

Short and Over Adjustments

The Short and Over Adjustment feature in WinCollect allows you to handle payment discrepancies in an audit-worthy manner. Many office have a tolerance window for payments that are mailed in and are very close to the amount due but not exact. The ideal way to handle this is to run the receipt for the exact amount received, which will allow the Cash Drawer Reconciliation and Bank Deposit reports to come out correctly without adjustment.

When you receipt the parcel, if the payment is short, you will need to adjust the amount marked on the payment screen to match the check. The easiest way to do this is from the *Payment Details* screen. After marking the parcel, just highlight it and hit the Edit button, and make the adjustment as needed. It is generally recommended that you adjust the ad valorem amount if possible. If the payment is over the amount due, you can use the same method to specify exactly where the overage will be applied, or you can record it as an overpayment and let the system apply it.

Doing so will leave a small positive or negative balance on the parcel that was effected. To correct this, go to the *Property Summary* screen for that parcel and confirm the Balance at the bottom is the amount of the difference. Then go to Actions and select *Short/Over Adjustment*. This will open an adjustment window like this:

Type	District	Tax Owed	Tax Paid	Balance
AV	23	108.13	108.13	.00
TT	23	3.75	3.75	.00
VT	V001	2.70	.00	2.70

Adjustment Type

Short Payment (Balance Remaining)

Over Payment (Negative Balance)

Amount:

Comment:

Adjustment Date: 7/2/2009

At the top is a listing of each tax issue on the parcel. Since every transaction needs to be tied to a specific tax, it is important to select the appropriate tax to adjust. This is why it is recommended to apply the short/over payment to the ad valorem at payment time, and then adjust the AV record here. Highlight the correct tax, and then select the adjustment type in the box below. If the payment was short, that will leave a positive balance remaining. An over payment will leave a negative balance on the parcel. Selecting the adjustment type lets the system know which direction to adjust the balance.

In the amount field, enter the amount of the adjustment. Negative numbers never need to be entered—the system already knows the adjustment type based on the previous selection. A comment is required. The Adjustment Date will control which day's report is effected by the transaction. If the short/over payment was done the day before but not caught until the morning, you can back-date the adjustment to keep it in sync with the payment.

When all adjustments for the day have been done, the Short/Over Report can be run to provide a listing of each adjustment for audit trail purposes.