

A/R Payer Name

Overview

The Payer Name custom control can be added to any Govern user form. By default, it is added to the Cash Collection and the A/R Lockbox forms. You can add a payer name on the fly or you can configure a direct link to the Name and Address form. This greatly facilitates the task of adding payer name information to a form. This control:

- Displays the last five payers to facilitate data entry
- Adds a search for an existing name.
- Permits the entry of a name without creating an entry in the database (Table: NA_NAMES)
- Provides a direct link to the Name and Address form so that you can create a new name.

Note: NA_NAMES can be opened in Modal Mode or as a standard user form in the Profile.

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Configuring the Payer Name Control

Overview

The configuration for the Payer Name Control is described in two sections:

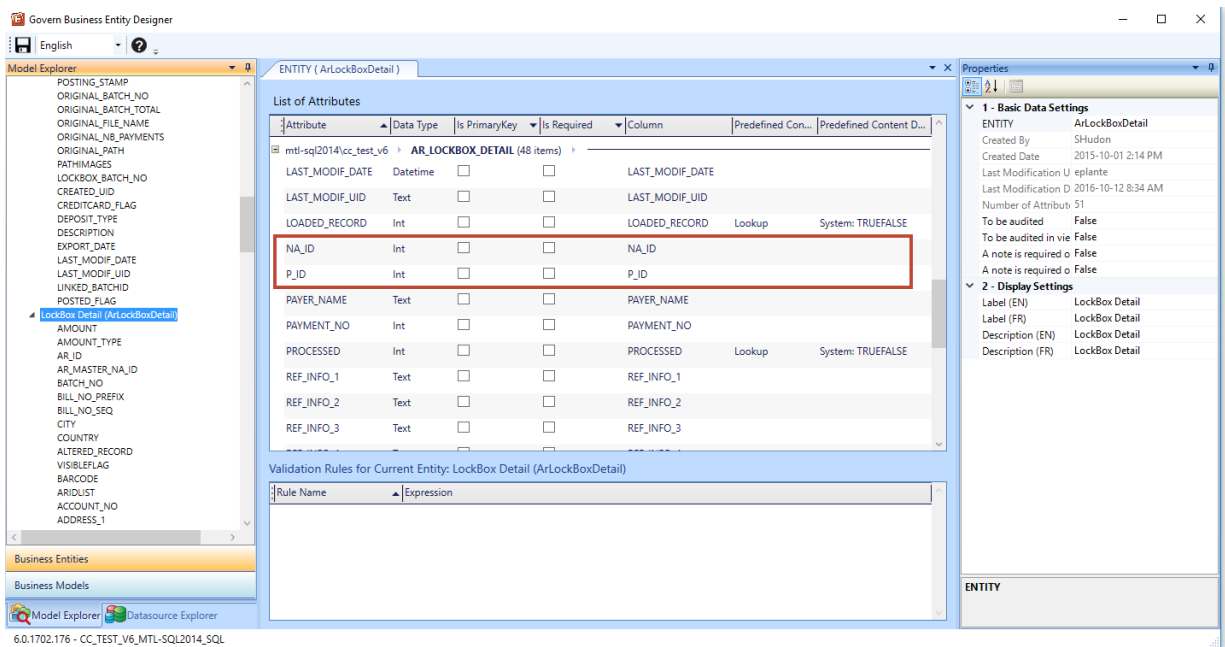
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Configuring the Payer Name in the Business Entity Designer (BED)

This section is for informational purposes. Screen shots show the Lockbox Detail entity in the Lockbox form.

The following attributes are included in the Payer Name custom control:

- NA_ID
- PAYER_NAME
- ARIDLIST

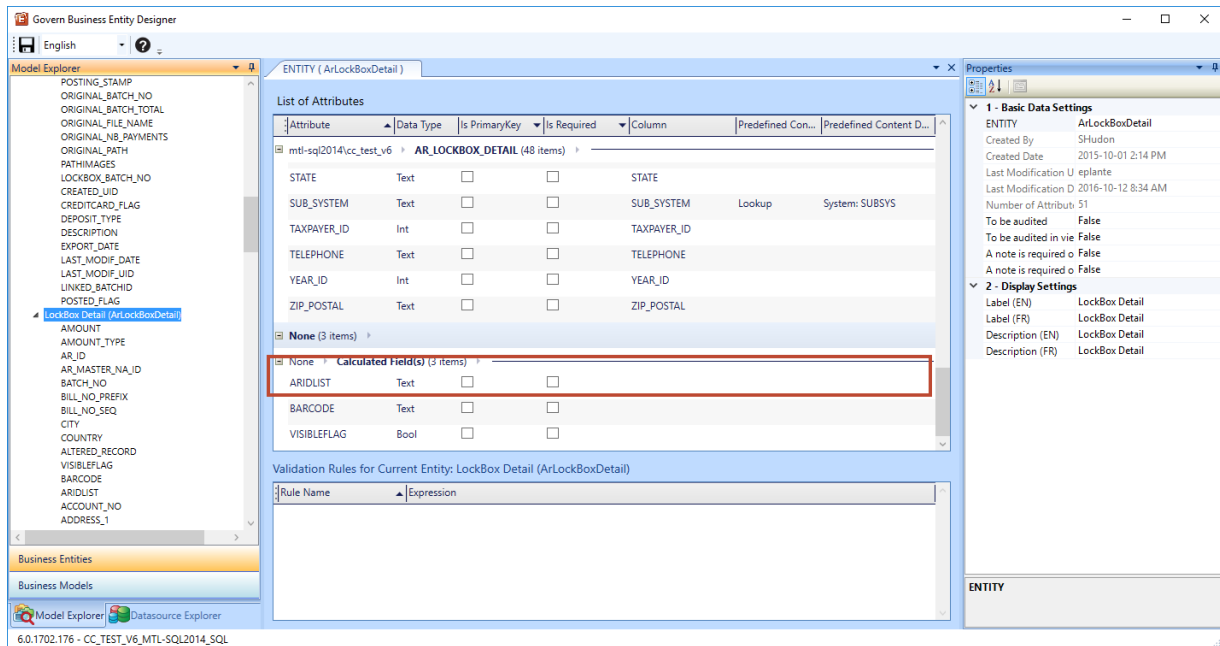


The screenshot displays the Govern Business Entity Designer (BED) interface. The main window shows the 'ENTITY (ArLockBoxDetail)' configuration. The 'List of Attributes' table is visible, listing various attributes for the entity. The attributes are as follows:

Attribute	Data Type	Is PrimaryKey	Is Required	Column	Predefined Con...	Predefined Content D...
LAST_MODIF_DATE	Datetime	<input type="checkbox"/>	<input type="checkbox"/>	LAST_MODIF_DATE		
LAST_MODIF_UID	Text	<input type="checkbox"/>	<input type="checkbox"/>	LAST_MODIF_UID		
LOADED_RECORD	Int	<input type="checkbox"/>	<input type="checkbox"/>	LOADED_RECORD	Lookup	System: TRUEFALSE
NA_ID	Int	<input type="checkbox"/>	<input type="checkbox"/>	NA_ID		
P_ID	Int	<input type="checkbox"/>	<input type="checkbox"/>	P_ID		
PAYER_NAME	Text	<input type="checkbox"/>	<input type="checkbox"/>	PAYER_NAME		
PAYMENT_NO	Int	<input type="checkbox"/>	<input type="checkbox"/>	PAYMENT_NO	Lookup	System: TRUEFALSE
PROCESSED	Int	<input type="checkbox"/>	<input type="checkbox"/>	PROCESSED	Lookup	System: TRUEFALSE
REF_INFO_1	Text	<input type="checkbox"/>	<input type="checkbox"/>	REF_INFO_1		
REF_INFO_2	Text	<input type="checkbox"/>	<input type="checkbox"/>	REF_INFO_2		
REF_INFO_3	Text	<input type="checkbox"/>	<input type="checkbox"/>	REF_INFO_3		

The 'Properties' pane on the right shows the 'Basic Data Settings' for the entity, including fields like 'ENTITY', 'Created By', 'Created Date', 'Last Modification U', 'Last Modification D', 'Number of Attribute', 'To be audited', 'To be audited in vie', 'A note is required o', and 'A note is required o'. The 'Display Settings' pane shows the 'Label (EN)', 'Label (FR)', 'Description (EN)', and 'Description (FR)' for the entity.

ARIDLST is a calculated field that provides the list of A/R IDs for the last payers.



Configuring the Payer Name in the OpenForms Designer (OFD)

The following configuration is required for the Payer Name. You can set the properties for the following

Viewing / Adding the Payer Name Custom Control

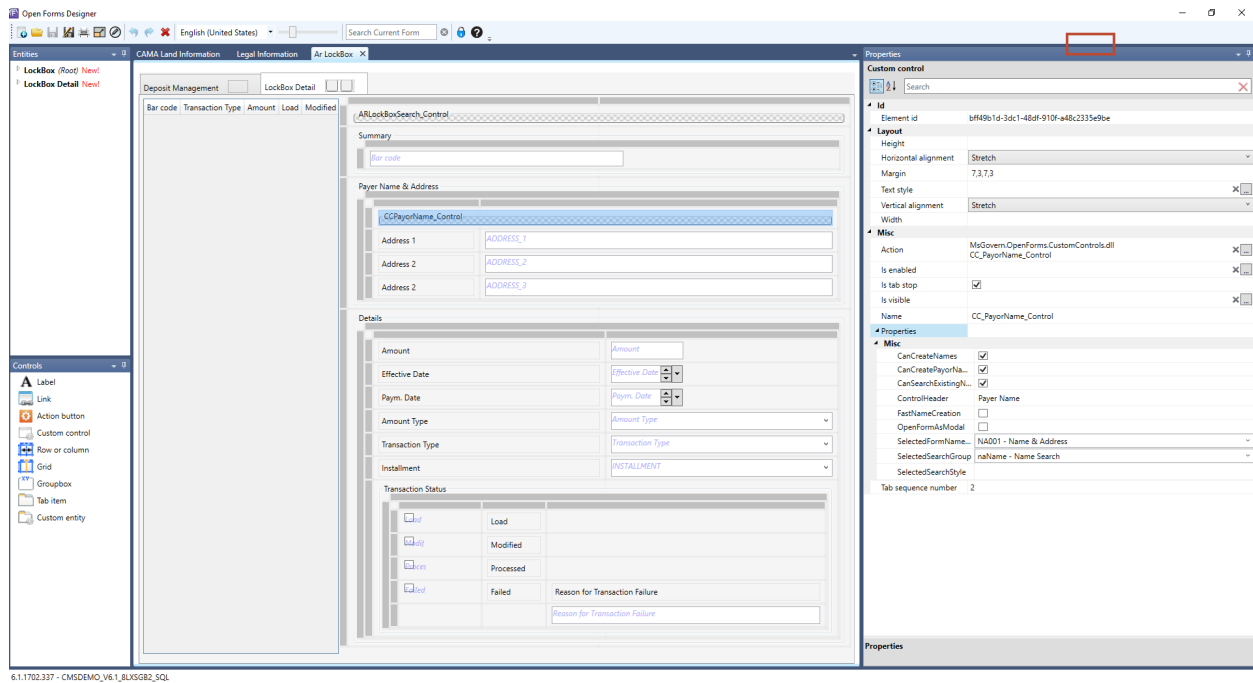
To view the payer name custom control properties:

1. Launch the OpenForms Designer (OFD).
2. Open a form that includes the Payer Name custom control, such as **ARLockbox** (AR036).

Alternatively, open the form to which you want to add this control.

3. Select the entity, such as **Lockbox Detail**, that contains **CC_PayerName_Control**.

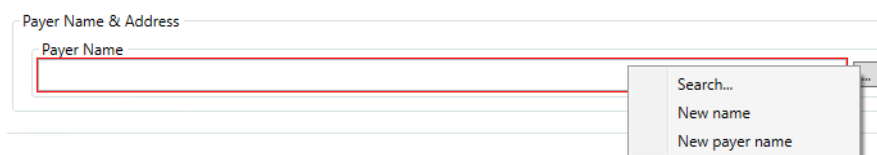
Alternatively, open the entity to which you want to add this control.



4. Expand the first **Misc.** in the Properties explorer.
5. Click the ellipsis button in the **Action** parameter.
6. Ensure that **MsGovernOpenFormsCustomControl.dll** is selected in the left column.
7. Select **CC_PayerName_Control** is selected in the right column.
8. Click **OK** on the Extension Selector.

Defining the Actions

The properties in this section are used to define the actions that are triggered by the Payer Name custom control. These properties are used to add options to the Payer Name menu in Govern. There are a maximum of three options:



The menu appears when you click the ellipsis button in the **Payer Name** parameter on the Govern user form.

To define these properties:

1. Expand **Properties > Misc** in the Property Explorer.
2. Select **CanCreateNames** to add the **New Name** option to the Payer Names menu on the Govern form. This option is required for the **FastNameCreation** and **SelectedFormNameInProfile** options.

Deselect this option to remove the **New Name** option from the menu. Note, the new payer name option is independent.
3. Select **CanCreatePayerNames**: to add the **New Payer Name** option to the Payer Name menu. When this option is selected, you can create a new payer name on the fly.

Deselect this option to remove the New Payer Name option from the menu.
4. Select **CanSearchExistingNames**: to add the ability to search for a name in the Govern database. **Search** appears in the Payer Name menu on the Govern form, when you click the ellipsis button.
5. Enter text in the **Control Header** parameter. This appears on the form above the custom control in Govern. Payer Name is the default.
6. Select **FastNameCreation** to open the Name and Address form when the user selects **New Name** in the **Payer Name** field on the Govern user form. A scenario follows; This is recommended for Cash Collection. If this option is selected, **CanCreateNames** must be selected, as well.

Deselect this option if you do not need to open the Name and Address form directly. This is recommended for the Lockbox.
7. **OpenFormAsModal**: Select this option to open the Name and Address form in Modal Mode.
 - The modal form opens in a secondary window.
 - The focus is on the modal form. No actions can be performed on other forms until the modal form is closed.
Deselect the **OpenFormAsModal** option if you want to open the Name and Address form as a standard user form in Govern.
8. **SelectedFormNameInProfile**: Select the form to open when the user clicks New Name. Typically, this is the Name and Address form.
9. **SelectedSearchGroup**: Select the Search group to launch when the user clicks Search in the Payer Name menu. Typically, this is the Name Search.

Accounts Receivable

10. Click **Save** on the OpenForms Designer.

Using the Payer Name Control in Govern

Overview

For the examples in this section, the Payer Name Control is added to the A/R Lockbox. Possible actions include:

- Selecting the
- Searching for an Existing Name
- Creating a Name and Address After Saving the Record
- Creating a Payer Name On the Fly
- Creating a New Name and Address Before Saving the Record
- Opening the Name and Address form in Modal Mode

The required properties for each action are listed.

Selecting the Last Payer

This section illustrates the last payer list for the Payer Name control in the A/R Lockbox. This is automatically added to the

When you create a new A/R Lockbox record, the first step is to select an A/R ID. The name of the last payers are automatically displayed in the pop-up menu associated with the Payer Name field on the form.

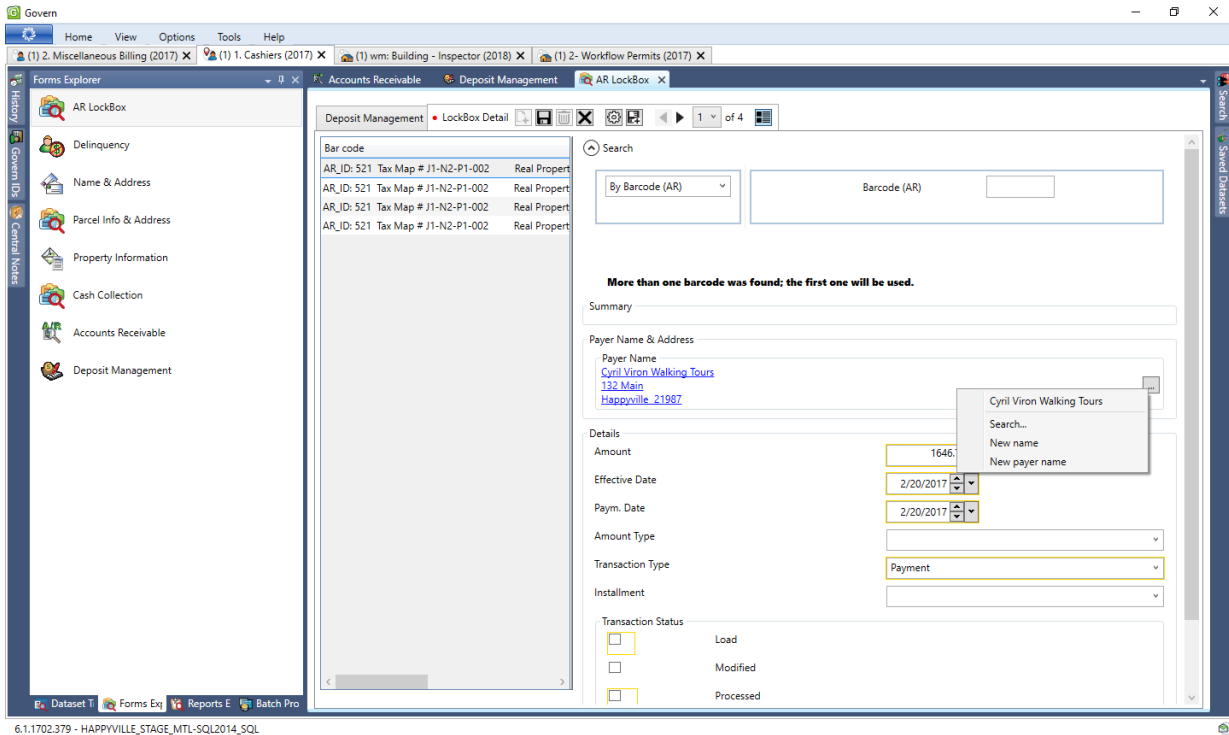
No extra configuration is required.

To view the last payer list:

1. Launch Govern.
2. Open a Profile that contains the A/R Lockbox form.
3. Open the A/R Lockbox form.
4. Select a Deposit Number.
5. Click **New** on the Lockbox Detail entity.
6. Select an A/R ID.
7. Click the ellipsis button beside the Payer Name parameter.

The last payers of the selected A/R ID are displayed at the top of the list. Up to five names are displayed.

Accounts Receivable



The screenshot shows the Govern Accounts Receivable interface. On the left is a 'Forms Explorer' sidebar with options like AR LockBox, Delinquency, Name & Address, Parcel Info & Address, Property Information, Cash Collection, Accounts Receivable, and Deposit Management. The main window is titled 'Deposit Management' and 'LockBox Detail'. It features a 'Bar code' section with a table listing AR_ID, Tax Map #, and Real Property. Below this is a 'Search' section with a dropdown menu set to 'By Barcode (AR)' and a text input field for the barcode. A message states: 'More than one barcode was found; the first one will be used.' The 'Summary' section shows 'Payer Name & Address' with a dropdown menu open, displaying 'Cyril Viron Walking Tours' and 'Happyville, 21987'. The 'Details' section includes fields for Amount (1646), Effective Date (2/20/2017), Paym. Date (2/20/2017), Amount Type, Transaction Type (Payment), and Installment. At the bottom, there is a 'Transaction Status' section with checkboxes for Load, Modified, and Processed.

Searching for an Existing Name and Address Record and Adding It as the Payer Name

This section describes how the Name and Address search is used with the Payer Name Control.

Configuration

To add the Name and Address search, the following configuration is required for the **CC_PayerName_Control**:

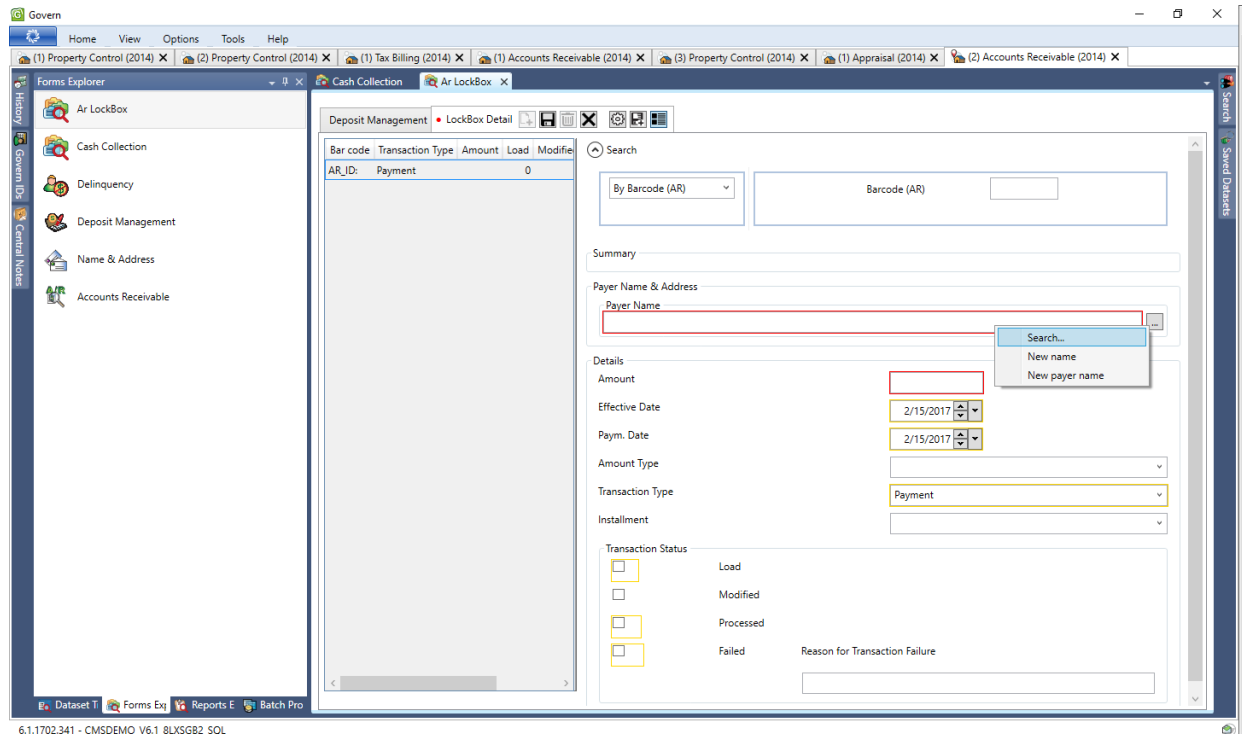
- CanSearchExistingNames: Selected
- SelectedSearchGroup: naName - NameSearch

Performing a Search

To perform a search for an existing name:

1. Launch Govern.

2. Open a Profile that contains the A/R Lockbox form.
3. Select the A/R Lockbox form.
4. Create a new record.



The screenshot displays the 'Ar LockBox' form within the Govern application. The interface includes a menu bar (Home, View, Options, Tools, Help) and a toolbar with icons for various functions. A 'Forms Explorer' pane on the left lists modules like 'Ar LockBox', 'Cash Collection', 'Delinquency', 'Deposit Management', 'Name & Address', and 'Accounts Receivable'. The main window shows the 'Deposit Management' section with a 'LockBox Detail' table. The table has columns for 'Bar code', 'Transaction Type', 'Amount', 'Load', and 'Modified'. A single row is visible with 'AR_ID: Payment' and '0'. To the right of the table is a 'Search' section with a dropdown menu set to 'By Barcode (AR)' and a corresponding input field. Below this is a 'Summary' section with a 'Payer Name & Address' field. The 'Payer Name' field is highlighted with a red border, and a search dropdown menu is open, showing options: 'Search...', 'New name', and 'New payer name'. Below the search dropdown is a 'Details' section with fields for 'Amount', 'Effective Date', 'Paym. Date', 'Amount Type', 'Transaction Type', and 'Installment'. The 'Transaction Status' section includes checkboxes for 'Load', 'Modified', 'Processed', and 'Failed', along with a 'Reason for Transaction Failure' field. The status bar at the bottom indicates '6.1.1702.341 - CMSDEMO V6.1 8LXSGB2 SOL'.

5. Click the ellipsis button in the **Payer Name** field.
 6. Select **Search**.
- This opens the Search screen.

Accounts Receivable

Search for an existing record

Search

Name Search

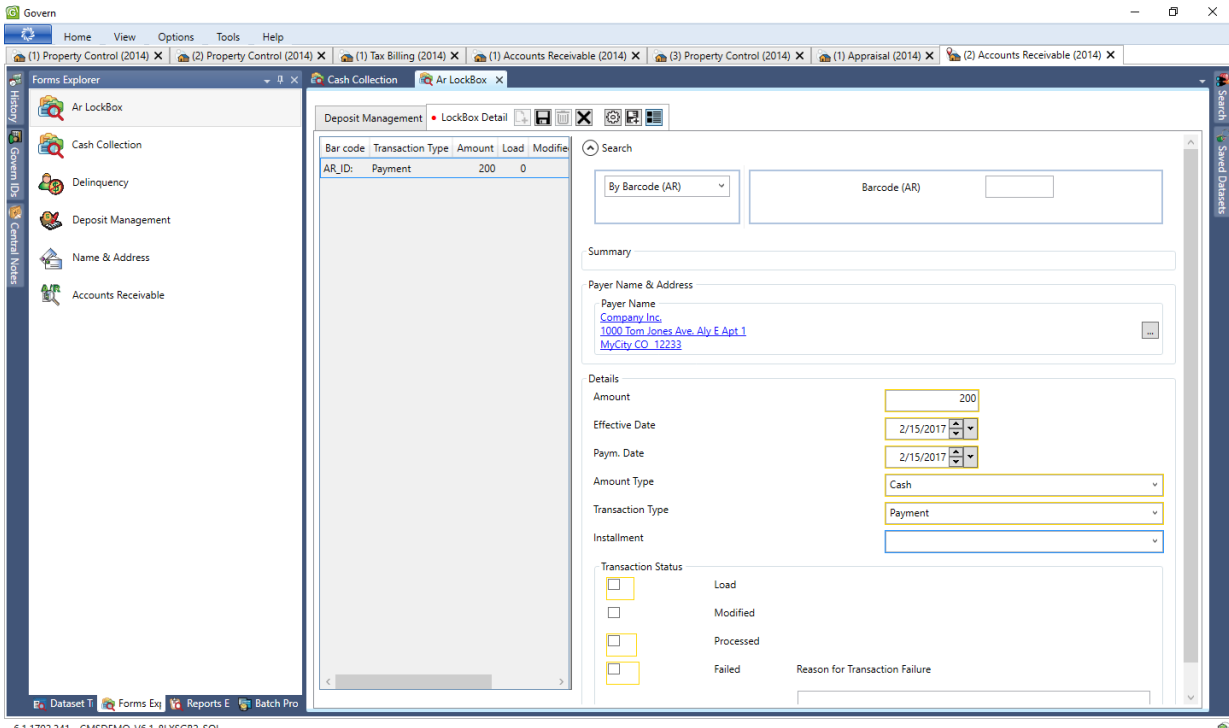
☐ By Last 10 Access Names
☒ By Name ID
☐ By Name
☐ By Taxpayer Account No.
☐ By Address (Name Record)

Name ID

na_id	format_code	name_desc
7000029	I	Holliday Todd
7000030	C	Company Inc.
4096	I	Verderame Frank
6425	I	Vandever W Henry
12219	I	Verderame Mary
21761	I	Varga Antal
21762	I	Varga Sandra
32914	I	Vanek Norma
37739	I	Venturella Elizabeth
38024	I	Weingart Felix
38025	I	Weingart Gertrude
42201	I	Vario Marie

0 of 25 Selected

7. Enter your criteria and click Enter.
8. Select a name record from the results.
The name is automatically added to the form.



Completing the Name and Address Information After Saving an A/R Record

In this scenario, the Name and Address information is entered after the Accounts Receivable or Cash Collection record is completed.

Configuration

To open the Name and Address form in Modal Mode, the following parameters must be selected for the **CC_PayerName_Control**:

- CanCreateNames: Selected
- FastNameCreation: Selected
- SelectedFormNameInProfile: NA001 - Name & Address

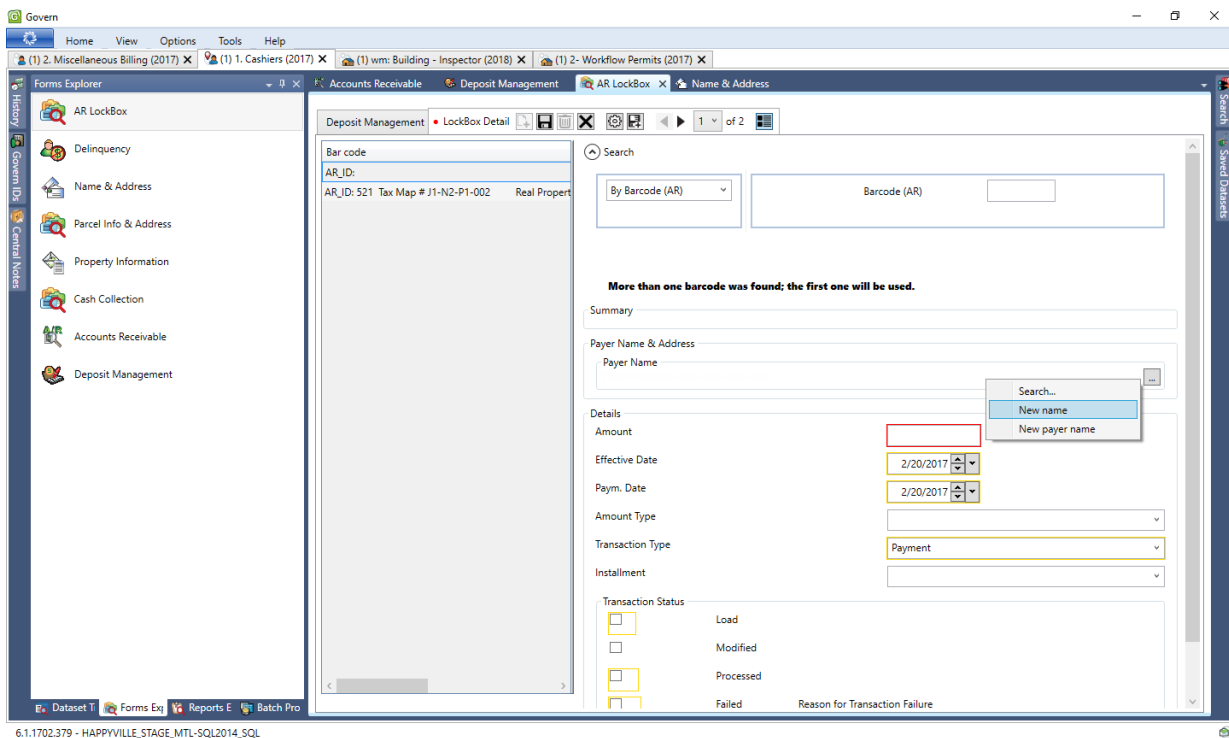
Note: The Name and Address form must be in the same Profile.

Accounts Receivable

Completing the Information in Govern

To complete the Name and Address information after saving a record:

1. Launch Govern.
2. Open a Profile that contains the A/R Lockbox form.
3. Select the A/R Lockbox form.
4. Click **New** to create a new record.



The screenshot shows the Govern application window with the 'Name & Address' form open. The form is titled 'Deposit Management - LockBox Detail' and shows a list of records on the left. The main form area contains fields for 'Payer Name & Address', 'Details', and 'Transaction Status'. A search box is visible at the top right of the form area. A message box is displayed over the 'Payer Name' field, asking the user to complete the Name and Address record after saving the current A/R Lockbox record. The message box contains a 'Search...' button and two options: 'New name' and 'New payer name'.

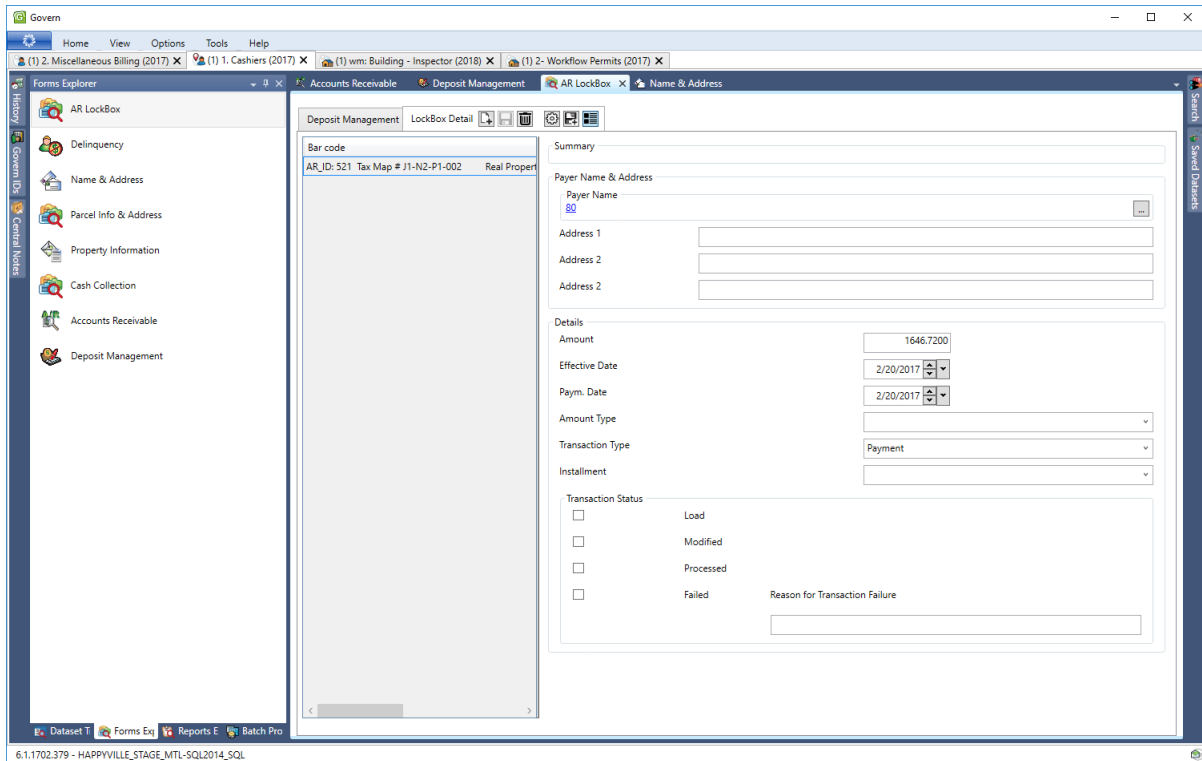
5. Click the ellipsis button in the **Payer Name** parameter.
6. Select **New Name**.

A message appears in the Payer Name parameter asking you to complete the Name and Address record after saving the current A/R Lockbox record.

7. Click **Save**.

A link appears in the Payer Name parameter.

Using the Payer Name Control in Govern



The screenshot shows the Govern software interface with the 'Name & Address' form open. The form is titled 'Deposit Management' and 'LockBox Detail'. The 'Bar code' field displays 'AR_ID: 521 Tax Map # J1-N2-P1-002 Real Property'. The 'Payer Name & Address' section includes a 'Payer Name' field with the value '80', and three address fields: 'Address 1', 'Address 2', and 'Address 3'. The 'Details' section contains fields for 'Amount' (1646.7200), 'Effective Date' (2/20/2017), 'Paym. Date' (2/20/2017), 'Amount Type', 'Transaction Type' (Payment), and 'Installment'. The 'Transaction Status' section has checkboxes for 'Load', 'Modified', 'Processed', and 'Failed', and a 'Reason for Transaction Failure' field.

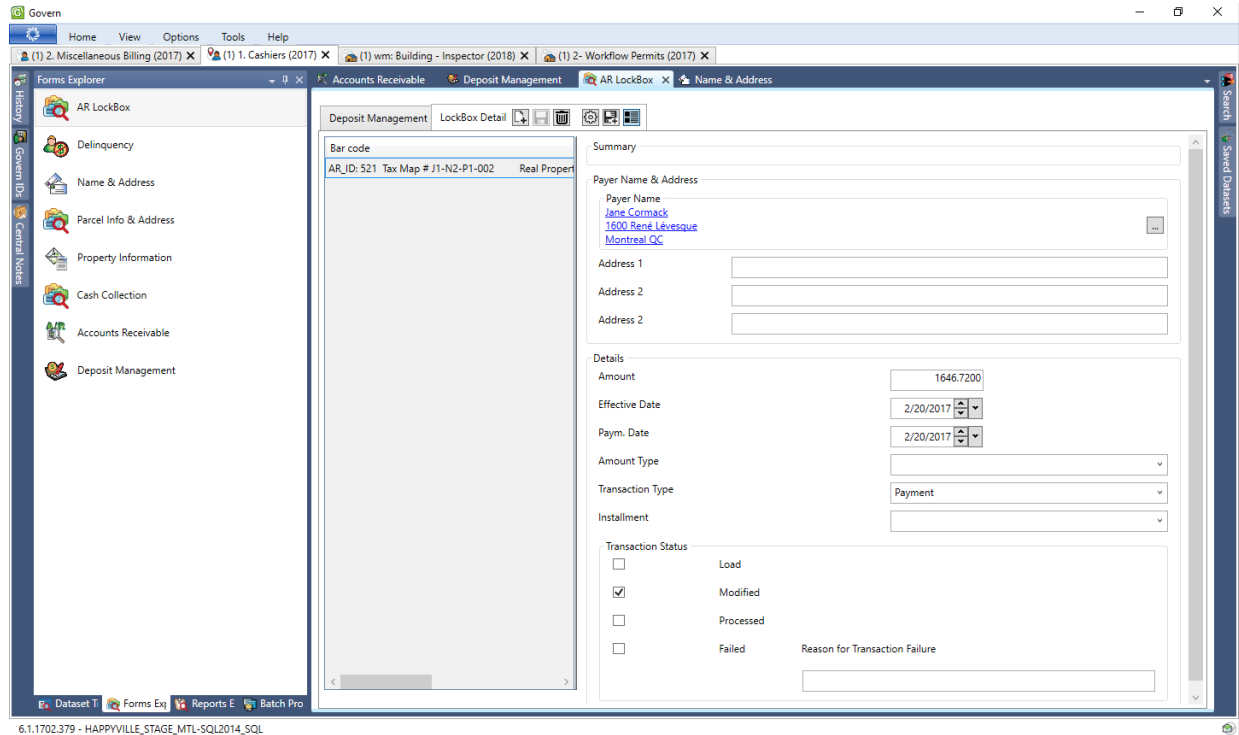
8. Click the link in the **Payer Name** parameter.

This opens the Name and Address form.

9. Enter the required information on the Name and Address form and click **Save**.

The updated information is automatically added to the A/R form.

Accounts Receivable



The screenshot shows the 'Accounts Receivable' form in the 'Name & Address' tab. The 'Payer Name & Address' section contains the following information:

- Payer Name: Jane Cormack, 1600 René Lévesque, Montreal QC
- Address 1: [Empty]
- Address 2: [Empty]
- Address 3: [Empty]

The 'Details' section includes the following fields:

- Amount: 1646.7200
- Effective Date: 2/20/2017
- Paym. Date: 2/20/2017
- Amount Type: [Empty]
- Transaction Type: Payment
- Installment: [Empty]

The 'Transaction Status' section has the following options:

- ☐ Load
- ☒ Modified
- ☐ Processed
- ☐ Failed

A 'Reason for Transaction Failure' field is also present.

6.1.1702.379 - HAPPYVILLE_STAGE_MTL-SQL2014_SQL

Completing the Name and Address Information Before Saving the Record

In this scenario, the name and address information is entered when the New Name option is selected. This action opens the Name and Address form directly.

Configuration

To open the Name and Address form directly from the Payer Name control in Govern, the following parameters must be selected in the OFD for the **CC_PayerName_Control**:

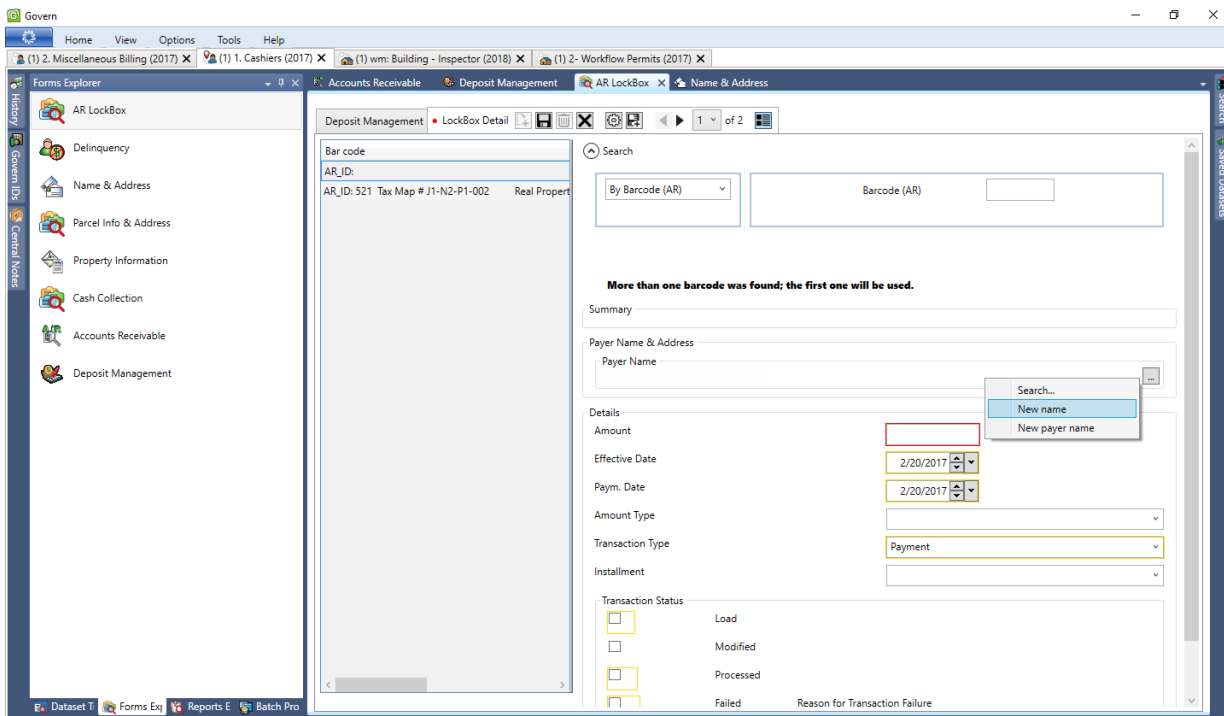
- CanCreateNames: Selected
- FastNameCreation: Unselected
- SelectedFormNameInProfile: NA001 - Name & Address

Note: The Name and Address form must be in the same Profile as the A/R form.

Completing the Information in Govern

To complete the Name and Address information after saving a record:

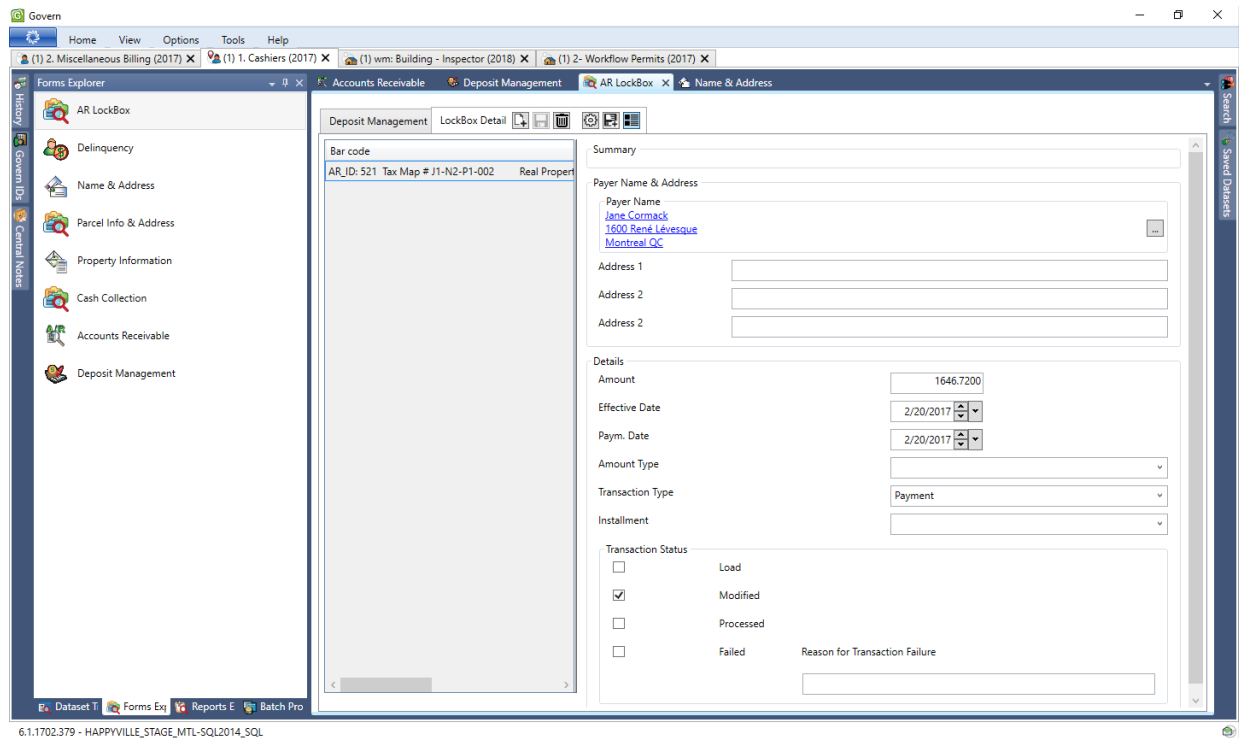
1. Launch Govern.
2. Open a Profile that contains the A/R Lockbox form.
3. Select the A/R Lockbox form.
4. Click **New** to create a new record.



6.1.1702.379 - HAPPYVILLE_STAGE_MTL-SQL2014_SQL

5. Click the ellipsis button in the **Payer Name** parameter.
 6. Select **New Name**.
- The Name and Address form opens in the Profile.
7. Enter the required information on the Name and Address form and click **Save**.

The updated information is automatically added to the Payer Name parameter.



The screenshot displays the Govern Accounts Receivable application interface. The 'Forms Explorer' on the left lists various forms, with 'Name & Address' selected. The main window shows the 'Name & Address' form in modal mode, displaying details for a specific account (AR_ID: 521, Tax Map # J1-N2-P1-002, Real Property). The form includes fields for Payer Name & Address, Address 1, Address 2, Amount (1646.7200), Effective Date (2/20/2017), Paym. Date (2/20/2017), Amount Type, Transaction Type (Payment), and Transaction Status (Load, Modified, Processed, Failed). The 'Transaction Status' section shows 'Modified' as the selected status.

6.1.1702.379 - HAPPYVILLE_STAGE_MTL-SQL2014_SQL

Opening the Name and Address Form in Modal Mode

In this scenario, the Name and Address form is opened in Modal mode. A modal form is opened in a secondary window. The focus is on this form. All other forms are disabled. No actions can be performed on any other forms until the modal form is closed. If the ID setters, for the Modal form, are different from the previously selected form, they do not change the Govern IDs in the tree view.

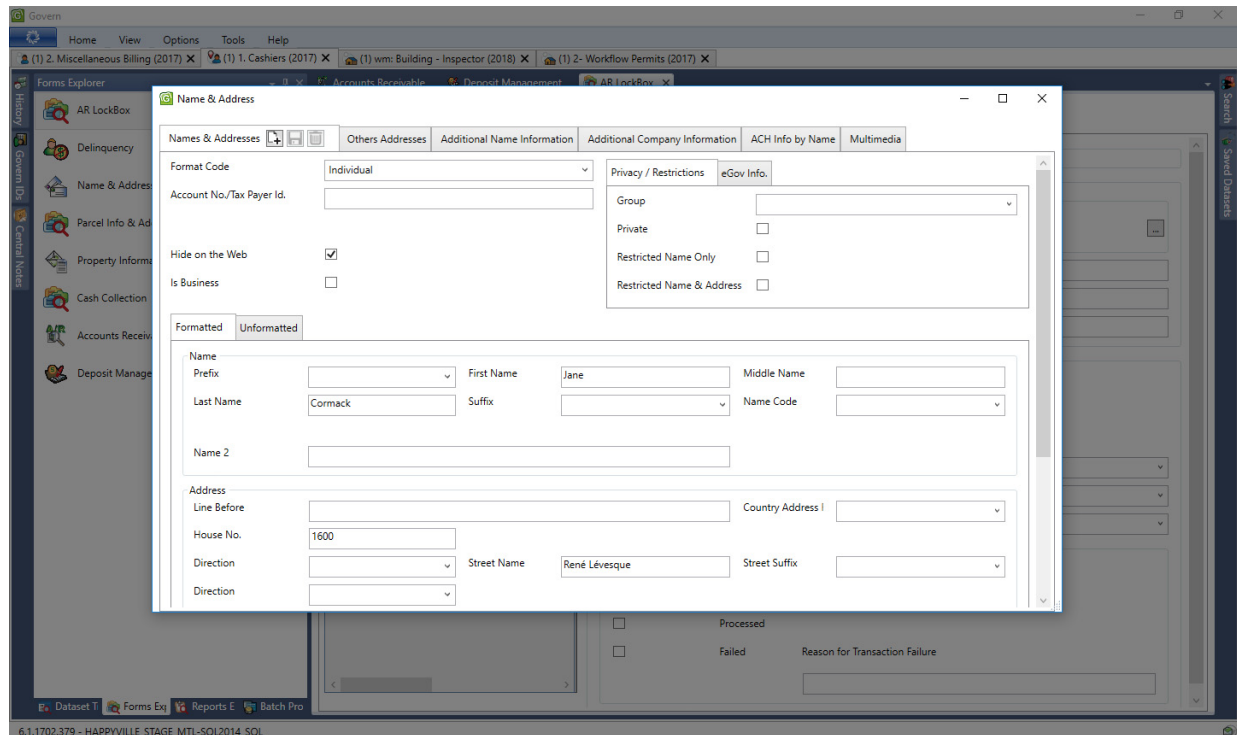
Configuration

To open the Name and Address form in Modal Mode, the following parameters must be selected for the **CC_PayerName_Control**:

- CanCreateNames: Selected
- FastNmeCreation: Selected
- OpenFormAsModal: Selected
- SelectedFormNameInProfile: NA001 - Name & Address

Opening the Name and Address Form in Modal Mode

The procedure for opening a form in Modal Mode is the same as for opening it in a Profile. The following screen shot shows the Name and Address form opened in Modal Mode:



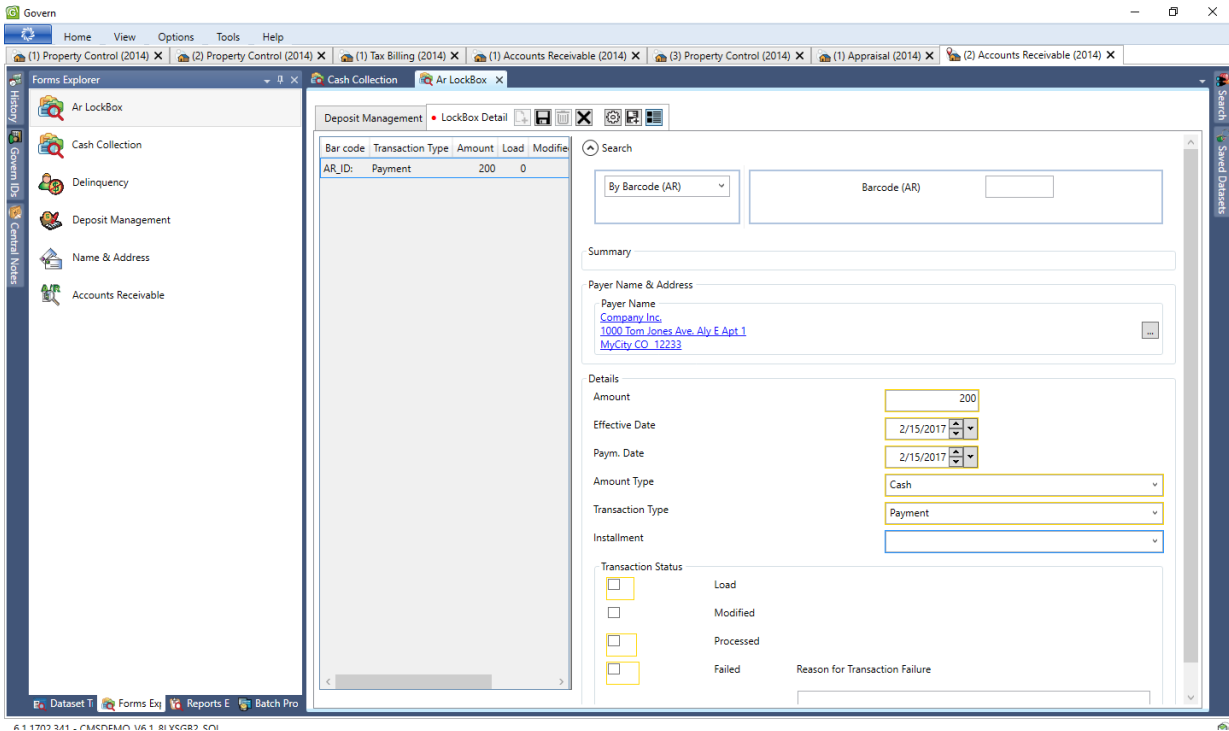
The screenshot shows the 'Name & Address' form in Modal Mode. The form is titled 'Name & Address' and has several tabs: 'Names & Addresses', 'Others Addresses', 'Additional Name Information', 'Additional Company Information', 'ACH Info by Name', and 'Multimedia'. The 'Names & Addresses' tab is active.

Form Fields:

- Format Code:** Individual (dropdown)
- Account No./Tax Payer Id.:** (text field)
- Hide on the Web:** ☒
- Is Business:** ☐
- Privacy / Restrictions:**
 - Group:** (dropdown)
 - Private:** ☐
 - Restricted Name Only:** ☐
 - Restricted Name & Address:** ☐
- Formatted / Unformatted:** (tabs, 'Formatted' is selected)
 - Name:**
 - Prefix:** (dropdown)
 - First Name:** Jane (text field)
 - Middle Name:** (text field)
 - Last Name:** Cormack (text field)
 - Suffix:** (dropdown)
 - Name Code:** (dropdown)
 - Name 2:** (text field)
 - Address:**
 - Line Before:** (text field)
 - Country Address I:** (dropdown)
 - House No.:** 1600 (text field)
 - Direction:** (dropdown)
 - Street Name:** René Lévesque (text field)
 - Street Suffix:** (dropdown)
 - Direction:** (dropdown)

At the bottom of the form, there are checkboxes for 'Processed' and 'Failed', and a text field for 'Reason for Transaction Failure'.

Accounts Receivable



Adding a New Payer Name On The Fly

In this scenario, a new payer name is added to the A/R form. This is for information purposes. The name is not added to the Govern database.

Configuration

To open the Name and Address form directly from the Payer Name control in Govern, the following parameters must be selected in the OFD for the **CC_PayerName_Control**:

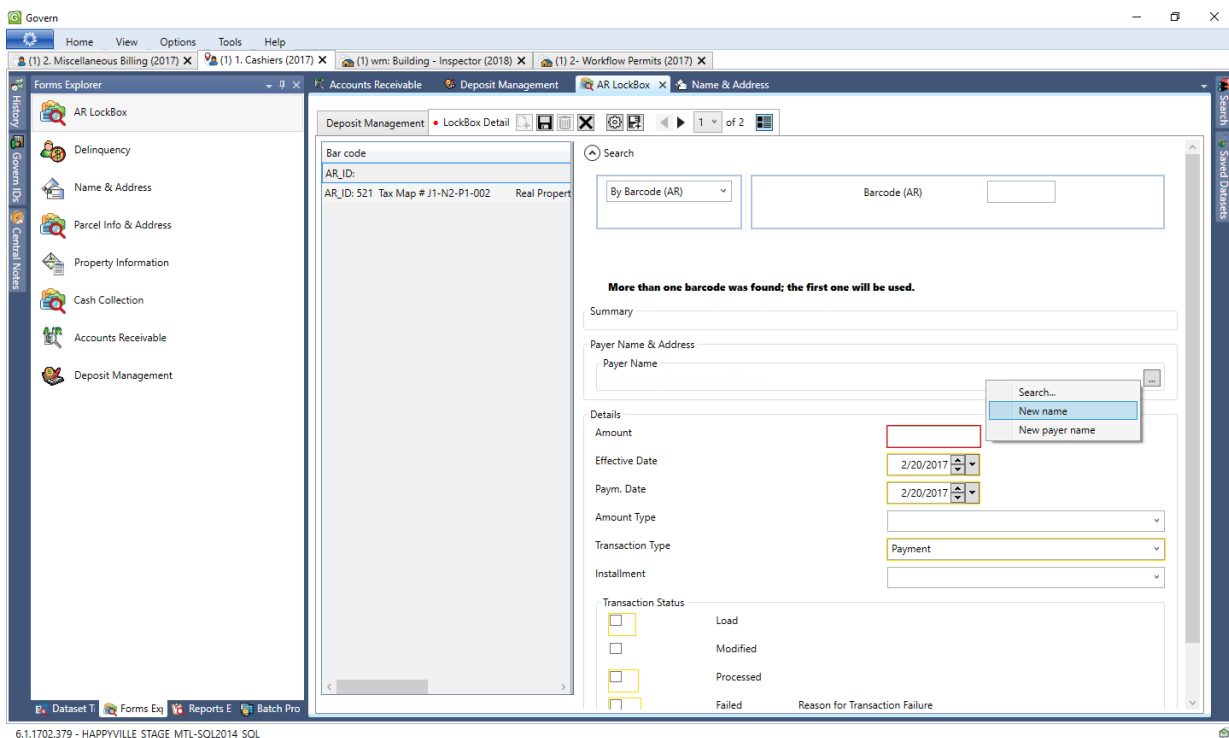
- CanCreatePayerNames: Selected
- FastNameCreation: Unselected
- SelectedFormNameInProfile: NA001 - Name & Address

The Name and Address form must be in the same Profile as the A/R form if you are creating a direct link.

Completing the Information in Govern

To complete the Name and Address information after saving a record:

1. Launch Govern.
2. Open a Profile that contains the A/R Lockbox form.
3. Select the A/R Lockbox form.
4. Click **New** to create a new record.



The screenshot shows the Govern software interface with the 'Name & Address' form open. The form is titled 'Deposit Management - LockBox Detail' and shows a list of records with columns for 'AR_ID', 'Tax Map #', and 'Real Property'. The first record is selected: 'AR_ID: 521 Tax Map # J1-N2-P1-002 Real Property'. The form has a 'Search' section with a dropdown menu set to 'By Barcode (AR)' and a text input field for 'Barcode (AR)'. Below this, a message states: 'More than one barcode was found; the first one will be used.' The form is divided into 'Summary' and 'Details' sections. The 'Summary' section has a 'Payer Name & Address' section with a 'Payer Name' field. The 'Details' section has fields for 'Amount', 'Effective Date', 'Paym. Date', 'Amount Type', 'Transaction Type', and 'Installment'. A 'Transaction Status' section has checkboxes for 'Load', 'Modified', 'Processed', and 'Failed'. A 'Reason for Transaction Failure' field is also present. A pop-up menu is displayed over the 'Payer Name' field, showing options: 'Search...', 'New name', and 'New payer name'.

5. Click the ellipsis button in the **Payer Name** parameter.
The pop-up menu is displayed.
6. Select **Payer Name**.
7. Enter the required information in the Payer Name parameter.
8. Click **Save**.