EFF_DD1	
Expiration Date	B1_CON_EXPIR_DD	
Short Comments	B1_CON_COMMENT	
Long Comments	B1_CON_LONG_COMMENT	
Applied By (Staff) Name: First Name Middle Name Last Name	 B1_CON_ISS_FNAME B1_CON_ISS_MNAME B1_CON_ISS_LNAME	

Applied By Department Name	G3DPTTYP.R3_DEPTNAME Ψ	The simple dept. name is not stored in B6CONDIT. To retrieve the simple dept. name from G3DPTTYP,
		join the B6CONDIT (a) table to the G3DPTTYP (b) table as follows:
		`b.SERV_PROV_CODE = a.SERV_PROV_CODE`
		`AND`
		`b.R3_AGENCY_CODE =`
		`a.B1_CON_ISS_AGENCY_CODE`
		`AND`
		`b.R3_BUREAU_CODE =`
		`a.B1_CON_ISS_BUREAU_CODE`
		`AND`
		`b.R3_DIVISION_CODE =`
		`a.B1_CON_ISS_DIVISION_CODE`
		`AND`
		`b.R3_SECTION_CODE =`
		`a.B1_CON_ISS_SECTION_CODE`
		`AND`
		`b.R3_GROUP_CODE =`
		`a.B1_CON_ISS_GROUP_CODE`
		`AND`
		`b.R3_OFFICE_CODE =`
		`a.B1_CON_ISS_OFFICE_CODE`

Action By (Staff) Name: First Name Middle Name Last Name	 B1_CON_STAT_FNAME B1_CON_STAT_MNAME B1_CON_STAT_LNAME	
Action By Department Name	G3DPTTYP.R3_DEPTNAME Ψ	The simple dept. name is not stored in B6CONDIT. To retrieve the simple dept. name from G3DPTTYP, join the B6CONDIT (a) table to the G3DPTTYP (b) table as follows: `b.SERV_PROV_CODE = a.SERV_PROV_CODE`

		AND b.R3_AGENCY_CODE = a.B1_CON_STAT_AGENCY_CODE AND b.R3_BUREAU_CODE = a.B1_CON_STAT_BUREAU_CODE AND b.R3_DIVISION_CODE = a.B1_CON_STAT_DIVISION_CODE AND b.R3_SECTION_CODE = a.B1_CON_STAT_SECTION_CODE AND b.R3_GROUP_CODE = a.B1_CON_STAT_GROUP_CODE AND b.R3_OFFICE_CODE = a.B1_CON_STAT_OFFICE_CODE
(Display Order)	B1_DISPLAY_ORDER	
(Record status)	REC_STATUS	Possible values: ‘A’ → active record ‘I’ → deleted record (soft delete)

7. CONTACT

- Contact custom attributes are stored in the B3CONTACT_ATTRIBUTE table. See CUSTOM ATTRIBUTE – LICENSED PROFESSIONAL OR CONTACT.

B3CONTACT table

AA Field	Column Name	Comment
Contact Type	B1_CONTACT_TYPE	
Contact Relationship	B1_RELATION	
Name *See:* *Name, First* *Name, Middle* *Name, Last*		Consists of first, middle, and last name, stored in 3 separate columns. See: Name, First Name, Middle Name, Last
Name, First	B1_FNAME	
Name, Middle	B1_MNAME	
Name, Last	B1_LNAME	
Full Name	B1_FULL_NAME	
Salutation	B1_SALUTATION	
Organization Name	B1_BUSINESS_NAME	
Address 1	B1_ADDRESS1	
Address 2	B1_ADDRESS2	
Address 3	B1_ADDRESS3	
City	B1_CITY	
State	B1_STATE	
Zip	B1_ZIP	
Country	B1_COUNTRY	
Phone 1	B1_PHONE1	
Phone 2	B1_PHONE2	
eMail	B1_EMAIL	
Fax	B1_FAX	
Primary Flag	B1_FLAG Ψ	Possible values: 'Y' – primary contact 'N' – not primary contact null – not primary contact
(Reference Contact Number)	G1_CONTACT_NBR	If CAP contact was pulled from a reference contact using the Lookup button, this field contains the reference contact number. Use G1_CONTACT_NBR to link a CAP contact to its reference contact record in G3CONTACT table.

8. Custom Attribute – Address, Owner, or Parcel

- Custom attributes (fields) for addresses, owners, or parcels may be defined by an agency. The B3APO_ATTRIBUTE table stores values for custom Address, Owner, and Parcel (APO) attributes.
- A custom attribute is retrieved by its name, not its label. The name and label are usually configured by the agency to be the same, but may not be so. To successfully retrieve a custom attribute value, use the Attribute Name as a key. The attribute name can only be found in the attribute's configuration screen in Administrator Tools > Property > APO Template. See *Appendix A: Finding The Attribute Name of an Address, Owner, or Parcel Custom Attribute*.
- See Custom Attribute – Address, Parcel, Owner ERD for information on linking B3APO_ATTRIBUTE table to address, owner, and parcel tables.
- An alternative method of retrieving an address attribute or parcel attribute is to use a standard database function (refer to *Accela Automation Database Function Reference Guide*):
  - FN_GET_ADDRESS_ATTRIBUTE
  - FN_GET_PARCEL_NBR_ATTRIBUTE
- Custom attributes for Reference Address, Owner, and Parcel (APO) data are stored in the L3APO_ATTRIBUTE table.
- Configuration data for custom Address, Owner, and Parcel (APO) attributes is stored in the RAPO_ATTRIBUTE and RAPO_ATTRIBUTE_VALUE tables.

B3APO_ATTRIBUTE table

Content	Column Name	Comment
(Attribute Name)	B1_ATTRIBUTE_NAME	Used as key to retrieve attribute value. See 2nd bullet above. Include this selection criteria: `B1_ATTRIBUTE_NAME = 'Your Attribute Name'`
(Attribute Value)	B1_ATTRIBUTE_VALUE	B1_ATTRIBUTE_VALUE stores the value of the attribute whose name is in B1_ATTRIBUTE_NAME
(Attribute Type)	B1_APO_TYPE	Possible values: ADDRESS – for address attribute PARCEL – for parcel attribute OWNER – for owner attribute

9. Custom Attribute – Licensed Professional or Contact

- Custom attributes for licensed professionals and contacts may be defined by an agency. The B3CONTACT_ATTRIBUTE table stores values for custom licensed professional and contact attributes.
- A custom attribute is retrieved by its name, not its label. The name and label are usually configured by the agency to be the same, but may not be so. To successfully retrieve a custom attribute value, use the Attribute Name as a key. The attribute name can only be found in the attribute's configuration screen in Administrator Tools > People > People Template.
- To retrieve a Contact custom attribute, use this standard database function:
    - FN_GET_CONTACT_ATTRIBUTE
      (refer to *Accela Automation Database Function Reference Guide*)
- To link B3CONTACT_ATTRIBUTE record to its related B3CONTRA record, use these joins:

```
b3contact_attribute.SERV_PROV_CODE = b3contra.SERV_PROV_CODE AND
b3contact_attribute.B1_PER_ID1 = b3contra.B1_PER_ID1 AND
b3contact_attribute.B1_PER_ID2 = b3contra.B1_PER_ID2 AND
b3contact_attribute.B1_PER_ID3 = b3contra.B1_PER_ID3 AND
b3contact_attribute.B1_CONTACT_TYPE = b3contra.B1_CONTACT_TYPE AND
b3contact_attribute.B1_CONTACT_NBR = b3contra.B1_LICENSE_NBR
```

- To link B3CONTACT_ATTRIBUTE record to its related B3CONTACT, use these joins:

```
b3contact_attribute.SERV_PROV_CODE = b3contact.SERV_PROV_CODE AND
b3contact_attribute.B1_PER_ID1 = b3contact.B1_PER_ID1 AND
b3contact_attribute.B1_PER_ID2 = b3contact.B1_PER_ID2 AND
b3contact_attribute.B1_PER_ID3 = b3contact.B1_PER_ID3 AND
b3contact_attribute.B1_CONTACT_TYPE = b3contact.B1_CONTACT_TYPE AND
b3contact_attribute.B1_CONTACT_NBR = TO_CHAR(b3contact.B1_CONTACT_NBR)   **
```

  *** To implement in Crystal (when Command is not used), do not link by B1_CONTACT_NBR, but add this to selection formula:*

```
{B3CONTACT_ATTRIBUTE.B1_CONTACT_NBR} = CStr({B3CONTACT.B1_CONTACT_NBR})
```

- Configuration data for these custom attributes is stored in the RCONTACT_ATTRIBUTE and RCONTACT_ATTRIBUTE_VALUE tables.

B3CONTACT_ATTRIBUTE table

Content	Column Name	Comment
(Attribute Name)	B1_ATTRIBUTE_NAME	Used as key to retrieve attribute value. See 2nd bullet above. Include this selection criteria: `B1_ATTRIBUTE_NAME = 'Your Attribute Name'`
(Attribute Value)	B1_ATTRIBUTE_VALUE	B1_ATTRIBUTE_VALUE stores the value of the attribute whose name is B1_ATTRIBUTE_NAME
(Attribute Type)	B1_CONTACT_TYPE	For licensed professionals, this stores the license type. For contacts, this stores the contact type.

10. Fee

- F4FEEITEM table stores details of each fee added to the CAP. It does not store information about the fee's invoice, payment made to the fee, or the outstanding fee balance.
- When a fee is invoiced, an invoice record is added to F4INVOICE table. A record is also added to X4FEEITEM_INVOICE table that links the F4FEEITEM record to its F4INVOICE record. See Invoice.
- When a fee is paid, a record is created in F4PAYMENT table, ACCOUNTING_AUDIT_TRAIL table, and X4PAYMENT_FEEITEM table. See Payment and Payment Applied.
- See also Fee & Invoice ERD and Payment, Receipt & Fee ERD.

F4FEEITEM table

AA Field	Column Name	Comment
Invoice #	X4FEEITEM_INVOICE. INVOICE_NBR or X4PAYMENT_FEEITEM. INVOICE_NBR	
Fee code	GF_COD	
Fee Item / Description	GF_DES	
Assess Date	GF_FEE_APPLY_DATE	Date when fee was added to CAP. Not necessarily the same as fee invoice date, which is in F4INVOICE.INVOICE_DATE.
Invoice Date	F4INVOICE.INVOICE_DATE	Date when fee was invoiced.
Quantity	GF_UNIT	
Unit	GF_UDES	
Fee Amount	GF_FEE	
Status	GF_ITEM_STATUS_FLAG	Possible values: NEW – Not Invoiced. INVOICED – Invoiced. VOIDED – Voided (Fee has this status after it is Invoiced then Voided, but before it is re-invoiced as a Credit). Until a VOIDED fee is CREDITED, it is considered payable by AA. CREDITED – Fee has this status after it is Invoiced, then voided, then re-invoiced as a credit. But the Fee Item is not considered to be payable by AA, and should not appear on Receipt/Permit.
Account Number 1	GF_L1	Account Number configured for fee (in Admin Tools) at the time the fee is assessed. If Account Number is later changed on fee configuration, this column's value is not updated.
Account Number 2	GF_L2	as above.
Account Number 3	GF_L3	as above.
Fee Total	To get total of assessed fees (whether invoiced or not): Sum (GF_FEE) Where GF_ITEM_STATUS_FLAG in (‘NEW’,’INVOICED’) To get total of invoiced fees: Sum (GF_FEE) Where GF_ITEM_STATUS_FLAG=’INVOICED’	
(Fee Sequence #)	FEEITEM_SEQ_NBR	System-assigned identifier for a specific fee in F4FEEITEM table.

11. HEARING

- Classic Accela Automation.
- For Hearing Calendar in v360, see CALENDAR ADMINISTRATION.

PHCALEND table

AA Field	Column Name	Comment
Hearing Date	P3_SCHED_DATE	
Hearing Time	P3_SCHED_TIME	Stored in 24 hour time format, as character data type. E.g. 09:30 (for 9:30 AM), 17:00 (for 5PM).
Hearing Body	P3_SCHED_ACT_DESC	
Duration	P3_SCHED_DURATION	
Location	P3_SCHED_PLACE_CODE	

12. INSPECTION

- To retrieve scheduled inspections, select G6ACTION records where G6_DOC_DES = 'Insp Scheduled'.
- To retrieve completed inspections, select G6ACTION records where G6_DOC_DES = 'Insp Completed'.
- To retrieve resulted inspections (regardless of type of result), select G6ACTION records where INSP_RESULT_TYPE is not null.
- When inspection history items are deleted using the Delete button, they are soft-deleted and still remain in the database, though they do not appear on the Inspection screen. To exclude history items that are deleted, add the condition REC_STATUS='A'. See *(Record Status)* in table below.
- See also INSPECTION GUIDE SHEET.

G6ACTION table

AA Field	Column Name	Comment
Inspection Type, Description	G6_ACT_TYP	
Inspector Name: First Name Middle Name Last Name	 GA_FNAME GA_MNAME GA_LNAME	To retrieve inspector information like email or phone number, See STAFF INFORMATION.
Inspector's User ID	GA_USERID	To retrieve inspector information like email or phone number, See STAFF INFORMATION.
Schedule Date	G6_ACT_DD	
Schedule Time	G6_ACT_T2, G6_ACT_T1 Ψ	G6_ACT_T1 stores 'AM','PM', or 'N/A'. G6_ACT_T2 stores the time element in 12 hour format in this Character field, without AM or PM, e.g. 2:30
Inspection Date	G6_COMPL_DD	
Inspection Time	G6_COMPL_T2, G6_COMPL_T1 Ψ	G6_COMPL_T1 stores 'AM','PM', or 'N/A'. G6_COMPL_T2 stores the time element in 12 hour format in this Character field, without AM or PM, e.g. 2:30
Result	G6_STATUS	Value is 'Scheduled' before the inspection is resulted.
Result Comments	BACTIVITY_COMMENT. TEXT Ψ	See INSPECTION & GUIDESHEET ERD for information on linking tables. Criteria: `BACTIVITY_COMMENT.COMMENT_TYPE = 'Inspection Result Comment'`
Schedule Comment	BACTIVITY_COMMENT. TEXT Ψ	See INSPECTION & GUIDESHEET ERD for information on linking tables. Criteria: `BACTIVITY_COMMENT.COMMENT_TYPE = 'Inspection Request Comment'`
Inspection actual start time	G6_START_TIME	Both date and time are stored in this Date field.
Inspection actual end time	G6_END_TIME	Both date and time are stored in this Date field.
Duration of inspection (in hours)	G6_ACT_TT	If not entered by user, AA calculates the number of hours between the entered Start and End Times, i.e. `G6_END_TIME - G6_START_TIME`. Results are rounded to 2 decimal places.
Vehicle ID or Number	G6_VEHICLE_NUM	
Start Mileage	G6_MILE_T1	
End Mileage	G6_MILE_T2	
Total Mileage	G6_MILE_TT	
Inspection Result Type	INSP_RESULT_TYPE	The result type associated with the inspection Result. Possible options: APPROVED, PENDING, DENIED

(Record status)	REC_STATUS	Possible values: 'A' → active record 'I' → deleted record (soft delete)
(Inspection Sequence #)	G6_ACT_NUM	System-assigned identifier for a specific inspection
(Disposition Status)	G6_DOC_DES	If inspection is scheduled, or has a PENDING-type result, G6_DOC_DES = 'Insp Scheduled'. If inspection is completed, G6_DOC_DES = 'Insp Completed'. If inspection is cancelled or has a DENIED-type result, G6_DOC_DES = 'Insp Cancelled'.

13. INSPECTION GUIDE SHEET

- An inspection may have one or more associated guide sheets, or no guidesheet. See GGUIDESHEET table.
- A guide sheet has one or more guide sheet items, stored in GGUIDESHEET_ITEM table.
- A guide sheet item may have one or more custom fields, or no custom field. See GGDSHEET_ITEM_ASI table. Each row in GGDSHEET_ITEM_ASI table stores the value of a single custom field, together with its field name.
- See INSPECTION & GUIDESHEET ERD for information on linking tables.

GGUIDESHEET table

AA Field	Column Name	Comment
Guide Sheet Name	GUIDE_TYPE	
Guide Sheet ID	GUIDESHEET_ID	User-defined value.

GGUIDESHEET_ITEM table

AA Field	Column Name	Comment
Item Text	GUIDE_ITEM_TEXT	
Item Status	GUIDE_ITEM_STATUS	
Item Score	GUIDE_ITEM_SCORE	
Item Comment	GUIDE_ITEM_COMMENT	Comment ID is not stored in this table. Only Comment text is stored in this column.
Item Display Order	GUIDE_ITEM_DISPLAY_ORDER	

GGDSHEET_ITEM_ASI table

AA Field	Column Name	Comment
(Custom field name)	ASI_NAME	Used as key to retrieve specific custom field.
(Field value)	ASI_COMMENT	

14. INVOICE

- F4INVOICE table stores basic invoice information.
- X4FEEITEM_INVOICE table stores the fees on the invoice. X4FEEITEM_INVOICE table also relates an invoice in F4INVOICE table to details of its fees in F4FEEITEM table. See FEE.
- See FEE & INVOICE ERD for information on linking tables.

F4INVOICE table
X4FEEITEM_INVOICE table

AA Field	Column Name	Comment
Record ID / Permit Number / CAP ID	B1PERMIT.B1_ALT_ID	
Invoice #	F4INVOICE.INVOICE_NBR, X4FEEITEM_INVOICE.INVOICE_NBR	
Custom Invoice #	F4INVOICE.INVOICE_CUSTOMIZED_NBR	If custom invoice numbers aren't used, this holds the standard Invoice #.
Invoice Date	F4INVOICE.INVOICE_DATE	
Period	X4FEEITEM_INVOICE.GF_FEE_PERIOD	
Fee Item	X4FEEITEM_INVOICE.GF_DES	
Qty	X4FEEITEM_INVOICE.GF_UNIT	
Fee Amount	X4FEEITEM_INVOICE.GF_FEE	
Total Fee	F4INVOICE.INVOICE_AMOUNT	Total fee amount for invoice. This amount doesn't change even when a fee on the invoice is later voided/credited. For Credit Invoices, this is a negative number.
Balance Due	F4INVOICE.BALANCE_DUE	Total balance due on invoice. This amount is adjusted when a fee on the invoice is later voided and credited. For Credit Invoices, this field is 0.

15. Job Value

- CAP Detail form shows selected job value, whether contractor job value or calculated job value. To retrieve the selected job value, use database function FN_GET_JOB_VALUE (refer to *Accela Automation Database Function Reference Guide*)
- Instead of using the database function FN_GET_JOB_VALUE, this CASE statement may be in the SELECT clause of the report's query:

```
CASE COALESCE(BVALUATN.G3_FEE_FACTOR_FLG,'CONT')
WHEN 'CONT' THEN BVALUATN.G3_VALUE_TTL
ELSE BVALUATN.G3_CALC_VALUE
END "Job Value"
```

BVALUATN table

AA Field	Column Name	Comment
Contractor Job Value	G3_VALUE_TTL	
Calculated Job Value	G3_CALC_VALUE	This is the total job value from the Valuation Calculator
(Selected Job Value Type)	G3_FEE_FACTOR_FLG	Possible Values: 'CONT' – Contractor job value is selected for application 'CALC' – Calculated job value is selected for application Null – Contractor job value is selected for application

16. LICENSED PROFESSIONAL

- Licensed Professional custom attributes are stored in B3CONTACT_ATTRIBUTE table. See CUSTOM ATTRIBUTE – LICENSED PROFESSIONAL OR CONTACT.
- Reference licensed professional records are stored in the RSTATE_LIC table, while custom attributes for those reference records are in G3CONTACT_ATTRIBUTE table.

B3CONTRA table

AA Field	Column Name	Comment
License #	B1_LICENSE_NBR	
License Type	B1_LICENSE_TYPE	
Business Name	B1_BUS_NAME	
First Name	B1_CAE_FNAME	
Middle Name	B1_CAE_MNAME	
Last Name	B1_CAE_LNAME	
Address 1	B1_ADDRESS1	
Address 2	B1_ADDRESS2	
Address 3	B1_ADDRESS3	
City	B1_CITY	
State	B1_STATE	
Zip	B1_ZIP	
Phone 1	B1_PHONE1	
Phone 2	B1_PHONE2	
Email	B1_EMAIL	
Primary	B1_PRINT_FLAG Ψ	Possible values: 'Y' – primary licensed professional 'N' – not primary licensed professional null – not primary licensed professional
License Expiration Date	RSTATE_LIC. LIC_EXPIR_DD	License expiration date is only stored with the corresponding reference Licensed Professional record in RSTATE_LIC table. If the licensed professional was added to the CAP using the "Look Up" button to search for and select a reference Licensed Professional, use the following joins to select the corresponding RSTATE_LIC record: `B3CONTRA.LIC_SEQ_NBR = RSTATE_LIC.LIC_SEQ_NBR`
(Reference Professional's sequence number)	LIC_SEQ_NBR	If CAP professional was pulled from a reference professional using the Lookup button, this field contains the reference professional's sequence number. Use LIC_SEQ_NBR to link a CAP professional to its reference professional record in RSTATE_LIC table.

17. OWNER

Owner custom attributes are stored in the B3APO_ATTRIBUTE table. See CUSTOM ATTRIBUTE – ADDRESS, PARCEL, OR OWNER.

B3OWNERS table

AA Field	Column Name	Comment
Name	B1_OWNER_FULL_NAME	
Address Line 1	B1_MAIL_ADDRESS1	
Address Line 2	B1_MAIL_ADDRESS2	
Address Line 3	B1_MAIL_ADDRESS3	
City	B1_MAIL_CITY	
State	B1_MAIL_STATE	
Zip	B1_MAIL_ZIP	
Phone	B1_PHONE	
Fax	B1_FAX	
Primary	B1_PRIMARY_OWNER Ψ	Possible values: 'Y' – primary owner 'N' – not primary owner null – not primary owner

18. PARCEL

- To find the first parcel number on the CAP, use database function FN_GET_PARCEL_NBR (refer to *Accela Automation Database Function Reference Guide*)
- Parcel custom attributes are stored in the B3APO_ATTRIBUTE table. See CUSTOM ATTRIBUTE – ADDRESS, PARCEL, OR OWNER.
- Reference Parcels are stored in the L3PARCEL table.

B3PARCEL table

AA Field	Column Name	Comment
Parcel #	B1_PARCEL_NBR	
Primary Flag	B1_PRIMARY_PAR_FLG Ψ	Possible values: 'Y' – primary parcel 'N' – not primary parcel null – not primary parcel
Legal Description	B1_LEGAL_DESC	
Census Tract	B1_CENSUS_TRACT	

19. PAYMENT

- F4PAYMENT table stores details of a payment. It does not store data about fees on the payment. See PAYMENT APPLIED.
- A given receipt number may appear on one or more payment records. The same receipt number appears on more than one payment record if any of the following was done:
  - **Pay More** button (in Payment window) used to enter different amounts/payment methods in a single payment transaction
  - A payment was made for a set of CAPs (Set > Set Payment)
  - Multiple payments were selected, then **Generate Receipt** button used to generate a single receipt for the selected payments.
- See PAYMENT, RECEIPT & FEE ERD for information on linking tables.

Summary Field	How to derive summary value
Total Invoice Amount	BPERMIT_DETAIL.TOTAL_FEE
Total Payment	BPERMIT_DETAIL.TOTAL_PAY
Total Balance	BPERMIT_DETAIL.BALANCE

Amount Not Applied	F4PAYMENT table:
	`Sum (AMOUNT_NOTALLOCATED)`
	`Where`
	`(PAYMENT_STATUS <> 'VOIDED' OR`
	`PAYMENT_STATUS IS NULL)`

F4PAYMENT table

AA Field	Column Name	Comment
Receipt Number	RECEIPT_NBR	This is the standard AA receipt number. If customized receipt number format is used, the custom number is stored in F4RECEIPT.RECEIPT_CUSTOMIZED_NBR.
Transactions	PAYMENT_STATUS Ψ	Transactions field shows **Payment** – if PAYMENT_STATUS = 'Paid' and PAYMENT_METHOD <> 'Fund Transfer' **Refund** -- if PAYMENT_STATUS = 'Refund' and PAYMENT_METHOD <> 'Fund Transfer' **Fund Transfer** – if PAYMENT_STATUS = 'Paid' and PAYMENT_METHOD = 'Fund Transfer' (funds transferred into application from another application) **Fund Transfer** – if PAYMENT_STATUS = 'Refund' and PAYMENT_METHOD = 'Fund Transfer' (funds transferred out of application to another application)
Method	PAYMENT_METHOD	
Date	PAYMENT_DATE	
Not Applied	AMOUNT_NOTALLOCATED	Stores amount of payment that has not been applied to any fee.
Amount	PAYMENT_AMOUNT	
Reference #	PAYMENT_REF_NBR	
Payor	PAYEE	
Comment	PAYMENT_COMMENT	
Cashier ID	CASHIER_ID	
Terminal #	REGISTER_NBR	
Payment Status	PAYMENT_STATUS	If the Payment/Refund has been voided, PAYMENT_STATUS = 'VOIDED'. The only way to tell if a VOIDED record was originally a Payment or a Refund is by the PAYMENT_AMOUNT. If voided payment, PAYMENT_AMOUNT > 0. If voided

		refund, PAYMENT_AMOUNT < 0.
Received	PAYMENT_RECEIVED_ CHANNEL	
(Payment Sequence #)	PAYMENT_SEQ_NBR	System-assigned identifier for a specific payment in F4PAYMENT table

20. PAYMENT APPLIED

- ACCOUNTING_AUDIT_TRAIL table stores the history of all fee and payment transactions on a CAP, beginning with the invoicing of a fee. It allows for precise reporting against financial data by date and transaction type (ACTION).
- To retrieve all the payments applied to (or refunded from) fees, query the ACCOUNTING_AUDIT_TRAIL table, and filter by this criteria: ACCOUNTING_AUDIT_TRAIL.ACTION in ('Payment Applied', 'Refund Applied', 'Void Payment Applied').
- X4PAYMENT_FEEITEM table also stores fee payment data, but only the *current* data about a fee payment, not its history.
  - For example, if a fee payment is subsequently refunded, data about the original fee payment is no longer found in X4PAYMENT_FEEITEM.
- See also PAYMENT.
- See PAYMENT, RECEIPT & FEE ERD for information on linking tables.

ACCOUNTING_AUDIT_TRAIL table

AA Field	Column Name	Comment
Transaction Date	TRAN_DATE	
Transaction Amount	TRAN_AMOUNT	Amount that was applied to fee
Transaction Type	ACTION	Possible values: ***'Payment Applied'*** – payment is applied to a fee ***'Refund Applied'*** – refund taken out of a fee ***'Void Payment Applied'*** – payment applied to a fee is voided Etc.
Record ID, CAP ID, Permit #, ALT ID	B1_ALT_ID	
Invoice Number	INVOICE_NBR	
Fee Item	GF_DES	
Fee Code	GF_COD	
Fee Quantity	GF_UNIT	
Fee Amount	GF_FEE	Full amount of the fee. If partial fee payment is made, TRAN_AMOUNT is smaller than GF_FEE.
Fee Account Code 1	GF_L1	
Fee Account Code 2	GF_L2	
Fee Account Code 3	GF_L3	
Fee Schedule	GF_FEE_SCHEDULE	
Payment Method	PAYMENT_METHOD	
Cashier ID	CASHIER_ID	
Cash Drawer ID	TERMINAL_ID	Populated only if TERMINAL ID/WORKSTATION ID feature (AA 6.3.2 or later) is used.
Cashier's Computer ID	WORKSTATION_ID	Populated only if TERMINAL ID/WORKSTATION ID feature (AA 6.3.2 or later) is used.
(Payment Sequence #)	PAYMENT_SEQ_NBR	System-assigned identifier for a specific payment in F4PAYMENT table

- POS fee and payment transactions are stored in the same tables as CAP fee and payment transactions, e.g. F4FEEITEM, F4PAYMENT, ACCOUNTING_AUDIT_TRAIL, F4RECEIPT. In addition, a record is added to F4POS_TRANSACTION table for each POS transaction.
  - For example, if four fees are added in a single POS transaction, one row is added to F4POS_TRANSACTION table and four rows are added to F4FEEITEM table.

21. PAYMENT PROCESSING

- Payments made through the Payment Processing console are stored in the same tables as CAP fee and payment transactions, e.g. F4FEEITEM, F4PAYMENT, ACCOUNTING_AUDIT_TRAIL, F4RECEIPT.
- In addition, a record is added to F4TRANS_HISTORY table for each Payment Processing transaction.
- A single payment may be made to multiple CAPs. If so, a separate F4PAYMENT record is added for each CAP.
- The Payment Processing transaction record in F4TRANS_HISTORY table is related to its F4PAYMENT record(s) through the X4TRANS_PAYMENT associative table.
- See also FEE, PAYMENT, PAYMENT APPLIED, and RECEIPT.
- See PAYMENT PROCESSING ERD for information on linking tables

F4TRANS_HISTORY table

AA Field	Column Name	Comment
Transaction ID	TRANSACTION_SEQ_NBR	
Date	PAYMENT_DATE	
Receipt Number	RECEIPT_NBR	
Amount	PAYMENT_AMOUNT	Total amount on this Payment Processing transaction.
Type	TRANSACTION_TYPE	
Cashier ID	CASHIER_ID	

22. POINT OF SALE (POS)

- POS fee and payment transactions are stored in the same tables as CAP fee and payment transactions, e.g. F4FEEITEM, F4PAYMENT, ACCOUNTING_AUDIT_TRAIL, F4RECEIPT. In addition, a record is added to F4POS_TRANSACTION table for each POS transaction.
  - For example, if four fees are added in a single POS transaction, one row is added to F4POS_TRANSACTION table and four rows are added to F4FEEITEM table.
- Point of Sale (POS) transactions are not associated to an actual CAP. However, in the database, each POS is linked to a single "dummy" CAP whose B1_PER_ID1 value ends with "POS". Therefore, the same CAP ID (e.g. 09POS-00000-#0000) is used for all POS transactions in database tables.
  - In reports that list both POS and CAP transactions, to show the word "POS" instead of the dummy CAP ID for POS transactions, use this formula in Crystal Reports:
    ```
    if Right({B1PERMIT.B1_PER_ID1},3)="POS" then "POS" else
    {B1PERMIT.B1_ALT_ID}
    ```
- See also FEE, PAYMENT, PAYMENT APPLIED, and RECEIPT.
- See POS FEE & PAYMENT ERD for information on linking tables.

F4POS_TRANSACTION table

AA Field	Column Name	Comment
Transaction ID	POS_TRANS_SEQ	This column is also in F4FEEITEM table (populated for POS fees).
Total Transaction Amount	TRANS_AMOUNT	Total amount on this POS transaction.
Cashier ID	CASHIER_ID	
Module Name	MODULE_NAME	AA module that the transaction belongs to.

23. RECEIPT

- To find information about the payment(s) associated with a receipt, query the F4PAYMENT table. See PAYMENT, RECEIPT & FEE ERD for information in linking tables.
- To find information about the fees paid on a receipt, query the ACCOUNTING_AUDIT_TRAIL table. First select all payments for the receipt using F4PAYMENT.RECEIPT_NBR. Select the fees to which payments were applied by filtering ACCOUNTING_AUDIT_TRAIL.ACTION = 'Payment Applied'. See PAYMENT APPLIED. See PAYMENT, RECEIPT & FEE ERD for information on linking tables.

F4RECEIPT table

AA Field	Column Name	Comment
Receipt Number	RECEIPT_NBR	Standard AA receipt number.
Custom Receipt Number	RECEIPT_CUSTOMIZED_NBR	This column is populated only if custom receipt numbers are used.
Receipt Date	RECEIPT_DATE	This is the date the receipt was generated, which may be later than the date the payment was made.
Receipt Amount	RECEIPT_AMOUNT	Total amounts from all payments associated with this receipt

ACCOUNTING AUDIT TRAIL table

Content	Column Name	Comment
Fee description	GF_DES	
Fee code	GF_COD	
Fee amount (invoiced amount)	GF_FEE	
Fee Account Code 1	GF_L1	
Payment amount applied to fee	TRAN_AMOUNT	Add this selection criteria: ACCOUNTING_AUDIT_TRAIL.ACTION = 'Payment Applied'
Payment applied date	TRAN_DATE	
Payment Method	PAYMENT_METHOD	
Permit #, ALT ID	B1_ALT_ID	

24. RELATED CAP / RENEWAL

- The parent – child relationship between two CAP's in the **Related Records** portlet is stored in the XAPP2REF table. Each row stores a single parent CAP and a single child CAP.
- In the **Licenses** module, the parent - child relationship between a parent License and its child Application CAP or child Amendment CAP (**Related Records** portlet), or its child Renewal CAP (**Renewal** portlet) is stored in the XAPP2REF table. Each row stores a single parent CAP and a single child CAP.
- XAPP2REF is an associative table that typically links the parent record in B1PERMIT table to its child record in B1PERMIT table.
- If a CAP has only one parent, consider using this standard database function (refer to *Accela Automation Database Function Reference Guide*):
  - FN_GET_PARENT_APP
- Relationships may soft-deleted and still remain in the database. To exclude relationships that are deleted, add the condition REC_STATUS='A'. See *(Record Status)* in table below.
- See Related CAPs ERD for information about linking B1PERMIT tables to XAPP2REF table.

XAPP2REF table

Content	Column Name	Comment
Child CAP's primary key	SERV_PROV_CODE, B1_PER_ID1, B1_PER_ID2, B1_PER_ID3	
Parent CAP's primary key	SERV_PROV_CODE, B1_MASTER_ID1, B1_MASTER_ID2, B1_MASTER_ID3	
Parent CAP's application name	B1_DESC	
Relationship Type	B1_RELATIONSHIP	Possible Values: ***'R'*** - Related Record; Relationship between parent License CAP and child Application CAP. ***'Renewal'*** - Relationship between parent License CAP and child Renewal CAP, after renewal is complete. ***'Amendment'*** - Relationship between parent License CAP and child Amendment CAP, after amendment is complete.
Renewal Status	B1_STATUS	For **Licenses** module. Value is Renewal CAP's Renewal Status (e.g. "Review", "Complete", "Incomplete", etc.) This may not be same value as Record Status of Renewal CAP.
(Record status)	REC_STATUS	Possible values: 'A' → active record 'I' → deleted record (soft delete)

25. RENEWAL INFORMATION

B1_EXPIRATION table

AA Field	Column Name	Comment
Expiration Status	EXPIRATION_STATUS	
Expiration Date	EXPIRATION_DATE	

26. STATUS HISTORY

- The STATUS_HISTORY table stores a history of the CAP statuses assigned to the CAP.
- The CAP's current status is in B1PERMIT.B1_APPL_STATUS.
- To retrieve the history of statuses assigned to workflow tasks, see WORKFLOW HISTORY (GPROCESS_HISTORY table).

STATUS_HISTORY table

AA Field	Column Name	Comment
Status	STATUS	
Status Date	STATUS_DATE	

27. TASK SPECIFIC INFO

- Task Specific Information (TSI) fields are custom fields associated with workflow tasks.
- A record in the GPROCESS_SPEC_INFO table stores the value of a single field, together with the field name.
- To retrieve multiple TSI fields for a report, consider using a standard database function (refer to *Accela Automation Database Function Reference Guide*):
  - FN_GET_TASK_SPEC_INFO_CS2
  - Do not use this function with Ad Hoc tasks if the same task may be added multiple times to a CAP.
- Where the TSI field is configured as a dropdown list, the list of values are stored in the R2CHCKBOX_VALUE table. If a report parameter provides a list of values pulled from the database, pull the list of values from R2CHCKBOX_VALUE, not BCHCKBOX.

GPROCESS_SPEC_INFO table

Content	Column Name	Comment
(Field Value)	B1_CHECKLIST_COMMENT	B1_CHECKLIST_COMMENT stores the value of the TSI field whose label is in B1_CHECKBOX_DESC.
(Field Name)	B1_CHECKBOX_DESC	Used as key to retrieve value of the TSI field. Include this selection criteria: `B1_CHECKBOX_DESC = 'Your Field Name'`
(Group Name)	B1_CHECKBOX_TYPE	

28. TIME ACCOUNTING

- This table stores all time accounting records and links back to individual CAP's, where applicable.

T1_TIME_LOG table

AA Field	Column Name	Comment
Date Logged	LOG_DATE	The date that the time accounting record was logged to. This could be different from the date on which the record was actually logged. The LOG_DATE may be used, together with the TOTAL_MINUTES field, to determine the amount of time spent in a given date range.
Start Time	TIME_START	Both the date logged and its start time are stored in this date field. This field might not be used at your agency.
End Time	TIME_END	Both the date logged and its end time are stored in this date field. This might not be used at your agency.
Time Elapsed / Total Time	TOTAL_MINUTES Ψ	The time in minutes that it took to complete a task, i.e. the difference between the Start and End Times. To find the time in hours as shown in the Time Accounting portlet, divide this value by 60.

Time Accounting Group	R1_TIME_GROUP.
	TIME_GROUP_NAME Ψ
		To retrieve the Time Accounting Group from the R1_TIME_GROUP table, use these joins:
		`T1_TIME_LOG.SERV_PROV_CODE = R1_TIME_GROUP.SERV_PROV_CODE`
		`AND`
		`T1_TIME_LOG.TIME_GROUP_SEQ = R1_TIME_GROUP.TIME_GROUP_SEQ`

Time Accounting Type	R1_TIME_TYPES.
	TIME_TYPE_NAME Ψ
		To retrieve the Time Accounting Type from the R1_TIME_TYPES table, use these joins:
		`T1_TIME_LOG.SERV_PROV_CODE = R1_TIME_TYPES.SERV_PROV_CODE`
		`AND`
		`T1_TIME_LOG.TIME_TYPE_SEQ = R1_TIME_TYPES.TIME_TYPE_SEQ`

Created By / Logged To	CREATED_BY Ψ	User ID of the staff for whom time is logged.
		To find the full name from the G3STAFFS table, use these joins:
		`T1_TIME_LOG.SERV_PROV_CODE = G3STAFFS.SERV_PROV_CODE`
		`AND`
		`TI_TIME_LOG.CREATED_BY = G3STAFFS.GA_USER_ID`
		See STAFF INFORMATION for more about the G3STAFFS table.

Associated CAP Number	B1PERMIT.B1_ALT_ID Ψ	To find the CAP # to which a time accounting record is related to, use these joins:
		`T1_TIME_LOG.SERV_PROV_CODE = B1PERMIT.SERV_PROV_CODE`
		`AND`
		`T1_TIME_LOG.B1_PER_ID1 = B1PERMIT.B1_PER_ID1`
		`AND`
		`T1_TIME_LOG.B1_PER_ID2 = B1PERMIT.B1_PER_ID2`
		`AND`
		`T1_TIME_LOG.B1_PER_ID3 = B1PERMIT.B1_PER_ID3`
		Note that a time accounting record might not be associated to a CAP.

29. TRUST ACCOUNT

- One or more Trust Accounts (aka Developer Deposits) may be associated with a CAP on the CAP's Trust Account portlet (AA 7.1 and higher). Of these, one Trust Account may be marked as the Primary account for the CAP.
- All the field values on the CAP's Trust Account portlet are stored in the **RACCOUNT** table, except for the Primary flag. However, the **XACCT_PERMIT** table is the associative table that links a CAP to each of its associated Trust Accounts in the RACCOUNT table, so that only the Trust Account's in the RACCOUNT table associated with the CAP appear in the CAP's Trust Account portlet.
- The PRIMARY_TRUST_ACCOUNT_NUM column in the **BPERMIT_DETAIL** table stores the Trust Account Sequence # for the CAP's Primary Trust Account.
- Trust Account transactions are stored in the **F4ACCT_TRANSACTION** table. Trust Account transactions include deposits, withdrawals, payments, refunds, credit and debit adjustments, transfers between trust accounts, etc.

For additional information and ERD, see the Accela Community wiki, **Trust Accounts Linked to Record**.

30. WORKFLOW

- This table stores all of the CAP's workflow tasks and their current statuses. To retrieve the history of statuses assigned to tasks, see WORKFLOW HISTORY (GPROCESS_HISTORY table).
- Configuration data is stored in the SPROCESS table.

GPROCESS table

AA Field	Column Name	Comment
Task	SD_PRO_DES	
Current Status	SD_APP_DES	
Status Date	G6_STAT_DD	
Due Date	B1_DUE_DD	
Assigned Date	G6_ASGN_DD	
Assigned To		Stored as First, Middle, Last name, in 3 separate columns. See Assigned To – First Name Assigned To – Middle Name Assigned To – Last Name
Assigned To – First Name	ASGN_FNAME	
Assigned To – Middle Name	ASGN_MNAME	
Assigned To – Last Name	ASGN_LNAME	

Assigned To – Department	G3DPTTYP.R3_DEPTNAME
	Ψ
		The simple dept. name is not stored in GPROCESS. To retrieve the simple dept. name from G3DPTTYP, these joins must be added between the tables GPROCESS (a) and G3DPTTYP (b):
		`b.SERV_PROV_CODE = a.SERV_PROV_CODE AND`
		`b.R3_AGENCY_CODE=a.ASGN_AGENCY_CODE AND`
		`b.R3_BUREAU_CODE = a.ASGN_BUREAU_CODE AND`
		`b.R3_DIVISION_CODE=a.ASGN_DIVISION_CODE AND`
		`b.R3_SECTION_CODE=a.ASGN_SECTION_CODE AND`
		`b.R3_GROUP_CODE = a. ASGN_GROUP_CODE AND`
		`b.R3_OFFICE_CODE = a. ASGN_OFFICE_CODE`

Action By		Stored as First, Middle, Last name, in 3 separate columns. See Action By – First Name Action By – Middle Name Action By – Last Name
Action By – First Name	GA_FNAME	
Action By – Middle Name	GA_MNAME	
Action By – Last Name	GA_LNAME	

Action By – Department	G3DPTTYP.R3_DEPTNAME
	Ψ
		The simple dept. name is not stored in GPROCESS. To retrieve the simple dept. name from G3DPTTYP, these joins must be added between the tables GPROCESS (a) and G3DPTTYP (b):
		`b.SERV_PROV_CODE = a.SERV_PROV_CODE AND`
		`b.R3_AGENCY_CODE = a.SD_AGENCY_CODE AND`
		`b.R3_BUREAU_CODE = a.SD_BUREAU_CODE AND`
		`b.R3_DIVISION_CODE=a.SD_DIVISION_CODE AND`
		`b.R3_SECTION_CODE=a.SD_SECTION_CODE AND`
		`b.R3_GROUP_CODE = a.SD_GROUP_CODE AND`
		`b.R3_OFFICE_CODE = a.SD_OFFICE_CODE`

Start Time	SD_START_TIME	

End Time	SD_END_TIME	
Hours Spent	SD_HOURS_SPENT	
Billable	SD_BILLABLE Ψ	Possible values: 'Y' – Yes 'N' – No null – No
Overtime	SD_OVERTIME Ψ	Possible values: 'Y' – Yes 'N' – No null – No
Status Comments	SD_COMMENT	
(Active / inactive status)	SD_CHK_LV1	Possible values: 'Y' – Task is currently active 'N' – Task is not currently active
(Complete / incomplete status)	SD_CHK_LV2	Possible values: 'Y' – Task has been completed 'N' – Task has not been completed
(Task Specific Info)	GPROCESS_SPEC_INFO. B1_CHECKLIST_COMMENT Ψ	See TASK SPECIFIC INFO

31. WORKFLOW HISTORY

- This table stores all the history of all statuses assigned to workflow tasks. To find the current status of a task, see WORKFLOW (GPROCESS table).
- When workflow history items are deleted using the Delete button, they are only soft-deleted and still remain in the database. To exclude history items that are deleted, add the condition REC_STATUS='A'. See *(Record Status)* in table below.

GPROCESS_HISTORY table

AA Field	Column Name	Comment
Task	SD_PRO_DES	
Status	SD_APP_DES	
Status Date	SD_APP_DD	
Action By		Stored as First, Middle, Last name, in 3 separate columns. See Action By – First Name Action By – Middle Name Action By – Last Name
Action By – First Name	G6_ISS_FNAME	
Action By – Middle Name	G6_ISS_MNAME	
Action By – Last Name	G6_ISS_LNAME	
Action By – Department	G3DPTTYP.R3_DEPTNAME Ψ	The simple dept. name is not stored in GPROCESS_HISTORY. To retrieve the simple dept. name from G3DPTTYP, these joins must be added between the GPROCESS_HISTORY (a) and G3DPTTYP (b) tables: `b.SERV_PROV_CODE = a.SERV_PROV_CODE AND b.R3_AGENCY_CODE = a.SD_AGENCY_CODE AND b.R3_BUREAU_CODE = a.SD_BUREAU_CODE AND b.R3_DIVISION_CODE=a.SD_DIVISION_CODE AND b.R3_SECTION_CODE=a.SD_SECTION_CODE AND b.R3_GROUP_CODE = a.SD_GROUP_CODE AND b.R3_OFFICE_CODE = a.SD_OFFICE_CODE`
Start Time	SD_START_TIME	
End Time	SD_END_TIME	
Hours Spent	SD_HOURS_SPENT	
Billable	SD_BILLABLE Ψ	Possible values: 'Y' – Yes 'N' – No null – No
Overtime	SD_OVERTIME Ψ	Possible values: 'Y' – Yes 'N' – No null – No
Comment	SD_COMMENT	
Record Date/Time	REC_DATE	
Record By	REC_FUL_NAM	
(Record status)	REC_STATUS	Possible values: 'A' → active record 'I' → deleted record (soft delete)
(Sequence number)	GPROCESS_HISTORY_ SEQUENCE_NBR	Sorting by this field allows workflow history items to be sorted in the order by which workflow status updates were performed.

B. CONFIGURATION AND REFERENCE DATA

32. Application Type – Associated Items

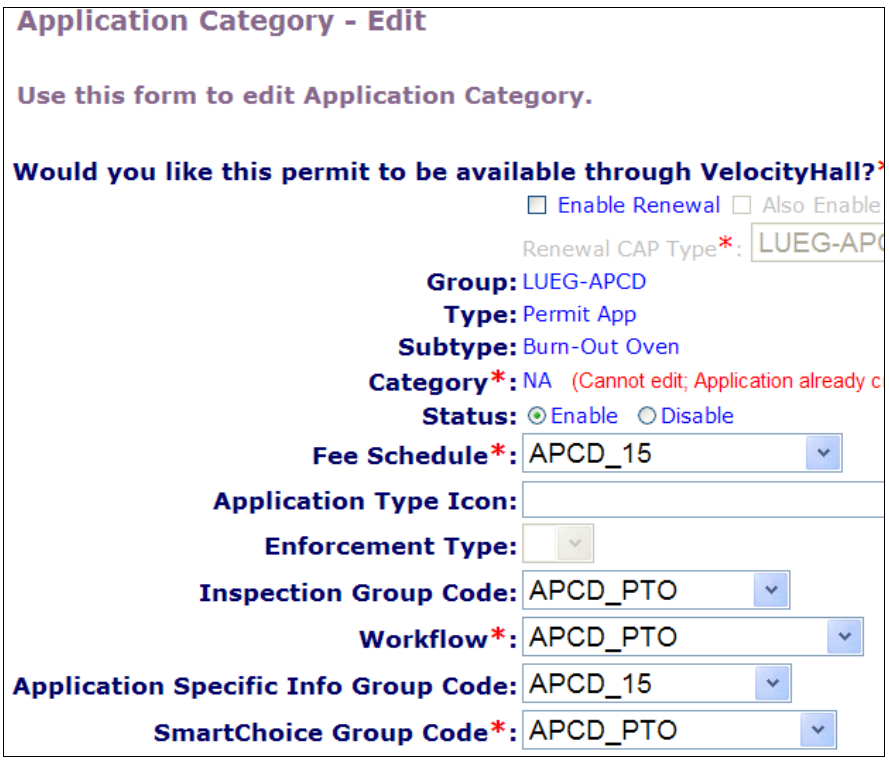
- To find the fee schedule, inspection group, workflow code, etc., configured for a CAP type (see screenshot below), query the R3APPTYP table.
- For example, to find the fee schedule configured for a particular CAP, join the CAP table B1PERMIT to the R3APPTYP table as follows:

```
B1PERMIT.SERV_PROV_CODE = R3APPTYP.SERV_PROV_CODE
B1PERMIT.B1_PER_GROUP = R3APPTYP.R1_PER_GROUP
B1PERMIT.B1_PER_TYPE = R3APPTYP.R1_PER_TYPE
B1PERMIT.B1_PER_SUB_TYPE = R3APPTYP.R1_PER_SUB_TYPE
B1PERMIT.B1_PER_CATEGORY = R3APPTYP.R1_PER_CATEGORY
```

R3APPTYP table

AA Field	Column Name	Comment
Fee Schedule	R1_FEE_CODE	
Inspection Group Code	R1_UDCODE1	
Workflow	R1_PROCESS_CODE	
Application Specific Group Code	R1_CHCKBOX_CODE	
Expiration Code	R1_UDCODE2	

Screenshot of CAP Type Configuration Form:



33. CALENDAR ADMINISTRATION

- Vantage360 Calendar Administration.
- CALENDAR table holds high-level information about each calendar added to Calendar Administration.
- Each calendar may have one or more calendar events, stored in CALENDAR_EVENT table. For recurring events, each daily occurance of an event is stored in a single record in CALENDAR_EVENT table.
- Calendar events in CALENDAR_EVENT table are associated to CAPs in B1PERMIT table though XAPP_EVENT associative table.
- See CALENDAR, STAFF & CAP ERD for information about linking tables.

CALENDAR table

AA Field	Column Name	Comment
Calendar Name	CALENDAR_NAME	
Calendar Type	CALENDAR_TYPE	

CALENDAR_EVENT table

AA Field	Column Name	Comment
Calendar Event Name	EVENT_NAME	
Event Type	EVENT_TYPE	
Start Time	START_DATE	Date and time when event begins.
End Time	END_DATE	Date and time when event ends. START_DATE and END_DATE have same date but time.
Hearing Body	HEARING_BODY	
Location	EVENT_LOCATION	

34. Staff Information

- G3STAFFS table stores a record for each user in Accela Automation containing the user's information like user ID, full name, phone number, department, etc.
- Use the G3STAFFS.GA_USER_ID field to match the correct G3STAFFS record to the staff assigned to a CAP (BPERMIT_DETAIL.B1_ASGN_STAFF), or to an inspector on an inspection (G6ACTION.GA_USERID). This is done by linking tables. For example:

```
G3STAFFS.GA_USER_ID = BPERMIT_DETAIL.B1_ASGN_STAFF
G3STAFFS.SERV_PROV_CODE = BPERMIT_DETAIL.SERV_PROV_CODE
```

- Where the table does not store the staff's user ID but the first, middle and last name (e.g. the Workflow table GPROCESS), match by first and last name.

G3STAFFS table

AA Field	Column Name	Comment
User ID / User Login ID	GA_USER_ID	Use this field to match (through a join) the correct G3STAFFS record to a record in another table.
First Name	GA_FNAME	
Middle Name	GA_MNAME	
Last Name	GA_LNAME	
Job Title	GA_TITLE	
Phone Number	GA_EMPLOY_PH1	
Email address	GA_EMAIL	
Department	G3DPTTYP.R3_DEPTNAME Ψ	The simple dept. name is not stored in G3STAFFS. To retrieve the simple dept. name from G3DPTTYP, join the G3STAFFS (a) table to the G3DPTTYP (b) table as follows: b.SERV_PROV_CODE = a.SERV_PROV_CODE AND b.R3_AGENCY_CODE = a.GA_AGENCY_CODE AND b.R3_BUREAU_CODE = a.GA_BUREAU_CODE AND b.R3_DIVISION_CODE = a.GA_DIVISION_CODE AND b.R3_SECTION_CODE = a.GA_SECTION_CODE AND b.R3_GROUP_CODE = a.GA_GROUP_CODE AND b.R3_OFFICE_CODE = a.GA_OFFICE_CODE
Billing Rate ($/hour)	PUSER_PROFILE. PROFILE_VALUE Ψ	Joins needed: G3STAFFS.GA_USER_ID = PUSER_PROFILE.USER_NAME AND G3STAFFS.SERV_PROV_CODE = PUSER_PROFILE.SERV_PROV_CODE Criteria needed: PUSER_PROFILE = 5 Because PROFILE_VALUE has a character datatype, convert PROFILE_VALUE to a number before using in calculations.
(Enabled/Disable Status)	PUSER.REC_STATUS	PUSER.REC_STATUS = 'I' if the user is disabled; otherwise PUSER.REC_STATUS = 'A'. Join G3STAFFS and PUSER tables by SERV_PROV_CODE and GA_USER_ID. (G3STAFFS.REC_STATUS = 'A' even when user is disabled).

35. STANDARD CHOICES

- Standard Choices may be used as a look-up table to hold standard information used in multiple reports that might change infrequently. An example is header information such as department name & address, names of officials, etc. The lookup key (e.g. ADDRESS LINE 1) is placed in the Standard Choice Value column, while the corresponding value is placed in the Value Desc column.
- If your report has multiple Standard Choices fields, use this standard database function:
  - FN_GET_STDCHOICE_VALUEDESC
    (refer to *Accela Automation Database Function Reference Guide*)

RBIZDOMAIN_VALUE table

AA Field	Column Name	Comment
Standard Choices Item Name	BIZDOMAIN	
Standard Choices Value	BIZDOMAIN_VALUE	
Value Desc	VALUE_DESC	
Active	REC_STATUS Ψ	If Active is checked, REC_STATUS = 'A'. If Active is not checked, REC_STATUS = 'I'.

36. Trust Account

- See Trust Account & Associated People ERD for information on linking tables.

a. Account Detail

RACCOUNT table

AA Field	Column Name	Comment
Account ID	ACCT_ID	
Description	ACCT_DESC	
Balance	ACCT_BALANCE	
Overdraft	ACCT_OVERDRAFT	
Overdraft Limit	ACCT_OVERDRAFT_LIMIT	
Status	ACCT_STATUS	
Ledger Account	LEDGER_ACCOUNT	
(Trust Account Sequence #)	ACCT_SEQ_NBR	Column is used to link tables to find related data.

b. Associated People – Contact

G3CONTACT table

AA Field	Column Name	Comment
First Name	G1_FNAME	
Middle Name	G1_MNAME	
Last Name	G1_LNAME	
Address1	G1_ADDRESS1	
Address2	G1_ADDRESS2	
Address3	G1_ADDRESS3	
Phone1	G1_PHONE1	
Phone2	G1_PHONE2	
Fax	G1_FAX	
Email	G1_EMAIL	

c. Associated People – Licensed People

RSTATE_LIC table

AA Field	Column Name	Comment
First Name	CAE_FNAME	
Middle Name	CAE_MNAME	
Last Name	CAE_LNAME	
(Business Name)	BUS_NAME	
Address1	ADDRESS1	
Address2	ADDRESS2	
Address3	ADDRESS3	
Phone1	PHONE1	
Phone2	PHONE2	
Fax	FAX	
Email	EMAIL	
License Number	LIC_NBR	
License Expiration Date	LIC_EXPIR_DD	

d. Associated Record

- A CAP is included in the Trust Account's *Associated Record* portlet when it is associated in some way to the Trust Account, e.g., a contact on the CAP is pulled from a Reference Contact associated with the Trust Account, the Trust Account is manually added to the CAP's *Trust Account* portlet, etc. The type of association is categorized by the *Association* column.
- No single database table stores all CAPs in the Trust Account's *Associated Record* portlet.
- To find CAPs whose Association is "Record" (i.e., the trust account was manually added to the CAP's *Trust Account* portlet), use the XACCT_PERMIT associative table. For more information and ERD, see the Accela Community wiki, **Trust Accounts Linked to Record**.

C. APPENDICES

APPENDIX A

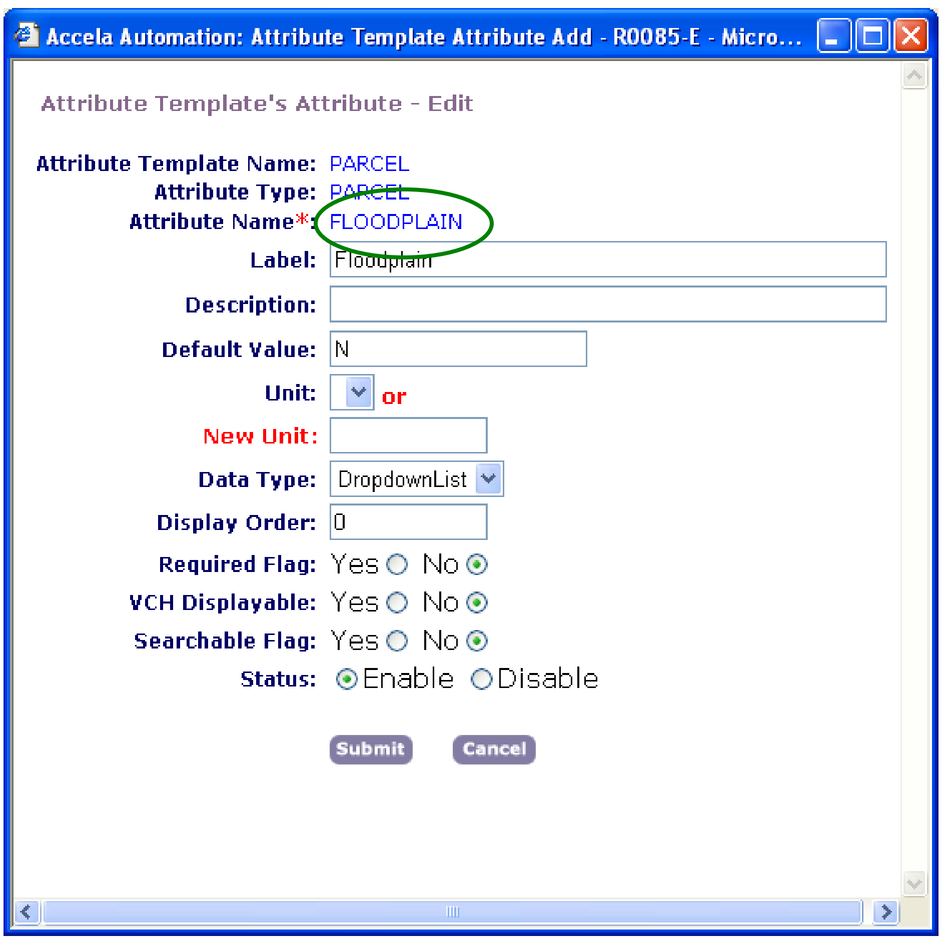
Finding the Attribute Name of an Address, Owner, or Parcel Custom Attribute

1. Go to (Classic) Admin Tools > Property > APO Template
→ **Attribute Template – Search** screen appears.

2. Select an attribute type (ADDRESS, OWNER, or PARCEL).
→ **Attribute Template – Browse** screen appears.

3. Select the correct Attribute Template.
→ **Attribute Template** screen appears.

4. Select Attribute.
→ **Attribute Template's Attribute – Edit** pop-up window appears. See below, the Attribute Name is circled.



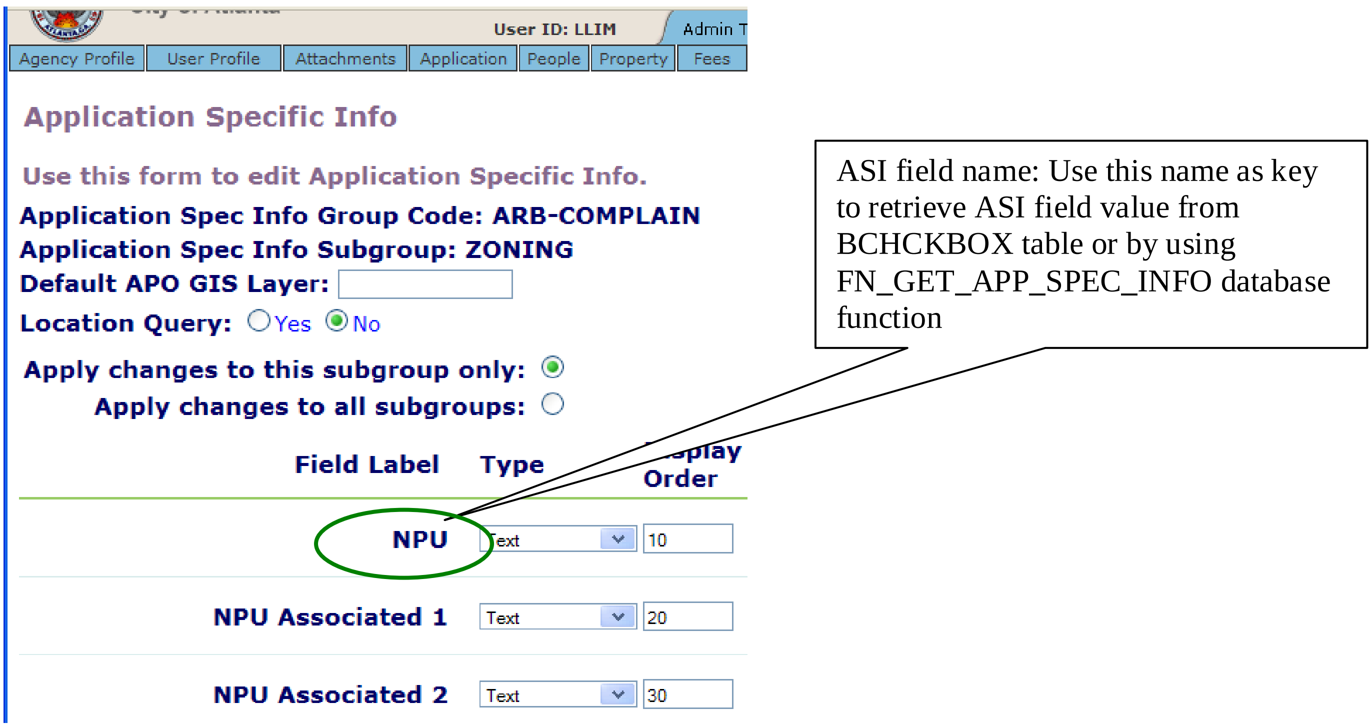
Appendix B

Finding the Field Name of an Application Specific Information (ASI) field

1. Go to (Classic) Admin Tools > Application > APO Application Specific Info
→ **Application Specific Info – Search** screen appears.

2. Search for the Application Specific Info field by its Group Code or Subgroup (the Subgroup appears to the end-user in the Application Specific Info portlet as the section name, if the ASI fields are organized into sections)

3. The ASI field name is the value under **Field Label**.



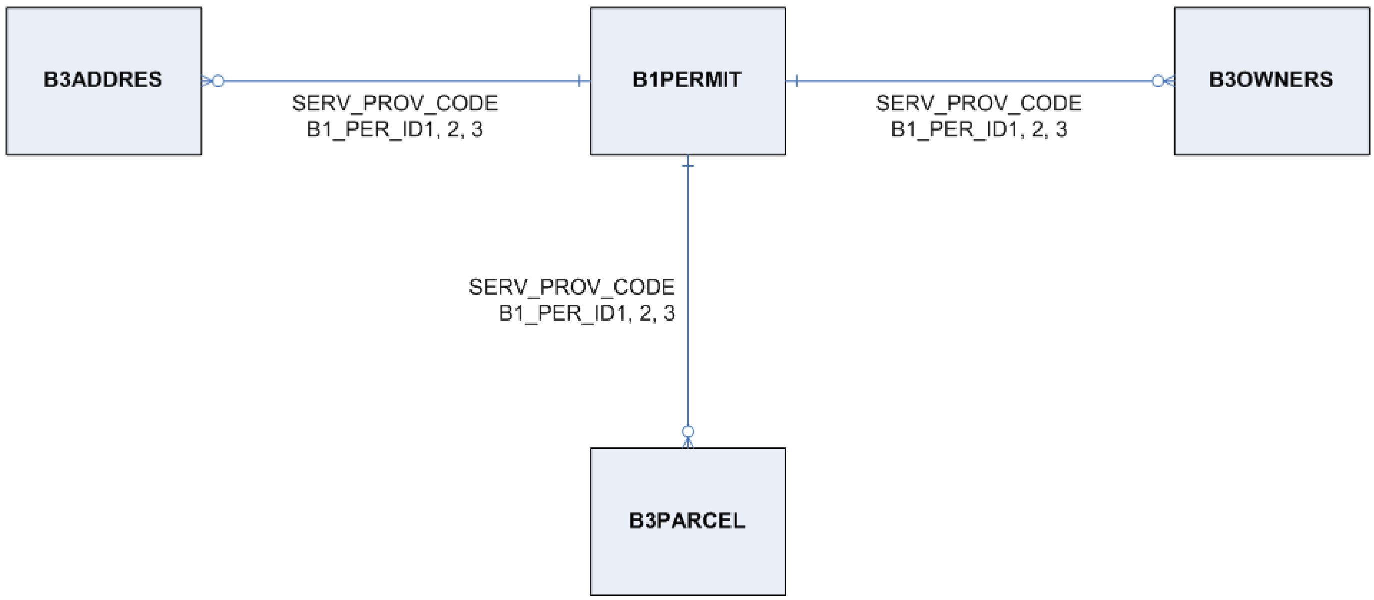
D. ENTITY RELATIONSHIP DIAGRAMS (ERD)

Understanding the ERD Diagrams

- Boxes represent database tables. Details about each table can be found in sections A and B, by performing a search for the table name.
- Lines between tables indicate they are related.
    - Crow's Foot Notation is used to show the cardinality of a relationship.
- Column names between two tables show the columns the tables should be joined (linked) by.
    - B1_PER_ID1, 2, 3 is an abbreviation for three columns: B1_PER_ID1, B1_PER_ID2, B1_PER_ID3.
- Most tables containing CAP-related data are linked to each other and to B1PERMIT table by at least these four columns: SERV_PROV_CODE, B1_PER_ID1, B1_PER_ID2, B1_PER_ID3.
- Each ERD shows a group of tables that might be used for a type of report. Not all tables in the ERD may be needed. Additional tables may be required that aren't shown in the ERD.
- See the Accela Automation ERD for a complete set of all AA tables.

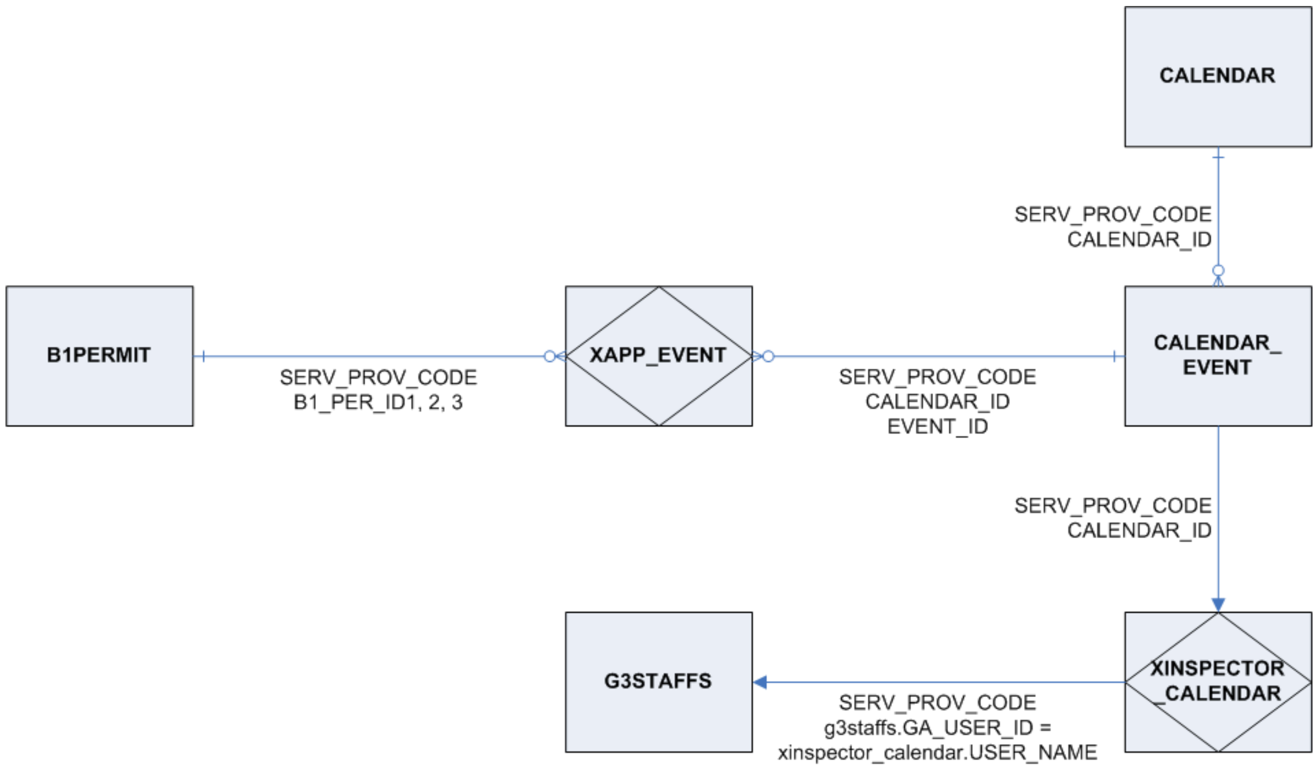
1. CAP & Its Address, Parcel, and Owner

- See CAP Detail, Address, Parcel, and Owner in section A for table details.
- B1PERMIT table is also linked to the workflow table, inspection table, fee table, payment table, condition table, etc., in the same way, i.e. using these 4 columns:
  SERV_PROV_CODE
  B1_PER_ID1
  B1_PER_ID2
  B1_PER_ID3



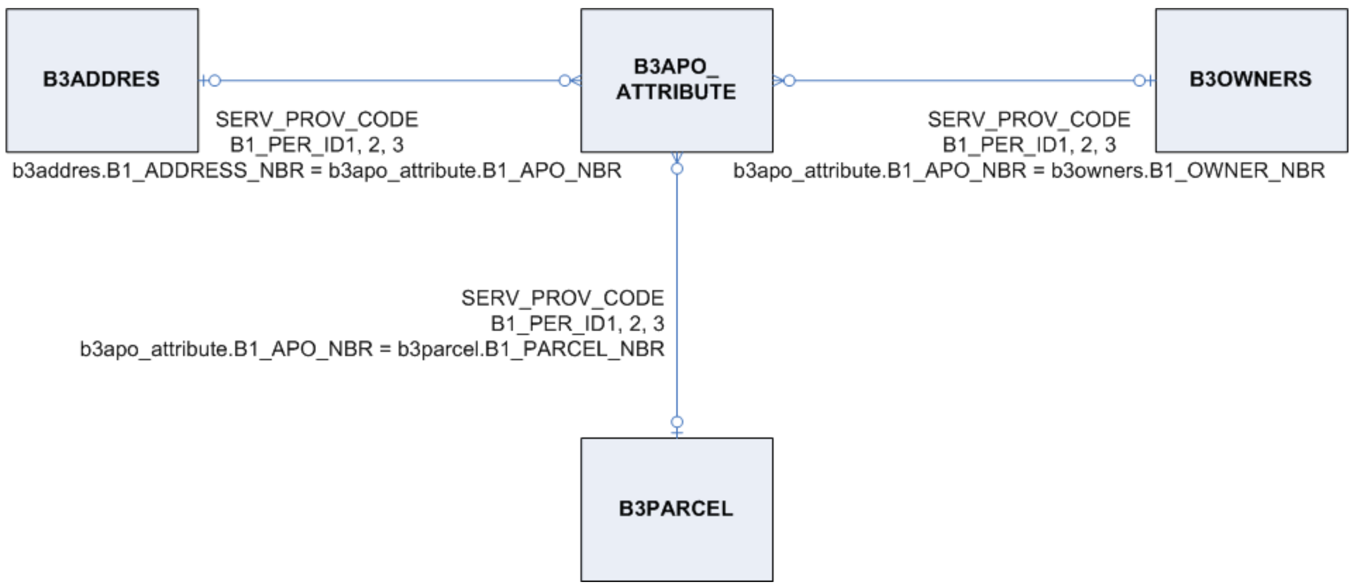
2. **CALENDAR, STAFF & CAP**

- See [CALENDAR ADMINISTRATION] and [STAFF INFORMATION] in section B for table details.



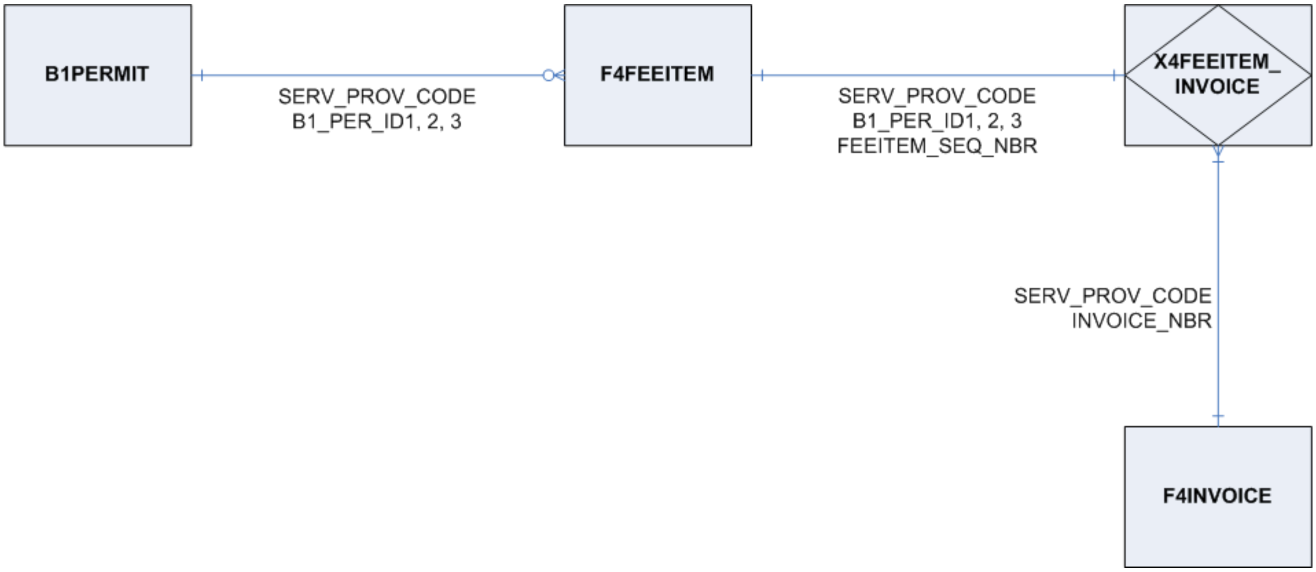
3. **CUSTOM ATTRIBUTE – ADDRESS, PARCEL, OWNER**

- See CUSTOM ATTRIBUTE – ADDRESS, PARCEL OR OWNER in section A for table details.



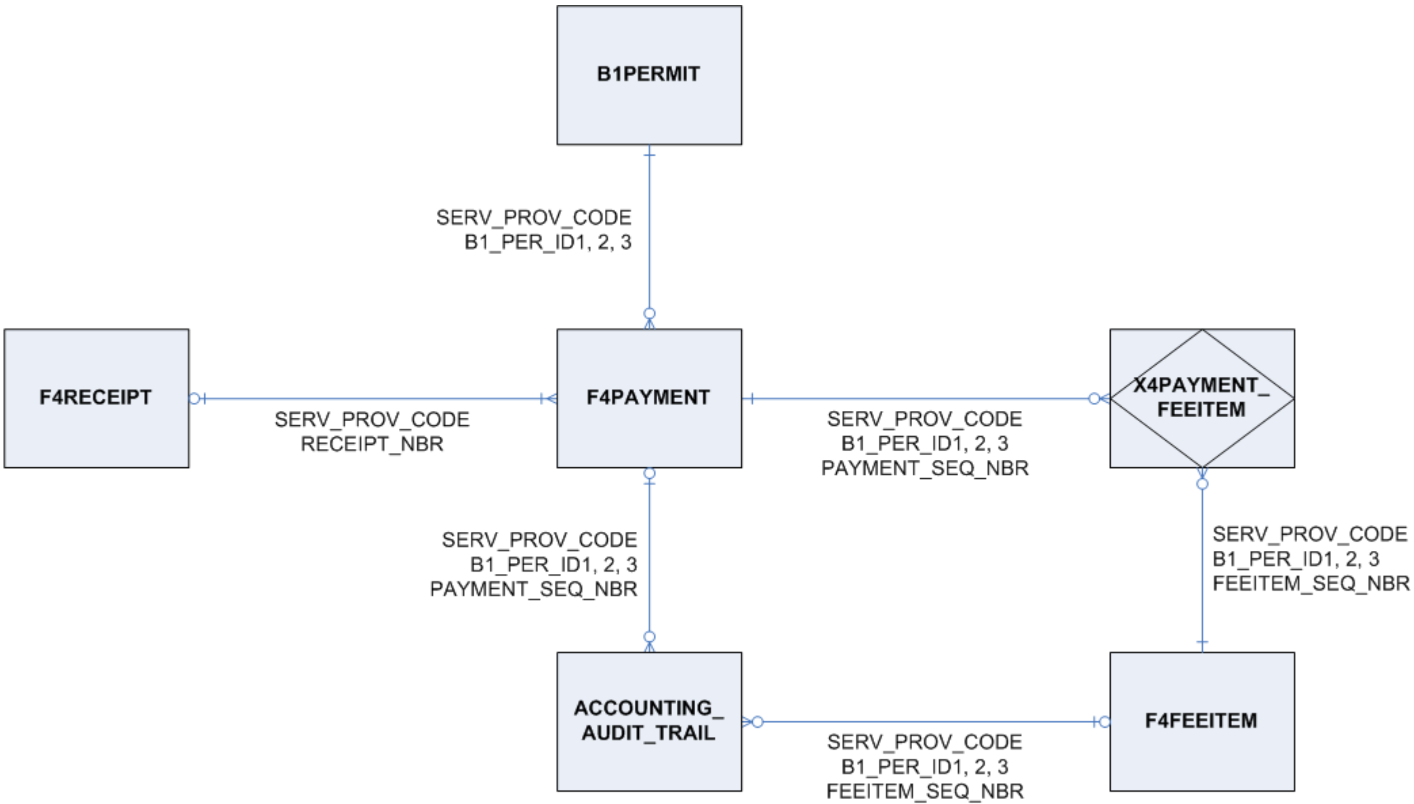
4. **FEE & INVOICE**

- See FEE and INVOICE in section A for table details.



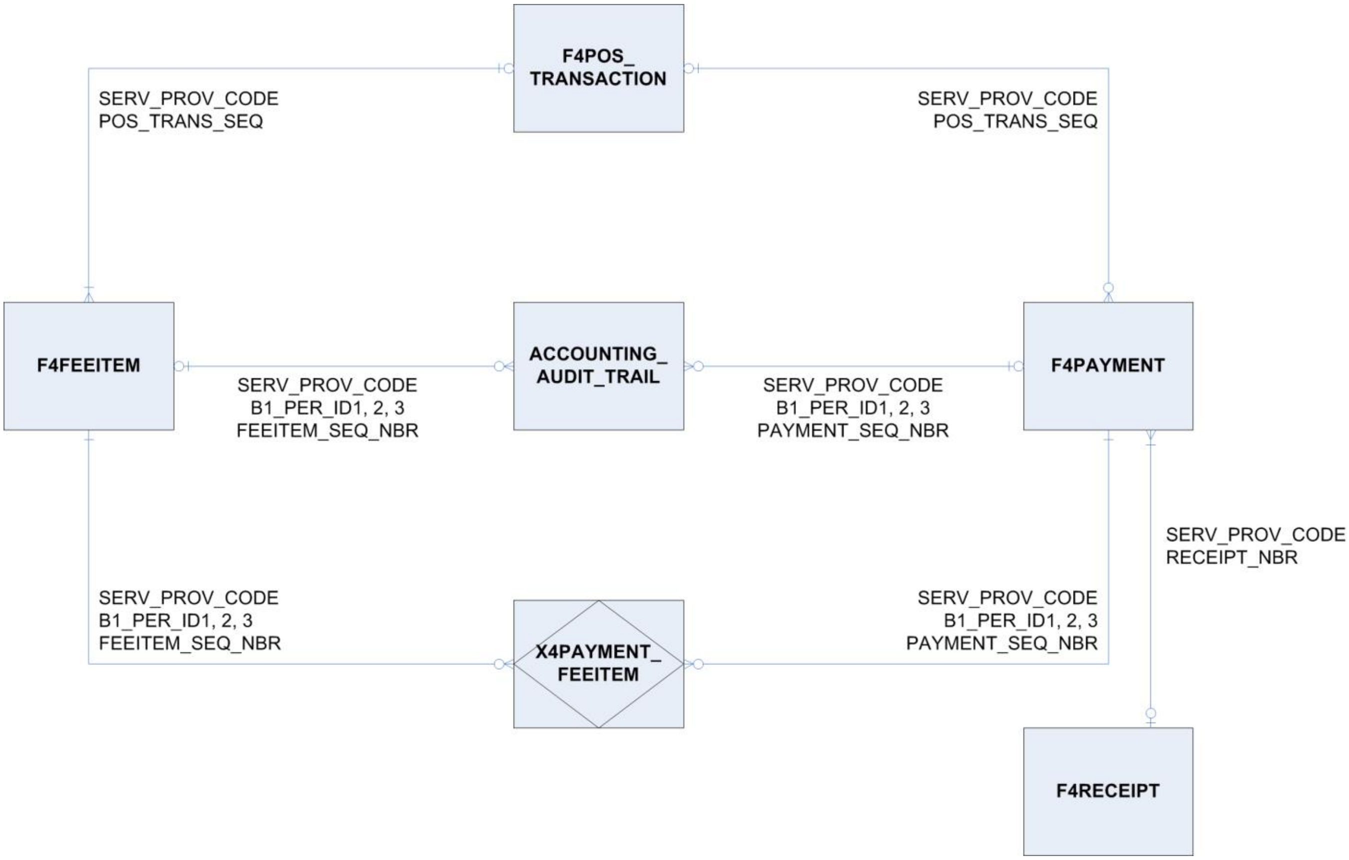
5. PAYMENT, RECEIPT, & FEE

- See FEE, PAYMENT, PAYMENT APPLIED, and RECEIPT in section A for table details.



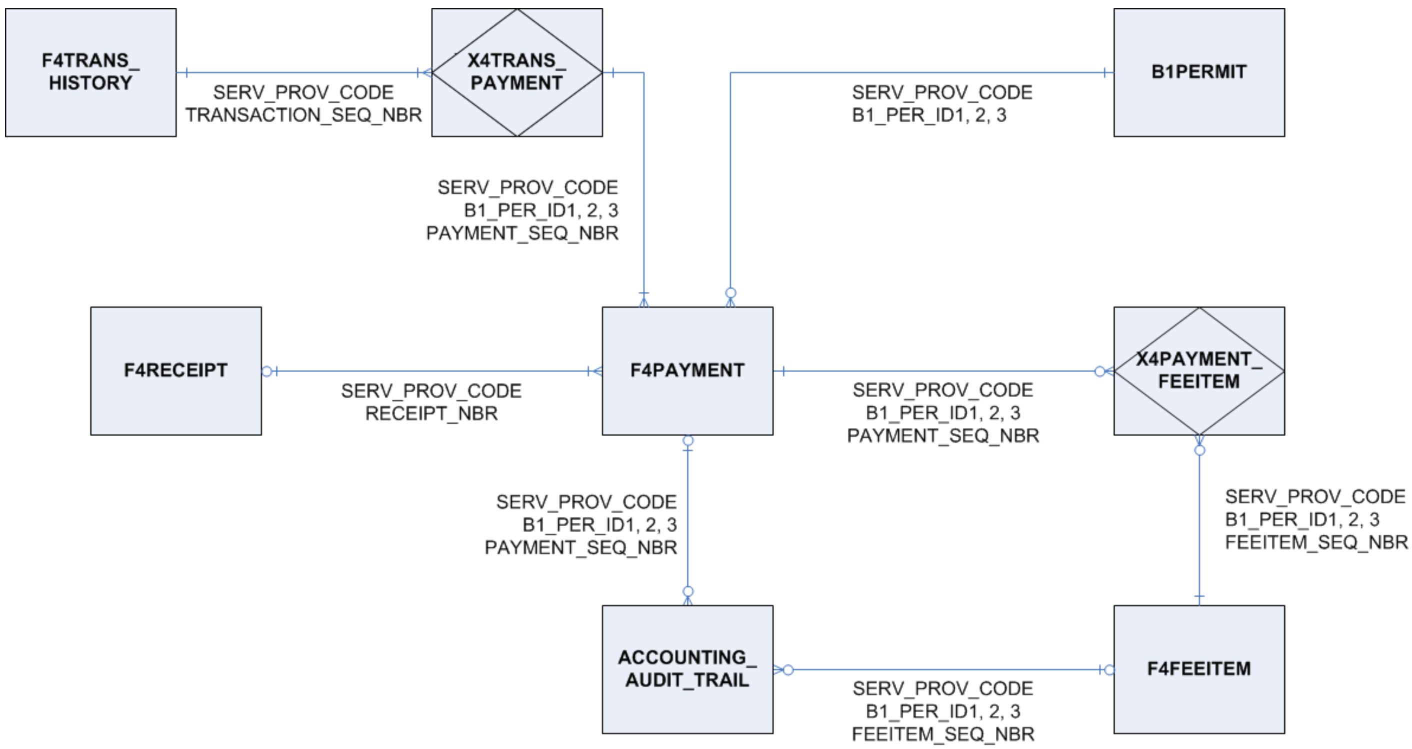
6. POS Fee & Payment

- See Point of Sale (POS) in section A.



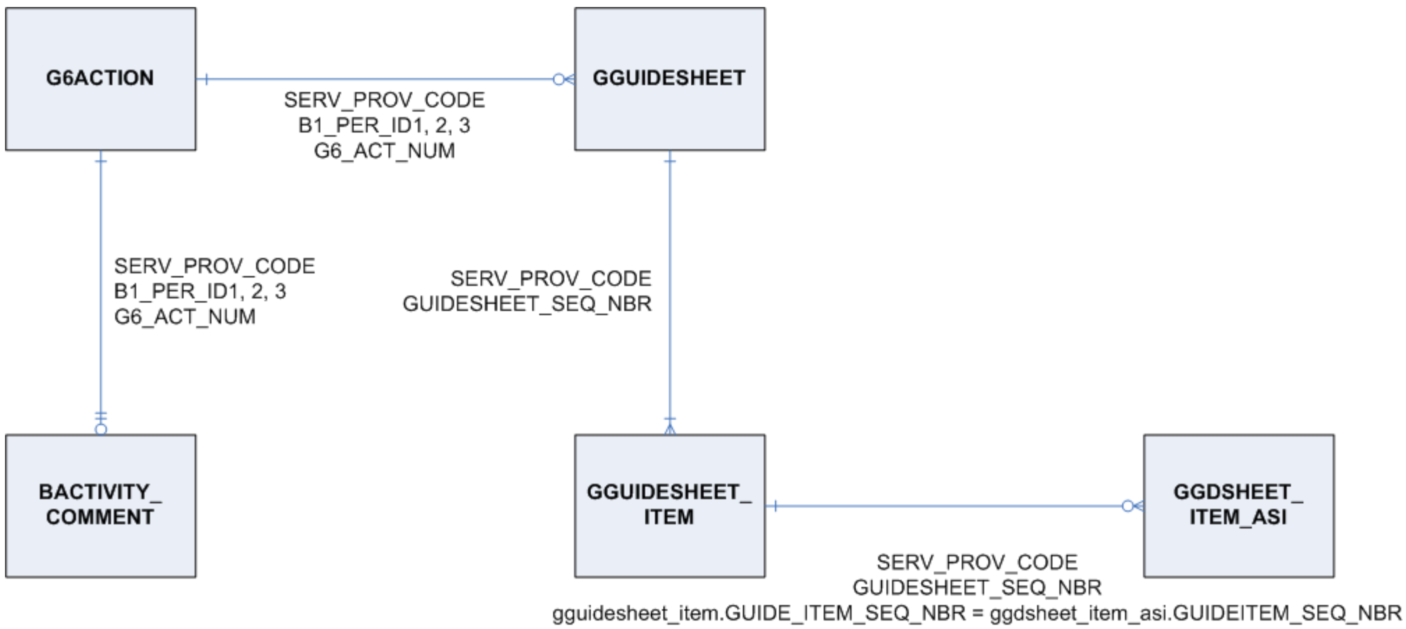
7. Payment Processing

- See <u>Payment Processing</u>, <u>Fee</u>, <u>Payment</u>, <u>Payment Applied</u>, and <u>Receipt</u> in section A for table details.



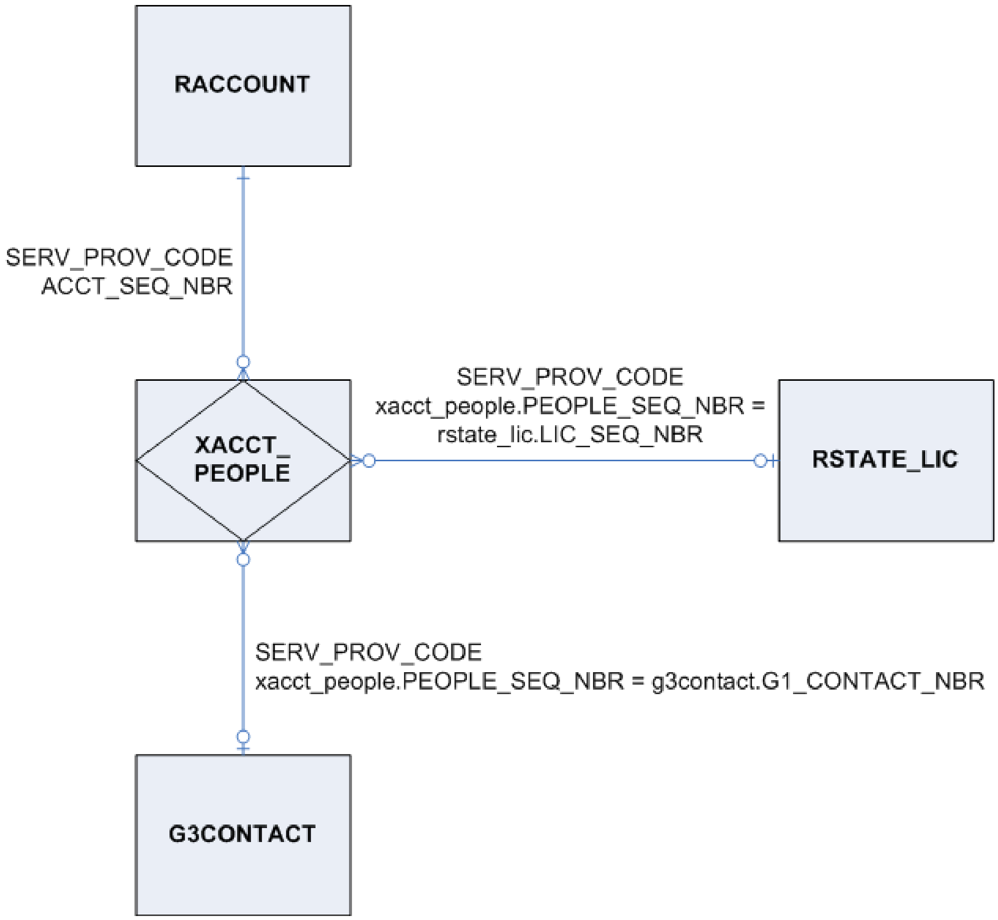
8. **INSPECTION & GUIDE SHEET**

- See INSPECTION and INSPECTION GUIDE SHEET in section A for table details.



9. TRUST ACCOUNT & ASSOCIATED PEOPLE

- See TRUST ACCOUNT in section B for table details.



10. **RELATED CAPS**

- See Related CAPs / Renewal in section B for table details.