

# Collecting Payments Data from OpenGov Permitting & Licensing

## How much are you receiving from permits, licenses, and inspections paid for in OpenGov?

From finance teams and department heads to City Councilmembers and auditors, many stakeholders require summary reports of the total revenue received from the transactions completed in OpenGov Permitting & Licensing.

### There are three ways to pull OpenGov payments data in CSV format:

1. **From your government's Stripe portal**, you can pull Payout reconciliation reports for online payments. This data will include metadata from OpenGov as well as the Payout Date of each transaction. Note: The Payout Date is the date that funds were deposited to your bank account – it is not equivalent to the Date Paid, which is the date that the customer completes the transaction in OpenGov. [See instructions here](#) and [here](#).
2. **From Explore reports in OpenGov Permitting & Licensing**, you can find data for all payments made (online and offline) that is updated in real-time. [As detailed here](#), the Ledger Report will provide you with attributes like the Date Paid, Fee Label and associated (General Ledger) Account Number, the payment Method, and other information. The Payments report can also be pulled to identify transaction fees. Payout Date is not included in these data views under Explore reports.
3. **From our Accounting & Financial Export**, your finance team can define a custom query of payments data from OpenGov Permitting & Licensing that will be exported in the form of flat files on a nightly basis and sent either to an email address of your choice or an [FTP site managed by either OpenGov](#) or your IT department. The data export can be fully comprehensive of payments, refunds, and transaction fees. Columns of data we can include in the Accounting & Finance Export are listed here and on the next page. If interested, please contact your OpenGov representative for a quote for this add-on service.

## We've prepared Accounting & Financial Exports for a variety of financial systems, including but not limited to:

- |  |  |                              |
|--|--|------------------------------|
| ✓ OpenGov Financials                                       | ✓ Springbrook  | ✓ Harris (multiple versions) |
| ✓ Tyler Munis, Incode, Eden, New World (multiple versions) | ✓ Superion Plus, NaviLine, ONESolution (multiple versions) | ✓ BS&A                       |
|  |  | ✓ Caselle                    |

# Accounting & Finance Export for OpenGov Permitting & Licensing

## A Custom Query of Payments Data

With the Accounting & Financial Export, your finance team can define a custom query of payments data from OpenGov that will be exported in the form of flat files on a nightly basis and sent either to an email address of your choice or an [FTP site managed by either OpenGov](#) or your IT department. The data export can be fully comprehensive of payments, refunds, and transaction fees. Columns of data we can include are listed below. If interested, please contact your OpenGov representative for a quote for this add-on service.

| Data Column*                      | Type          | Description  |
|-----------------------------------|---------------|--|
| <b>Record Number</b>              | Text          | Unique identifier assigned to each record  |
| <b>Record Type</b>                | Text          | Type of application as designated by admins  |
| <b>Fee Label</b>                  | Text          | Fee description as designated by admins  |
| <b>Transaction Type</b>           | Text          | Payment, Refund, Void  |
| <b>Account</b>                    | Text          | General Ledger Number as designated by admins  |
| <b>Amount Paid</b>                | Currency (\$) | Amount paid (without transaction fees)   |
| <b>Date Paid</b>                  | Date          | Date customer pays fee   |
| <b>Method</b>                     | Text          | Credit Card, E-Check, Cash, Check, etc.  |
| <b>Processed By</b>               | Text          | Name of applicant who pays with a credit card or eCheck or employee who conducts a transaction such as collecting cash or check payment or issuing refunds |
| <b>Invoice Number</b>             | Text          | Unique identifier assigned to each payment step  |
| <b>Receipt Number</b>             | Text          | Unique identifier assigned to each completed payment   |
| <b>Date of Last Record Status</b> | Date          | Date of the last Record Status change. Note: Record Statuses are Active, Complete, or Stopped  |

\* The Accounting & Finance Export from OpenGov Permitting & Licensing is a custom query. If there are data columns that you would like to include but that are not shown above, our team would be happy to discuss this with you. For governments who leverage OpenGov Financials, we have the data export designed for you so that Permitting & Licensing transactions are reflected as journal entries.