

## Accounts Receivable

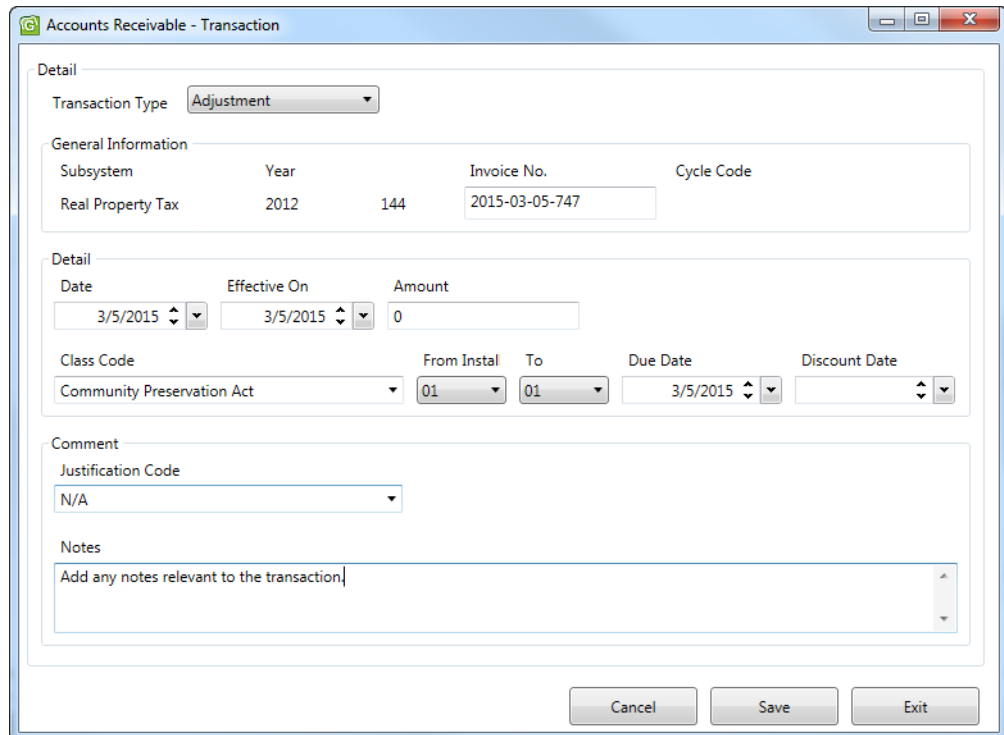
# A/R Transaction

### Overview

The *Transaction* form is used for a number of Accounts Receivable transaction types, including abatements, charges, fees, and duplicate payments. It is used for viewing existing transactions, creating new ones, and for applying modifications to an account or bill.

To access this form:

1. Launch Govern.
2. Open a Profile with a Accounts Receivable module.  
The *Accounts Receivable Inquiry* form opens.
3. Right-click on a record in the Summary section.
4. Select **Transaction** from the drop-down list



The screenshot shows the 'Accounts Receivable - Transaction' window. It contains several sections: 'Detail' with a 'Transaction Type' dropdown set to 'Adjustment'; 'General Information' with fields for 'Subsystem' (Real Property Tax), 'Year' (2012), 'Invoice No.' (144), and 'Cycle Code' (2015-03-05-747); another 'Detail' section with 'Date' (3/5/2015), 'Effective On' (3/5/2015), and 'Amount' (0); 'Class Code' (Community Preservation Act), 'From Instal' (01), 'To' (01), 'Due Date' (3/5/2015), and 'Discount Date'; 'Comment' with a 'Justification Code' dropdown set to 'N/A'; and 'Notes' with a text area containing 'Add any notes relevant to the transaction'. At the bottom are 'Cancel', 'Save', and 'Exit' buttons.

**Saving a Transaction:** Click **Save** to save a new or modified record.

**Exit / Cancel:** Click the **Exit** or **Cancel** button to close. A confirmation message appears if there are unsaved modifications.

## Selecting a Transaction Type

**Transaction Type:** Select one of the following Accounts / Receivable transaction types from the drop-down list (Table: VT\_SY\_ ART1TYPE).

- **Abatement/Exemption** (ab): A reduction of a payment or release from a payment.
- **Adjustment** (adj): A modification made on an account or bill.
- **Charge** (chg): An amount applied on an account or bill.
- **Discount** (dct): A reduction on the total value or gross amount.
- **Demand** (dmd): A special charge applied to delinquent bills. This is used in the Motor Vehicle Excise Tax subsystem.
- **Duplicate Payment** (dup): A second payment made to cover an amount already paid.
- **Fee** (fee): An amount charged for a service or product.
- **Interest** (int): A charge, usually a percentage, applied on delinquent bills or borrowed money.
- **Miscellaneous Cash Receipt** (mcr): An amount charged for an item not covered by other categories.
- **Overpayment** (ovr): An adjustment generated from an overpayment on an installment. This is used in the *Real Estate Tax Assessment and Billing* module only.

If you are using this transaction type, the Over, Short & Duplicate Method option must be selected on the *Accounts Receivable General Parameters* form in GNA.

- **Penalty** (pen): A charge applied on delinquent accounts.
- **Over & Short** (sht): An amount generated from the *Automatic Generation of Over & Short* batch process.
- **Tax Deferral** (td): A postponed tax payment.
- **Transferred to Tax** (I/P): An amount transferred to tax.
- **Tax Title / Lien** (tt): A charge applied on property for the fulfillment of a debt or duty.
- **Transferred Principal** (tto): The amount of principal transferred to tax.
- **Sales Tax 1** (tx1): A Sales Tax calculation method in which the first and second taxes are added together; then, applied to the bill.
- **Sales Tax 2** (tx2): A Sales Tax calculation method in which the first tax is added to the bill; then, the second tax is calculated on this amount.

## Accounts Receivable

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The following transaction types can be selected by right-clicking on a record in *A/R Inquiry* form:

- **Refunds** (rf): An amount of money returned when an overpayment has been made.
- **Payment Reversal** (rev): A correction made when an payment error has been entered and posted or a Not Sufficient Funds (NSF) check has been processed.
- **Payment Transfer**: A correction made to transfer a payment from one account to another. This can be used when payments are entered in the wrong account.

The following Accounts / Receivable transaction types can be selected from either the Transaction Type menu or from by right-clicking on a transaction.

- Abatement / Exemption
- Adjustment
- Charge
- Demand
- Fee
- Interest
- Penalty

*For a complete list and description of the transaction types, see **A/R Transaction Types** on page 298.*

## General Information

General Information			
Subsystem	Year	Invoice No.	Cycle Code
Real Property Tax	2012	144	<input type="text" value="2015-03-05-747"/>

**Subsystem:** The subsystem for the record or entry selected on the *A/R Inquiry* form is displayed.

**Year:** This field displays the fiscal year of the record.

**Bill Number:** This field displays the bill number for the selected record.

**Invoice No.** Enter an invoice number for the transaction.

**Cycle Code:** This field displays the Cycle Code corresponding to the record (Table: VT\_USR\_ARCYCLE).

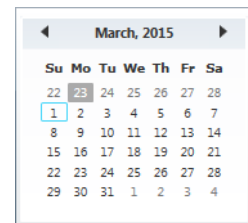
The Cycle Code is available for the Real Property Tax module only. It is used for tax billing cycles and is linked to the A/R Class Code in GNA.

## Detail

Detail

Date	Effective On	Amount			
3/5/2015	3/5/2015	0			
Class Code	From Instal	To	Due Date	Discount Date	
Community Preservation Act	01	01	3/5/2015		

**Entry Date:** This field displays the date the transaction is entered. By default, this is the current date. To change the date, click the calendar beside this field and select a new date.



**Effective On:** This is the date the transaction comes into effect. If an interest method is applied, this is the date from which interest charges are calculated. For example, interest charges could begin 30 days from the effective date. To enter an effective date, click the calendar beside the field and select a new date.

**Amount:** Enter the value of the transaction.

**Note:** When entering amounts for transactions such as discounts and abatements, a positive amount creates a credit on the account. Negative amounts are entered only for corrections or reversals of prior transactions.

**Class Code:** Select an A/R Class Code from the drop-down list (Table: VT\_USR\_AR\_CLASS).

**From / To Installment Number:** Select the numbers corresponding to the installment period for the transaction: first, second, third, fourth installment or total (Table: VT\_SY\_INSTALL).

## Accounts Receivable

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**Due Date:** Click the calendar icon beside the **Due Date** field and select the date the transaction is due, if applicable.

**Discount Date:** Click the calendar icon beside the Discount Date field and select the final date for a discount on the transaction.

The Due Date and Discount Date fields are available for the following transaction types: Adjustment, Misc. Cash Receipt, Tax Deferral, Tax Title / Lien, Transferred Principal, Sales Tax 1, and Sales Tax 2.

## Comment

Comment

Justification Code

N/A

Notes

Add any notes relevant to the transaction.

**Justification Code:** Select the **Justification Code** to explain the reason for the transaction (Table: VT\_USR\_ARREASON).

**Notes:** Enter any notes or comments applicable to the transaction.