Setting Up Cash Collection Parameters

📖 Overview

The Accounts Receivable Cash Collection Parameters are used for setting the defaults for the Govern OpenForms Cash Collection Payment Data Entry form and for the cash collection receipts.

The default Cash Collection Parameters can be defined at the following levels:

- **Computer Name**: If you define settings by computer name, all users logged in to the computer have the same defaults.
- **User ID**: If you define settings by user ID, the defaults are specific to the user.
- If parameters are defined at multiple levels, the settings defined at the user level override those defined at the computer. Parameters defined on the workstation override those defined on the server, in a Terminal Server environment.

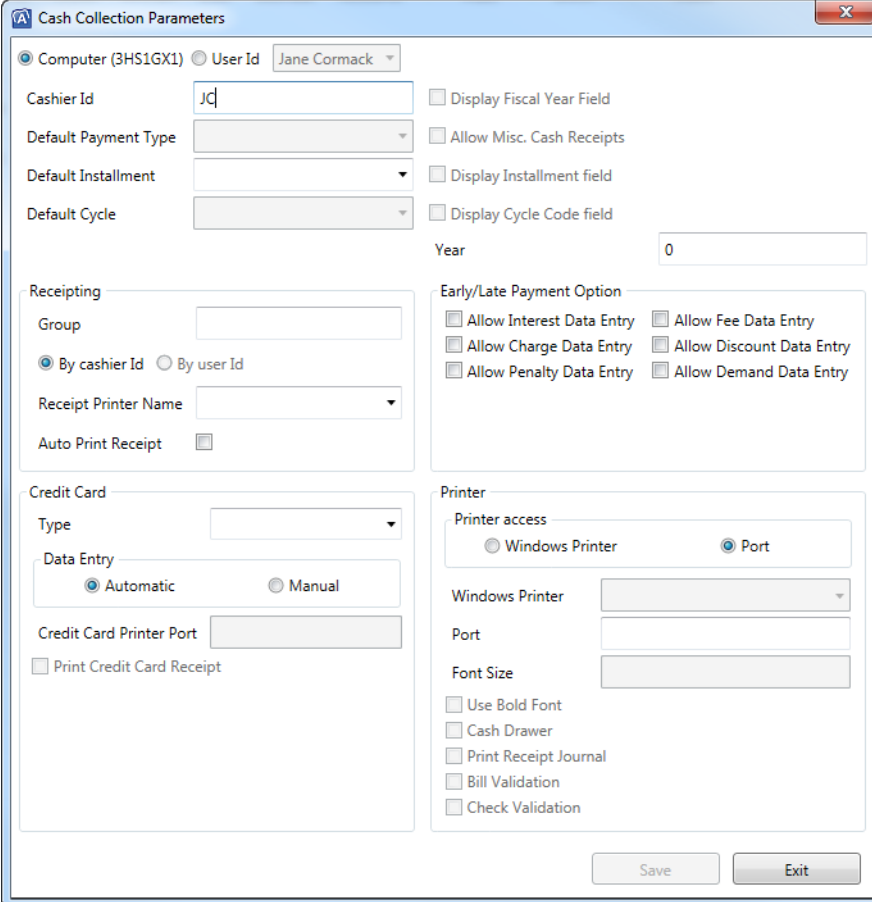## Defining Default Cash Collection Parameters by Computer

This section describes the Cash Collection parameters that can be set by computer.

Note: If you are working in a terminal server environment and defaults are defined on both the terminal server and on the workstation, those defined on the workstation override those defined by computer.

To define Cash Collection parameters by computer:

1. Log in to the computer.

2. Launch GNA.

3. Select **Application Configurations** > **Accounts Receivable** > **Cash Collection Defaults**.

4. Select **Computer**.

5. Complete the parameters described in this section.

   This section describes the parameters for the setup by computer. *For information about the setup by user, see Defining Default Cash Collection Parameters by User* on page 90.

6. Click **Save** after completing the setup.

General Parameters

Cashier ID: Enter a maximum of 12 characters to be used as an identification for all users using the computer.

The following parameters are disabled when you select Computer:

- Default Payment Type

- Default Installment
- Default Cycle
- Display Fiscal Year Field
- Allow Misc. Cash Receipts
- Display Installment Field
- Display Cycle Code Field

Year: Enter the year for the bills that you want to collect. Otherwise, leave this field blank to collect bills from all years.

Receipting

Receipting Group: Enter a maximum of three characters in the **Receipting Group** field.

The Receipt Number comprises the Receipting Group and the Sequence Number (RECEIPT_SEQ) in the USR_KEY_RECEIPT table. One is added to the sequence number for each new receipt.

By Cashier ID: This is automatically selected when the Cash Collection Parameters are defined by computer. It cannot be modified.

Receipt Printer Name: Select the name of the printer you are using for receipts from the drop-down list.

Auto Print Receipt: Select this option to automatically print the receipt when the Cash Collection Wizard is at the required step. Deselect this option to have cashiers click the Print button instead.

Credit Card

Payment Type: Select the payment type for credit card payments from the **Credit Card Type** drop-down list (Table: VT_USR_CCTYPE).

Data Entry: Select one of the following Data Entry options;

- **Automatic**: if the credit card information can be read automatically and transferred to the *Credit Card Data* screen.

- **Manual**: if the credit card information is entered manually.

> **Note:** Credit Card information cannot be entered manually when you are using the Cash Collection Wizard.

Credit Card Printer Port: Enter the port number for the credit card printer.

Print Credit Card Receipt: Select this option to

Early / Late Payment Options: The following options are not applicable to Govern OpenForms. These permissions are set in the Govern OpenForms Designer (OFD).

- Allow Interest Data Entry
- Allow Charge Data Entry
- Allow Penalty Data Entry
- Allow Fee Data Entry
- Allow Discount Data Entry
- Allow Demand Data Entry

Printer: Select one of the following options:

- Windows Printer
- Port

Windows Printer: Select the network printer

Font Size: Enter the point size of the text.

Use Bold Font: Select this option to print the receipt in bold.

Port: Enter the port number for the printer.

Defining Cash Collection Cashier Parameters by Computer

The following parameters are defined in the User Registry Manager by computer. These options can be changed on the fly in Govern, as well:

- **Cash Drawer Name**: Enter the name of the Cash Drawer in the parameter.

- **Open Cash Drawer Sequence Command**: Enter the sequence required to open the cash drawer.

These parameters can be defined in GNA or in Govern.

Defining Cash Collection Parameters in GNA

To define these parameters in GNA:

1. Launch GNA.

2. Select **Parameters** > **User Registry Editor**.

3. Select **Cash Collection Cashier** for the **Registry Filter**.

4. Select **Computer Name** for the **Registry Key Type**.

5. Update the parameters.

6. Click **Save**.

Defining Cash Collection Parameters in Govern

To define these parameters in Govern:

1. Launch Govern.

2. Open a Profile that contains Cash Collection.

3. Open the Cash Collection form.

4. Click the **Cash Collection Cashier** icon 🔘 .

   This opens the User Registry Manager.

   Cash Collection Cashier is already selected for the **Registry Filter.**

5. Select **Computer Name** for the **Registry Key Type**.

6. Update the parameters.

7. Click **Save**.

Adding the Terminal Code

When you are integrating credit card payments with Cash Collection, you can add the terminal code in the User Registry Manager. The code is supplied by the manufacturer of the credit / debit card terminal.

To add the Terminal Code for credit and debit card payments:

1. Launch GNA.

2. Select **Parameters** > **User Registry Editor.**

3. Select **Cash Collection Parameters** for the **Registry Editor.**

4. Select **Computer Name** for the **Registry Key Type**.

5. Enter the required code in the **Terminal Code** parameter.

6. Click **Save**.

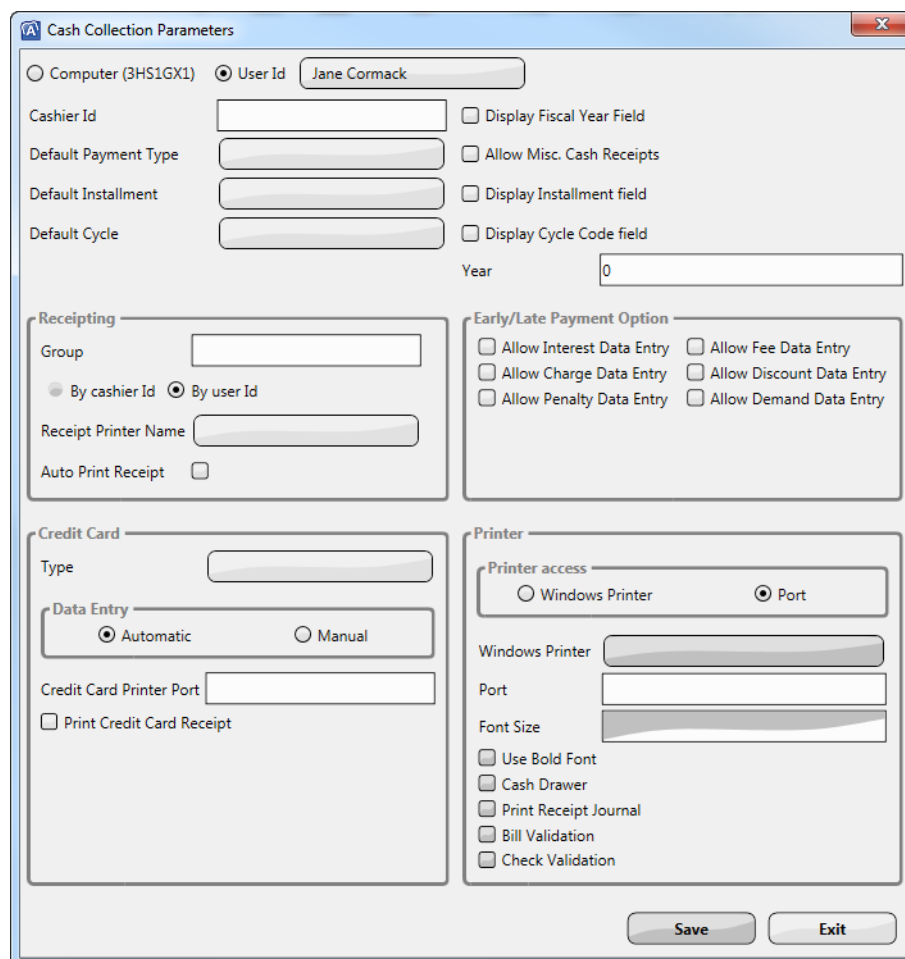# Defining Default Cash Collection Parameters by User

This section describes the Cash Collection parameters that can be defined by user. For a description of the parameters enabled for the setup by computer, see *Defining Default Cash Collection Parameters by Computer* on page 85.

> **Note:** If defaults are defined at both the computer and the user level, the user settings override the computer settings.

To define Cash Collection parameters by user:

1. Launch GNA.

2. Select **Application Configurations** > **Accounts Receivable** > **Cash Collection Defaults**.

3. Select **UserId**.

4. Select the user account that you want to define from the drop-down list.

   You can click the ▣ option beside the drop-down list and create a new user account.

5. Complete the parameters described in this section.

6. Click **Save** after completing the setup.

General

Cashier ID: Enter a maximum of 12 characters to be used as an identification for all users using the computer.

Default Payment Type: Select the default payment type from the drop-down list, such as, **Cash**, **Credit Card**, **Certified Check**, or **Money Order** (Table: VT_USR_CCTYPE)

Note: The Default Payment Type and Credit Card Type cannot be the same.

Default Installment: Select the default installment to display on the screen, first, second, third, fourth installment, or total (Table: VT_ SY_INSTALL).

Default Cycle: Select the user-defined cycle from the drop-down list (Table: VT_USR_ ARCYCLE).

Year: Enter the year of the bills that you want to collect or leave this field blank to collect payment on bills from all years.

Receipting

Receipting Group: Enter a maximum of three characters in the **Receipting Group** field.

The Receipt Number comprises the Receipting Group and the Sequence Number (RECEIPT_SEQ) in the USR_KEY_RECEIPT table. One is added to the sequence number for each new receipt.

By User ID: This is automatically selected when the Cash Collection Parameters are defined by User ID. It cannot be modified.

Receipt Printer Name: Select the name of the receipt printer from the drop-down list.

Auto Print Receipt: Select this option to automatically print the receipt for every cash collection payment.

Credit Card

Type: Select the payment type for credit card payments from the **Credit Card Type** drop-down list (Table: VT_USR_CCTYPE).

Note: The **Credit Card Type** and **Default Payment Type** must be different.

Data Entry: Select one of the following Data Entry options;

- **Automatic**: if the credit card information can be read automatically and transferred to the *Credit Card Data* screen.
- **Manual**: if the credit card information is entered manually.

> **Note:** Credit Card information cannot be entered manually when you are using the Cash Collection Wizard.

Credit Card Print Port: Enter the port number for the credit card printer.

Print Credit Card Receipt: Select this option to enable printing of the credit card receipt.

Display Options

Select the options to display on the Cash Collection Payment Data Entry user forms:

- **Display Fiscal Year Field**: Select this option to display the fiscal year on the cashier's screen.
- **Allow Misc. Cash Receipts**: Select this option to grant the user the right to enter new miscellaneous cash receipt charges.
- **Display Installment Field**: Select this option to display the installment field on the cashier's screen.
- **Display Cycle Code Field**: Select this option to display the Cycle Code Field on the cashier's screen.
- **Last Deposit Number**: This field is displayed if **Last Deposit Number** is selected in the **Default Deposit Number** field on the *Accounts Receivable General Parameters* form.

Year: To display the amount owing by a specific year on the user forms, enter the year in this field. Leave this field blank to display the total amount owing.

Early / Late Payment Options

The following options are not used in Govern OpenForms.

- Allow Interest Data Entry
- Allow Charge Data Entry
- Allow Penalty Data Entry
- Allow Fee Data Entry
- Allow Discount Data Entry

- Allow Demand Data Entry

These permissions are defined in the Govern OpenForms Designer (OFD).

Printer

Select **Windows Printer** or **Port** as applicable for your printer setup.

Windows Printer: Select the network printer for cash collection receipts, if you selected **Windows Printer**.

Port: Enter the port number for the printer, if you selected **Port**.

Font Size: Enter the point size of the text.

Use Bold Font: Select this option to print the receipt in bold.

The following options are disabled in for Govern OpenForms:

- Cash Drawer
- Print Receipt Journal
- Bill Validation
- Check Validation

Defining Cash Collection Cashier Parameters by User ID

The following parameters are defined in the User Registry Manager by User ID. These options can be changed more frequently than other Cash Collection Parameters. They can be defined on the fly in Govern:

- **Autocollapse MCR and A/R Class Distribution**: This option is selected by default and the user must expand the MCR and A/R Class Distribution parameters on the Govern OpenForms Cash Collection form.
  Deselect this option to expand the option by default. See the A/R Class Distribution documentation for further details.
- **Show only Accounts with Balance**: Select this option to display the accounts with a balance greater than zero.
- **Year to Collect**: Enter the year of the bills that you want to collect or leave this field blank to display bills from all years.

These parameters can be defined in GNA or in Govern.

Defining Cash Collection Parameters in GNA

To define these parameters in GNA:

1. Launch GNA.

2. Select **Parameters** > **User Registry Editor**.

3. Select **Cash Collection Cashier** for the **Registry Filter**.

4. Select **User ID** for the **Registry Key Type**.

5. Update the parameters.

6. Click **Save**.

Defining Cash Collection Parameters in Govern

To define these parameters in Govern:

1. Launch Govern.

2. Open a Profile that contains Cash Collection.

3. Open the Cash Collection form.

4. Click the **Cash Collection Cashier** icon 🔘 .

    This opens the User Registry Manager.

    Cash Collection Cashier is already selected for the **Registry Filter.**

5. Select **User ID** for the **Registry Key Type**.

6. Update the parameters.

7. Click **Save**.

Discontinued Cash Collection Parameters

The following parameters are found in the User Registry Manager. These parameters are used in Govern for Windows, but are no longer used in Govern OpenForms.

*   **Govern: Default Access Type**: The access type is provided by the dynamic search queries.

- Govern: Slip Printer Driver
- Govern: Slip Printer Font Size
- Payment Data Entry: Deposit

The following parameters are found on the Cash Collection Parameters form. They are used in Govern for Windows, but are not used in Govern OpenForms.

- Allow Interest Data Entry
- Allow Charge Data Entry
- Allow Penalty Data Entry
- Allow Fee Data Entry
- Allow Discount Data Entry
- Allow Demand Data Entry

These permissions are defined in the Govern OpenForms Designer (OFD).

The following options are disabled in for Govern OpenForms:

- Cash Drawer
- Print Receipt Journal
- Bill Validation
- Check Validation