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# A/R Class Distribution



## Overview

A/R Class Distribution is part of the Cash Collection form. Cash Collection is used for accepting and processing the following transaction types in person, at a counter, in a government office:

- Payment
- Deposit
- Voluntary Payment
- Postdated Payment

For example, a local government office can use cash collection to accept payments, from taxpayers, for real estate and personal property tax bills along with utility bills. Payments from multiple accounts can be processed in a single transaction. These accounts can even be in different names. For example, a taxpayer could pay his own tax and utility bill along with his mother's property tax at the same time.

A/R Class distribution adds the following functionality:

- **Distributing Full Payments:** Use this functionality for processing payment for the full amount on multiple bills.
- **Redistributing Payments:** Use this functionality for processing a partial payment on multiple bills.
- **Applying Late Charges:** Use this action button for applying late charges at the counter, or on the fly. With this functionality, interest, penalties, and late charges are not included in the A/R Balance. They are applied at the time of payment, and are calculated up to the payment date. Security permissions are required. By default, this functionality is not visible.

If the button is not clicked, late charges are not applied. These are added to the A/R Balance.

## Configuration

The only A/R General Parameter of Cash Collection Parameter that is specific to A/R Class Distribution is **Auto collapse MCR and A/R Class Distribution**.

**Note:** The Proportional Distribution, which was available in Govern for Windows, is not available in Govern OpenForms.

### Auto Collapse MCR and A/R Class Distribution

By default the Auto collapse MCR and A/R Class Distribution parameters is selected. The user must manually expand these parameters on the Cash Collection form.

To set the Auto Collapse MCR and A/R Class Distribution parameters:

1. Launch GNA.
2. Select **Parameters > User Registry Editor**.
3. Select Cash Collection Cashier in the Registry Filter parameter.
4. Select User ID in the Registry Key Type parameter.
5. Do one of the following:
  - Select the **Auto Collapse MCR and A/R Class Distribution** check box to collapse these parameters.
  - Deselect this option to expand these parameters by default.
6. Click **Save**.

For further details on the Cash Collection parameters, refer to the Cash Collection documentation.

## Setting Security Permissions

Security permissions can be set on the following A/R Class Distribution parameters.

### Columns

When the following options are enabled, the user has the right to modify the amounts in the corresponding columns under Distribution:

- **Can Edit A/R Balance:** The A/R Balance column.
- **Can Edit Payment:** The Payment column.
- **Can Edit Interest:** The Interest column.
- **Can Edit Penalty:** The Penalty column.
- **Can Edit Fee:** The Fee column.
- **Can Edit Discount:** The Discount column.
- **Can Edit Charge:** The Charge column.
- **Can Edit Demand:** The Demand column.

### Tabs

When the following options are enabled, the corresponding tabs are displayed on the Cash Collection form: /

- **Allow Misc. Cash Receipts:** The Misc. Cash Receipts tab.
- **Allow A/R Class Distribution:** The A/R Class Distribution tab.

### Action Buttons

When the following option is enabled, the action button appears on the form.

- **Apply Late Charges:** The Apply Late Charges action button.

By default, security permissions are enabled for all users, all profiles, and all security types. Permissions on the **Apply Late Charges** action button are an exception. The procedure follows:

### Apply Late Charges

The **Apply Late Charges** action button is invisible by default in Govern. You can apply security permissions to this button in order to enable the feature for all users or for selected roles and users.

To enable the Apply Late Charges action button:

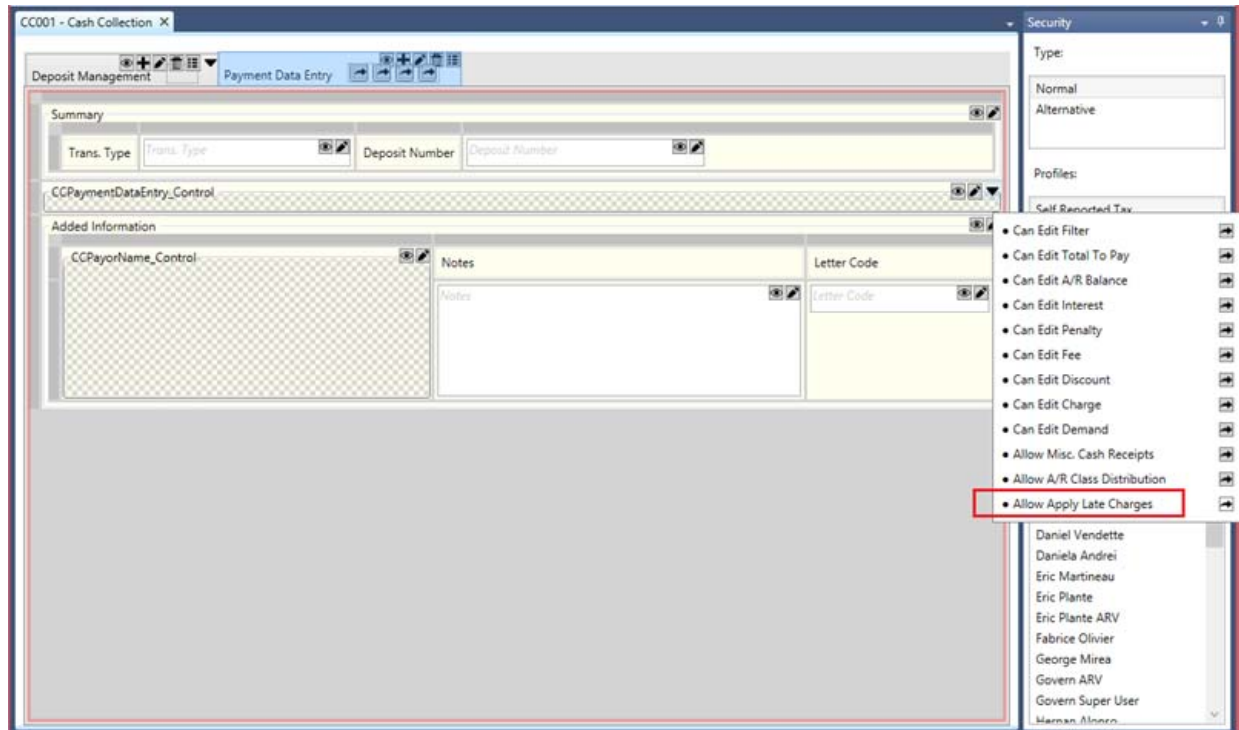
1. Launch the Govern OpenForms Designer (OFD).
2. Open the Cash Collection form, CC001 - Cash Collection.
3. Select the **Security** icon to enter Security mode.

# Accounts Receivable

A screenshot of the 'Open Forms Designer' application window. The title bar reads 'Open Forms Designer'. The main window has a tab labeled 'CC001 - Cash Collection' and a sub-tab 'Accounts Receivable'. The interface includes a 'Deposit Management' section with a 'Payment Data Entry' button. Below this is a 'Summary' section with fields for 'Trans. Type' and 'Deposit Number'. A 'CCPaymentDataEntry\_Control' is visible, which is a custom control. Below it is an 'Added Information' section with a 'CCPayorName\_Control', a 'Notes' field, and a 'Letter Code' field. On the right side, there is a 'Security' explorer panel. It has a 'Type' dropdown with 'Normal' and 'Alternative' options. Below that is a 'Profiles' section with 'Self Reported Tax' selected. At the bottom of the security panel, there are radio buttons for 'By role' and 'By user', with 'By user' selected. A list of users is shown, including 'Eric Plante ARV', 'Fabrice Olivier', 'George Mirea', 'Govern ARV', 'Govern Super User', 'Hernan Alonso', 'Jane Cormack' (highlighted), 'Jimmy Giang', 'Kar Wing Tam', 'Laure A. Graham', 'Mark Piller', 'MHammed Kettani', 'Michelle Gagne', 'Miguel Miranda', 'Naiara Fraga', and 'Oanh Vu...'. The status bar at the bottom left shows '6.0.1603.59 - ARVADA\_MTL-SQL2014\_SQL'.


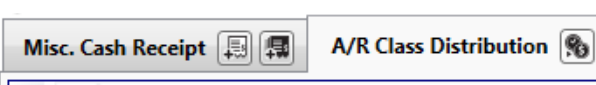
The majority of the Cash Collection parameters are contained in a custom control that is part of the Cash Collection form.

4. Select the following from the **Security** explorer on the right for each Security type, profile, role, and user:
  - Normal or **Alternative** under Type.
  - A Profile under **Profiles**.
  - A user under **By user** or a role under **By role**.
5. Select the drop-down arrow in the **CCPaymentDataEntry\_Control**.  
This opens the Security parameters for Cash Collection.



6. Select the arrow beside the **Allow Apply Late Charges** parameter.
7. Click **Save**.
8. Repeat steps for all combinations of security types, profiles, and roles for which you want to enable the right to **Apply Late Charges**.
9. Open the Cash Collection form in Govern or click **Refresh** if the form is already open.

The **Apply Late Charges** button appears on the Cash Collection form.

	
A/R Class Distribution without Apply Late Charges button.	A/R Class Distribution with Apply Late Charges button enabled.

*For further details on setting security permissions, refer to the Govern OpenForms Designer (OFD) guide.*

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## A/R Class Distribution

This section describes the following:

- Creating a New A/R Class Distribution Transaction
- Distributing Full Payments
- Redistributing Payments
- Applying Late Charges.

### Creating a New A/R Class Distribution Transaction

To create a new A/R Class Distribution transaction:

1. Launch Govern.
2. Open a Profile that contains Cash Collection.
3. Select the Cash Collection form.  
The Deposit Management form opens.
4. Select a **Deposit Number** or create a new one.
5. Open the **Payment Data Entry** form.
6. Click **New** on the Payment Data Entry form.

The following fields are automatically populated with information from the Deposit Management form:

- The Deposit Number is automatically displayed in the **Deposit Number** field. This is read-only.
- The transaction type is automatically displayed in the **Transaction Type** field. This can be modified if you have the security permissions.

Bankruptcy Self Reported Tax Accounts Receivable CC001 - Cash Collection X

Deposit Management • Payment Data Entry

Summary

Trans. Type **Payment** Deposit Number 20151118GOV2

Search

By Name ID Name ID

1 of 1 Selected

Distribution

Effective Date 3/14/2016 Amount to redistribute

Description	A/R Balance	Payment	Principal	Interest	Penalty	Fee	Discount
Self Reported Tax-2013-ST Account # 1717800D							
Self Reported Tax-2015-ST Account # 1576100	\$0.01	\$0.01	\$0.01				
Self Reported Tax-2015-ST Account # 0547700	\$16.05	\$16.05	\$16.05				
Self Reported Tax-2015-ST Account # 1717800	\$912.14	\$912.14	\$793.16	\$39.66	\$79.32		
	\$928.20	\$928.20	\$809.22	\$39.66	\$79.32		

Self Reported Tax-2015-ST Account # 1717800

Misc. Cash Receipt A/R Class Distribution

Description	Class Code	Transaction Type	Due Date	Balance	Amount To Pay
ST Account # 1717800 - 9	Sales Tax	Billed	10/20/2015	\$793.16	\$793.16

Total Undistributed

Money

Type	Amount	Reference
Cash	\$928.20	

Added Information

- Expand the **Search** section of the form.
- Select the type of search and enter the search criteria.  
The results are displayed in the **Distribution** section.
- Repeat step 8 as many times as required in order to add all payments to the list.

## Distributing Full Payments

Follow this procedure in order to process payments for the full amounts of all A/R Balances displayed under distribution.

- Follow the procedure to create a new A/R Class Distribution transaction as described under Creating a New A/R Class Distribution Transaction.
- Expand the **Distribution** section.

## Accounts Receivable

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3. Select a payment in the **Distribution** section to display it in the **Detail** section.

The total amount of the payment is displayed in the **Total Undistributed** field.

4. Select the payment in the Detail section.

The amount from the **Total Undistributed** field is now displayed in the **Amount to Pay** field beside the payment.

5. Modify the amount in the **Amount to Pay** field if required.

The remaining amount is displayed in the **Total Undistributed** field.

6. Select the ellipsis button in the **Payer Name** field to add the payer information.

You can create a new payer account if the current payer is not listed in the database.

7. Complete the transaction as described under Completing the A/R Class Distribution Transaction.

### Completing the A/R Class Distribution Transaction

The total amount of all payments is displayed in the **Amount** field in the **Money** section of the form.

To complete a Cash Collection transaction:

1. Select one of the following payment types from the **Type** drop-down list.

- Cash
- Credit Card
- Check
- Money Order

2. Click **Save**.

The Cash Collection Wizard opens.

### Redistributing Payments

Follow the procedure in this section to process a partial payment on the selected accounts, displayed in the **Distribution** section.

1. Follow the procedure to create a new A/R Class Distribution transaction as described under Creating a New A/R Class Distribution Transaction.



2. Expand the **Distribution** section.
3. Enter the amount of the partial payment in the **Amount to Redistribute** field.
4. Click the **Amount to Distribute** action button.

The amounts in the Payment field in the **Distribution** section are refreshed.
5. Select a payment in the **Distribution** section to display it in the **Detail** section.

The total amount of the payment is displayed in the **Total Undistributed** field.
6. Select the payment in the **Detail** section.

The amount from the **Total Undistributed** field is now displayed in the **Amount to Pay** field beside the payment.
7. Modify the amount in the **Amount to Pay** field if required.

The remaining amount is displayed in the **Total Undistributed** field.
8. Select the ellipsis button in the **Payer Name** field to add the payer information.

You can create a new payer account if the current payer is not listed in the database.
9. Complete the transaction as described under Completing the A/R Class Distribution Transaction.

## **Applying Late Charges**

Follow this procedure to apply penalties, interest, and late charges at the time of payment. Security permissions required. By default, the Apply Late Charges button is not visible.

When you click the Apply Late Charges button, the Interest and Penalty fields are refreshed. These fields display the amounts calculated for the current date. If you do not click the button, the interest and penalty charges are applied to the A/R balance.

1. Follow the procedure to create a new A/R Class Distribution transaction as described under Creating a New A/R Class Distribution Transaction.
2. Expand the **Distribution** section.

## Accounts Receivable

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3. Select a payment in the **Distribution** section to display it in the **Detail** section.
4. Select the payment in the Detail section.  
The amount from the **Total Undistributed** field is now displayed in the **Amount to Pay** field beside the payment.
5. Click the **Apply Late Charges** button.  
The **Interest** and **Penalty** fields are updated in both the **Distribution** and the **Detail** sections.
6. Modify the amount in the **Amount to Pay** field if required.
7. Select the ellipsis button in the **Payer Name** field to add the payer information.
8. Complete the transaction as described under Completing the A/R Class Distribution Transaction.