

Year End Tax Statements - Review Payment Valid Value Setup

Last Modified on 06/29/2020 11:13 am EDT

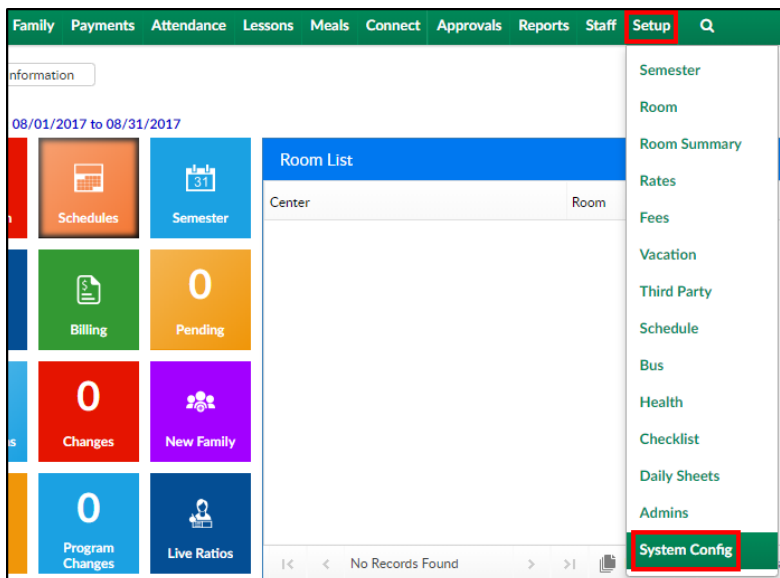
At the start of a new year, most clients will choose to send year end tax statements to families. Tax statements provide a summary of payments made by families for the previous year.

In order to ensure all valid payments have been included, clients should review the setup of their payment type valid values. If the payment type valid value is not set to "Treat As Cash" the payment will not be included on the tax statement.

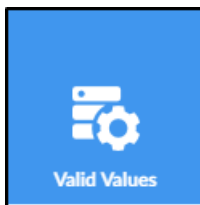
Please Note: Some payment types like Third Party HOD or Scholarships should not be included on parent tax statements as the parent did not actually remit payment and should not claim the sum on their taxes.

Reviewing Payment Type Valid Values

1. Click Setup from the menu, then select System Config



2. Click the Valid Values tile



3. Locate the Type - Payment title within the Valid Value List section

Description	Short	GL Code	Offset GL			
NSF Fee	NSF			<input type="checkbox"/>	<input type="checkbox"/>	
Professional Development	Prof			<input type="checkbox"/>	<input type="checkbox"/>	
Regular Tuition	nfee			<input type="checkbox"/>	<input type="checkbox"/>	
Revenue Cancellation	tuic			<input type="checkbox"/>	<input type="checkbox"/>	
Staff Accreditation	staf			<input type="checkbox"/>	<input type="checkbox"/>	
Subsidy Transaction Fee	stra			<input type="checkbox"/>	<input type="checkbox"/>	
Type - Payment						
ACH	PACH			<input type="checkbox"/>	<input type="checkbox"/>	
Cash	CASH			<input type="checkbox"/>	<input type="checkbox"/>	
Check	CHEQ			<input type="checkbox"/>	<input type="checkbox"/>	
Credit Card	CCRD			<input type="checkbox"/>	<input type="checkbox"/>	
Email Transfer	etra			<input type="checkbox"/>	<input type="checkbox"/>	
Online Payment	onli			<input type="checkbox"/>	<input type="checkbox"/>	
Refunds	REFD			<input type="checkbox"/>	<input type="checkbox"/>	
Third Party Payments- HOD	THIR			<input type="checkbox"/>	<input type="checkbox"/>	

4. Click the edit icon to view the payment type setup

Type - Payment						
ACH	PACH			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Cash	CASH			<input type="checkbox"/>	<input type="checkbox"/>	
Check	CHEQ			<input type="checkbox"/>	<input type="checkbox"/>	
Credit Card	CCRD			<input type="checkbox"/>	<input type="checkbox"/>	
Email Transfer	etra			<input type="checkbox"/>	<input type="checkbox"/>	
Online Payment	onli			<input type="checkbox"/>	<input type="checkbox"/>	
Refunds	REFD			<input type="checkbox"/>	<input type="checkbox"/>	
Third Party Payments- HOD	THIR			<input type="checkbox"/>	<input type="checkbox"/>	

5. The setup of the payment type will display in the Valid Value section. Verify Treat As Cash is set to Yes if payments should display on the parent's year-end tax summary

Valid Value	
* Description:	ACH
* Short Name (Abbr):	PACH
* Value Type:	Type - Payment
GL Code:	
GL Description:	
GL Center:	
Offset GL Code:	
Bank:	
Revenue Type:	
Treat As Cash:	Yes
Allow Deposit:	Yes
Display Authorization Number:	No
Control Label:	
Display Order:	
Zero Filled:	No
Max Field Length:	0
Allow Return Payment:	Yes
Refund Type:	ACH
Active:	Yes
Display:	Yes
SAVE	

6. Click Save

Distributing Tax Statements

There are multiple ways to distribute tax statements to parents, click the links below for instructions.

[Print tax statements](#)

[Send tax statements by email](#)

[Self service via Parent Portal](#)
