



**GOVERNMENT OF NEWFOUNDLAND & LABRADOR  
DEPARTMENT OF FINANCE  
AR TRANSACTION TYPE (BALANCE SHEET)**

Action Required:

- \_\_\_ Add Transaction Type
- \_\_\_ Change Transaction Type Description
- \_\_\_ Change Receivables Account
- \_\_\_ Inactivate Transaction Type

TRANS TYPE SHORT NAME	TRANSACTION DESCRIPTION	RECEIVABLES ACCOUNT
		01-9999-701-9901-____-000000-0000
		01-9999-701-9901-____-000000-0000
		01-9999-701-9901-____-000000-0000
		01-9999-701-9901-____-000000-0000
		01-9999-701-9901-____-000000-0000
		01-9999-701-9901-____-000000-0000
		01-9999-701-9901-____-000000-0000
		01-9999-701-9901-____-000000-0000
		01-9999-701-9901-____-000000-0000
		01-9999-701-9901-____-000000-0000
		01-9999-701-9901-____-000000-0000

**Department Name:** \_\_\_\_\_ **Department Approval:** \_\_\_\_\_

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OPERATIONAL MANAGEMENT & STRATEGIC PLANNING DIVISION USE ONLY:

**ACTIONED ON:** \_\_\_\_\_ **ACTIONED BY:** \_\_\_\_\_

**APPROVED DATE:** \_\_\_\_\_ **APPROVED BY:** \_\_\_\_\_

**Note:** A transaction type represents a departmental or program account receivables and allows for reporting and operational segregation of amounts owing. Transaction types will point to the appropriate departmental/program Accounts Receivable control account in the General Ledger.

**1. General:**

This form should be completed when a Department needs to Add, Change or Inactive an AR transaction type for processing of Revenue Invoices in the Accounts Receivables Module.

**2. Action Required:**

Check the appropriate block for action required.

**3. Trans Type Short Name:**

The transaction type is the short name to be used in the AR System. This field has a maximum of 20 characters which include the departmental identifier. E.g. FIN-GAS WHLSALERS

**4. Transaction Description**

The transaction description is the full description of the short name transaction type. This field has a maximum of 30 characters. E.g. Gasoline Wholesalers Tax

**5. Receivables Account**

This is the receivables account that relates to the transaction type to be added. The four digit line object is unique for each department, therefore must be completed in the blank field on the form above. E.g. 01-9999-701-9901-\_\_\_\_-000000-0000

**6. 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.