

Citation Processing

All the Citations generated will be listed in this section. It will display information like Citation Number, Billing Number, Person, Permit Type, Issue Date, Amount, and Paid Amount for each Citation.



Figure 137 Accounting >> Citation Processing

The screenshot displays the Citation Processing interface. At the top, there are search filters for Issue Date From, Issue Date To, Include, and Permit Type. Below these are fields for Billing ID and Amount, and a checkbox for 'Exclude Pending Appeals'. A 'SEARCH' button is highlighted with a red box. Below the filters is a table of citations with columns: CITATION #, BILLING ID, PERSON, PERMIT TYPE, PERMIT #, ISSUE DATE, AMOUNT, PAID AMOUNT, and BALANCE. Several rows are checked with a green box. At the bottom right, a 'PROCESS' button is highlighted with a red box.

CITATION #	BILLING ID	PERSON	PERMIT TYPE	PERMIT #	ISSUE DATE	AMOUNT	PAID AMOUNT	BALANCE	
<input type="checkbox"/>	20012	12341111	DEVIN FOWLER	22PUR	22PUR0002	03/29/2023	\$100.00	\$50.00	\$50.00
<input checked="" type="checkbox"/>	312000003z	12341111	DEVIN FOWLER		05/04/2023	\$50.00	\$0.00	\$50.00	
<input type="checkbox"/>	32Z2000004	12341111	DEVIN FOWLER		05/05/2023	\$25.00	\$0.00	\$25.00	
<input checked="" type="checkbox"/>	32Z2000005	12341111	DEVIN FOWLER	22BLU	22BLU0003	05/05/2023	\$95.00	\$0.00	\$95.00
<input type="checkbox"/>	023145	12341111	DEVIN FOWLER	22PUR	22PUR0013	05/08/2023	\$150.00	\$0.00	\$150.00
<input checked="" type="checkbox"/>	3A3020001	12341111	DEVIN FOWLER		06/20/2023	\$25.00	\$0.00	\$25.00	
<input type="checkbox"/>	3A3020003	12341111	DEVIN FOWLER	22PUR	22PUR0009	06/20/2023	\$25.00	\$0.00	\$25.00
<input type="checkbox"/>	18575	12341111	DEVIN FOWLER	22PUR	22PUR0003	06/21/2023	\$15.00	\$10.00	\$5.00
<input type="checkbox"/>	23A3020004	12341111	DEVIN FOWLER	22PUR	22PUR0009	06/27/2023	\$15.00	\$0.00	\$15.00
<input type="checkbox"/>	1234455	12341111	DEVIN FOWLER	22PUR	22PUR0011	06/28/2023	\$20.00	\$0.00	\$20.00

Figure 138 Citation Processing

Any citations with pending payment status can be processed by selecting the desired citations and clicking on the Process button. The Admin can then enter the payment details and click Save, which will process the citation in the system.

The screenshot shows the 'PROCESSING' dialog box. It contains fields for Date (08/08/2024) and Type (Encumbrance). A 'PAYMENT METHOD' dropdown menu is open, showing options: Card (selected), Cash, Check, and DISCOUNT. A 'Total Amount' field shows \$170.00. A 'SAVE' button is at the bottom right.

Figure 139 Citation Process Dialog

