



**GOVERNMENT OF NEWFOUNDLAND AND LABRADOR
DEPARTMENT OF FINANCE**

AR MASTER ITEMS (REVENUE)

Action Required:

- Add Line Item
- Change Existing Line Item
- Inactivate Line Item

MASTER ITEM SHORT NAME	MASTER ITEM DESCRIPTION	UNIT OF MEASURE	TAX CODE TYPE	SALES ACCOUNT

Department Name: _____ **Requested By :** _____ **Date:** _____

OPERATIONAL MANAGEMENT & STRATEGIC PLANNING DIVISION USE ONLY:

ACTIONED ON: _____

ACTIONED BY: _____

APPROVED DATE: _____

APPROVED BY: _____

Instructions for Completing the AR Master Items Form

Note: A master item relates to the goods or services sold by departments. Line items will point to the appropriate revenue accounting flexfield.

1. General:

This form should be completed when a Department needs to Add, Change or Inactive a Master Item for the processing of Revenue Invoices in the AR Module.

2. Action Required:

Check the appropriate block for action required.

3. Master Item Short Name:

The master item short name is what the users will see the Account Receivable System. This field has a maximum of 17 characters which include the departmental identifier.

E.g. FIN-WHLSALERS LIC

4. Master Item Description:

The master item description is the full description of the short name master item type. This field has a maximum of 30 characters.

E.g. Gasoline Wholesalers Tax

5. Unit of Measure:

The unit of measure is to be completed for all items. The most common standard unit of measure is EACH. The types are EACH, KILOMETRE or MILE, TON, etc.

6. Tax Code Type:

The tax code type must be indicated for all master item types setup in Oracle. The types are EXEMPT, HST OR GST.

7. Sales Account:

This is the accounting distribution that relates to the master item type to be added.

E.g. 01-0541-540-9940-2170-000000-0000 or
01-0541-540-9940-2170-123456-0000

8. Department Name:

Department name corresponding to master item department identifier.

9. Requested By:

Appropriate authority in Accounts Receivables section.

10. Date

Date requested form completed.

11. Operational Management & Strategic Planning Division Use Only:

Not to be completed by Department.

Actioned on and By to be signed by the Security Group in OMSP Division, Dept of Finance

Approved on and By to be signed by the Manager of the OMSP Division, Dept of Finance