

Appendix A: A/R Transaction Rules

Overview

This table lists the Accounts Receivable transaction rules by transaction type. *For descriptions of the columns, see General Notes on page 305.*

Sign Reversal	Trans Type	+ / -	Class Code Req'd	a/i	Affected Column	G/L Class Code Origin	GL Account Debit	GL Account Credit	Mandatory G/L Accounts in Admin	Notes
N/A	Blank	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Cash Revenue A/R only if Deferred Revenue entered If the Pen./Int. breakdown option is on Pen. Revenue Pen. A/R only if Pen. Deferred Revenue entered	If a class code is used by multiple transaction types, it cannot have an associated transaction type in GNA. Refer to the transaction type for specific A/R and G/L processing.
No	inv	+	Yes	a	Principal	Current A/R Class	A/R	Def. Revenue or Revenue	Cash Revenue A/R only if Def. Revenue entered	No accounting entries if A/R does not exist

Sign Reversal	Trans Type	+ / -	Class Code Req'd	a/i	Affected Column	G/L Class Code Origin	GL Account Debit	GL Account Credit	Mandatory G/L Accounts in Admin	Notes
		-		i	Credited		Def. Revenue or Revenue	A/R		<p>No accounting entries if A/R does not exist</p> <p>Credit against the same A/R Class only</p> <p>Records with balances are credited first. Then, payment portion of paid records are removed using the same rule as for payment reversal. The paid portion is then reapplied on class code records with balances, using the payment rule. If cash is unapplied, an open cash credit record is created using the och rule.</p> <p>If the credit is greater than the amount billed or adjusted for a class code, an open credit record is created using the ocr rule.</p>
No	adj dup mcr ovr td tt tx	+	Yes	a	Adjustment	Current A/R Class	A/R	Def. Revenue or Revenue	Cash Revenue A/R only if Deferred Revenue entered	Dup & ovr type are system generated based on cash collection option.

Sign Reversal	Trans Type	+ / -	Class Code Req'd	a/i	Affected Column	G/L Class Code Origin	GL Account Debit	GL Account Credit	Mandatory G/L Accounts in Admin	Notes
		-	No	i	Credited	A/R Class of Applied Record	Def. Revenue or Revenue	A/R		<p>No accounting entries if A/R does not exist.</p> <p>If Class is blank cannot be greater than Principal</p> <p>If Class entered, will credit record for that class only</p> <p>Records with balances are credited first. Then, payment portions of paid records are removed using the same rule as the payment reversal. The paid portion is then reapplied on class code records with balances using the payment rule. If cash is left unapplied, an open cash credit record is created using the och rule.</p> <p>If the credit is greater than the amount billed or adjusted for a class code, an open credit record is created using the ocr rule.</p>

Sign Reversal	Trans Type	+ / -	Class Code Req'd	a/i	Affected Column	G/L Class Code Origin	GL Account Debit	GL Account Credit	Mandatory G/L Accounts in Admin	Notes
No	ab	+	Yes	i	Abated	Current A/R Class A/R Class of Applied Record Current A/R Class A/R Class of Applied Record	Def. Revenue or A/R Def. Revenue or Revenue Revenue A/R	Revenue A/R Def. Revenue or A/R Def. Revenue or Revenue	A/R Revenue	Records with balances are abated first. Then payment portions of paid records are removed using the same rule as for payment reversals. The paid portion is then reapplied on any class code records with balances using the payment rule. If cash is left unapplied, an open cash credit record is created using the och rule.
No	ab	-	Yes	i	Abated	A/R Class of Applied Record				Cannot be greater than previously entered abatement
No	chg dmd fee int pen tri tti ttp	+	Yes	a	Charge Demand Fee Interest Penalty	Current A/R Class	Part of Cash Transaction: Cash Otherwise: Penalty A/R	Part of Cash Transaction: Penalty Revenue Otherwise: Penalty Def. Revenue or Penalty Revenue	Cash Penalty Revenue Penalty A/R only if Penalty Deferred Revenue entered	No accounting entries if Penalty A/R does not exist

Sign Reversal	Trans Type	+ / -	Class Code Req'd	a/i	Affected Column	G/L Class Code Origin	GL Account Debit	GL Account Credit	Mandatory G/L Accounts in Admin	Notes
		-	No	i	Credited_I	A/R Class of Applied Record	Part of Cash Transaction: Penalty Revenue Otherwise: Penalty Def. Revenue or Penalty Revenue	Part of Cash Transaction: Cash Otherwise: Penalty A/R		<p>Cannot be greater than the balance due for the Trans. Code Category.</p> <p>If class entered, only the record of that class is credited. Cannot be greater than balance due for the Trans. Code Category and class.</p> <p>Records with balances are credited (CREDITED_I) first Then, payment portion of paid records (PAID_I) are removed using the same rule as for payment reversals. The paid portion si then reapplied on class code records with balances using the payment rule. If cash is unapplied, an open cash credit record is created using the och rule.</p>
Positive CC Trans	pmt vp	+O nly	No	i	PAID	A/R Class of Applied Record	Cash and Deferred Revenue (if exists)	(A/R or Revenue) and Revenue (If Deferred exists)	none	Cannot be negative
Yes	pdt	+ -	No	i	none	none	none	none	none	When date is reached, negative pdt is created and pmt record is created.

Sign Reversal	Trans Type	+ / -	Class Code Req'd	a/i	Affected Column	G/L Class Code Origin	GL Account Debit	GL Account Credit	Mandatory G/L Accounts in Admin	Notes
Yes	dct	+	Yes	i	Dis-counted	Current A/R Class	Discount Earned	A/R	A/R Discount Earned	Cannot be greater than Principal Balance due. If a class code is used, records are discounted for that class only.
						A/R Class of Applied Record	Deferred Revenue	Revenue		
		-				Current A/R Class	A/R	Discount Earned		Cannot be greater than total discounted for the specified class. Apply to all records if no class
						A/R Class of Applied Record	Revenue	Deferred Revenue		
No	dep	+	Yes	a	Deposit	Current A/R Class	Cash	A/R		No Impact on account balance
		-		i			A/R	Cash		Must equal previously entered deposit. When deposits are applied against the balance, it follows the pmt rules.

Sign Reversal	Trans Type	+ / -	Class Code Req'd	a/i	Affected Column	G/L Class Code Origin	GL Account Debit	GL Account Credit	Mandatory G/L Accounts in Admin	Notes
NO	ocr	In	Yes	a	Credited	Current A/R Class	Def. Revenue or Revenue	A/R	This record type should not be created in GNA.	System Generated Cannot be negative
		Out					A/R	Def. Revenue or Revenue		
NO	och	In	No	a	Paid	och A/R Class	Cash	A/R	Cash A/R	System Generated If class is entered, will apply to records for that class only Cannot be negative
		Out					A/R	Cash		
Negative CC Trans	rev	+	No	i	Paid	A/R Class of Applied Record	(A/R or Revenue) and Revenue (If Deferred exists)	Cash and Deferred Revenue (if exists)	none	
		-					Cash and Deferred Revenue (if exists)	(A/R or Revenue) and Revenue (If Deferred exists)		Can only reverse a previous rev transaction.
Negative CC Trans	rf	+	Yes	a	Refund	Current A/R Class	A/R or Revenue	Discount Earned (use as Refund Payable) or Cash	Cash (Revenue or A/R)	

Sign Reversal	Trans Type	+ / -	Class Code Req'd	a/i	Affected Column	G/L Class Code Origin	GL Account Debit	GL Account Credit	Mandatory G/L Accounts in Admin	Notes
		-		i			Discount Earned (use as Refund Payable) or Cash	A/R or Revenue		Cannot be greater than previously entered refund
Yes	sht	+	No	i	Credited	A/R Class of Applied Record	Def. Revenue or Revenue	A/R	Cash Revenue A/R only if Deferred Revenue entered	System generated (Govern for Windows only)
		-	Yes	a	Adj.	Current A/R Class	A/R	Def. Revenue or Revenue		
Yes	sht	+	No	i	Credited	Current A/R Class	Def. Revenue or Revenue	A/R	Cash Revenue A/R only if Deferred Revenue entered	System generated (Govern OpenForms v5.1.1311 & Higher)
		-	Yes	a	Adj.	Current A/R Class	A/R	Def. Revenue or Revenue		
No	tx1 tx2	+	Yes	a	TAX1 or TAX2	Current A/R Class	A/R	Def. Revenue or Revenue	Cash Revenue A/R only if Deferred Revenue entered	

Sign Reversal	Trans Type	+ / -	Class Code Req'd	a/i	Affected Column	G/L Class Code Origin	GL Account Debit	GL Account Credit	Mandatory G/L Accounts in Admin	Notes
		-		i	Subtract from TAX1 or TAX2		Def. Revenue or Revenue	A/R		Cannot be greater than previously charged taxes.
No	ajb	+	Yes	a	Adjusted _bill_d	Current A/R Class	A/R	Def. Revenue or Revenue	This record type should not be created in GNA.	System Generated
		-		i	Adjusted _bill_c	A/R Class of Applied Record	Def. Revenue or Revenue	A/R		
No	icr	+ -	Yes	a	CREDIT ED_I	Current A/R Class	Def. Revenue or Revenue of Trans. Class Code and A/R of Trans. Class Code A/R and Revenue	Def. Revenue or Revenue of Applied Record and A/R of Trans. Class Code	none	System Generated
Positive CC Trans	Trp (Payment Transfer)	+ Only	No	i	Paid	A/R Class of Applied Record	Cash and Deferred Revenue (if exists)	(A/R or Revenue) and Revenue (If Deferred exists)	none	(OpenForms Only) Cannot be Negative Activate the flag "Use OpenForms A/R Transactions for Payment Transfers" in GNA under A/R System Registry settings, To use the new payment transfer transaction types.

Sign Reversal	Trans Type	+ / -	Class Code Req'd	a/i	Affected Column	G/L Class Code Origin	GL Account Debit	GL Account Credit	Mandatory G/L Accounts in Admin	Notes
Negative CC Trans	Trr (Payment Transfer Reversal)	- Only	No	i	Paid	A/R Class of Applied Record	Cash and Deferred Revenue (if exists)	(A/R or Revenue) and Revenue (If Deferred exists)	none	(OpenForms Only) Can partially reverse a payment Can reverse or not charges (Interest, Penalty, ... etc) Activate the flag "Use Openforms A/R Transactions for Payment Transfers" in GNA under A/R System Registry settings, To use the new payment transfer transaction types.

General Notes

The following rules apply to all transaction types with an optional A/R Class Code:

- If an A/R Class Code is entered, only the record for that specific class is credited or updated.
- If the A/R Class Code parameter is left blank, the records for all A/R Class Codes are updated.
- If the A/R Class Code parameter is left blank, the entered amount must be less than or equal to the balance due for the transaction code and category.

Legend

Yellow highlighting indicates that the information is specific to Govern for Windows.

Transaction Rules Column Headings

This section defines the column headings in the Transaction Rules table.

Trans Type

This column displays the abbreviations for each transaction type. The full names and descriptions are provided in *Appendix B A/R Transaction Types* on page 308.

+/-

This column displays + or - depending on whether the rule applies to a positive or negative transaction.

Sign Reversal

Yes: Both positive and negative transactions are possible for the transaction type.

No: Only the sign that was used when the transaction was entered is possible.

Transaction types that support sign reversal are as follows:

Positive CC Trans: Positive cash collection transactions.

Negative CC Trans: Negative cash collection transactions, such as reversals or refunds.

Class Code Required

Yes is displayed if a class code is required, Otherwise, the field is blank.

a/i

Transaction records can be applied (a) or informative (i):

Applied records (a) contain a balance and are assigned to an account. The balance appears beside the affected column, such as. PRINCIPAL or ADJUSTMENT.

Informational records (i) do not contain balances, but refer to applied records.

Affected Column

The Affected Column is the column where the information is stored in the AR_DETAIL and AR_SUMMARY tables.

G/L Account (Debit / Credit)

These columns list the valid G/L accounts for the transaction type.

Notes

This column contains additional notes for the transaction types, when applicable.

Appendix B: A/R Transaction Types

The following table provides a description and abbreviation for each A/ R transaction type. The transaction types are saved to VT_SY_ ARTRTYPE in the Govern database. They are used to populate the Transaction Type fields, on the A/R Class Parameters form on the A/R Transaction forms.

Code	Transaction Type	Description
ab	Abatement/Exemption	A reduction of a payment or release from a payment.
adj	Adjustment	A modification made on an account or bill.
ajb	Adjusted Bill	A modification made to a Partial Billing record.
chg	Charge	An amount applied on an account or bill.
dct	Discount	A reduction on the total value or gross amount.
dep	Deposit	An amount of money placed in a bank.
dmd	Demand	A special charge applied to delinquent bills. This is used in the Motor Vehicle Excise Tax subsystem.
dup	Duplicate Payment	A second payment made to cover an amount already paid.
fee	Fee	An amount charged for a service or product.
int	Interest	A charge, usually a percentage, applied on delinquent bills or borrowed money.
inv	Billed (Invoice)	A list of itemized amounts for goods and services.
mcr	Misc. Cash Receipt	An amount charged for an item not covered by other categories.
och	Open Cash Credit	A credit generated from a cash payment.
ocr	Open Credit	A credit generated from an adjustment.

Code	Transaction Type	Description
ovr	Overpayment	<p>An adjustment generated from an overpayment on installment. This is specific to the <i>Real Estate Tax Assessment & Billing</i> module only. It is only used in that module.</p> <p>Note: The Over, Short, and Duplicate Method option must be selected on the <i>A/R General Parameters</i> form in GNA.</p>
pdt	Postdated Payment	A payment dated later than the current date.
pen	Penalty	A charge applied on delinquent accounts.
pmt	Payment	An amount of money given in exchange for goods or services.
rev	Payment Reversal	A transaction made to correct a payment made in error that is posted or a Not Sufficient Funds (NSF) check that is processed.
rf	Refund	An amount of money returned when an overpayment is made.
sht	Over & Short	An amount generated from the <i>Automatic Generation of Over & Short</i> batch process.
td	Tax Deferral	A postponed tax payment.
tri	Transferred To Tax (I/P)	An interest or penalty charge transferred from the Special Assessment subsystem.
trp	Payment Transfer	When you create a Payment Transfer in Govern OpenForms, a Payment Transfer (trp) transaction is automatically created in the account to which the payment is transferred; i.e., the payment is added to this account. At the same time, a Payment Transfer Reversal is created in the account from which the payment is transferred.
trr	Payment Transfer Reversal	When you create a Payment Transfer in Govern OpenForms, a Payment Transfer Reversal (trr) transaction is automatically created in the account from which the payment is transferred; i.e., the original payment is removed from this account. At the same time, a Payment Transfer is created in the account to which the payment is transferred.
tt	Tax Title / Lien	A charge applied on property for the fulfillment of a debt or duty.
tti	Tax Title Lien (Interest)	The interest generated from the tax title.

Code	Transaction Type	Description
tto	Transferred Principal	The amount of principal transferred to tax.
ttp	Transferred (Interest and Penalty)	The amount of interest and penalty transferred to tax.
ttx	Transferred To Tax	The total amount transferred, including principal and interest.
tx1	Sales Tax 1	A Sales Tax calculation method in which the first and second taxes are added together; then, applied to the bill.
tx2	Sales Tax 2	A Sales Tax calculation method in which the first tax is added to the bill; then, the second tax is calculated on this amount.
vp	Voluntary Payment (Advance Payment)	<p>An amount that is paid before a bill is received. For example, a taxpayer may forward a payment to cover bills during a planned absence.</p> <p>Note: If you select <i>Voluntary Payment</i>, as the transaction type, on the Payment Data Entry form, an AR_ID must already exist for the person or property associated with the payment.</p>