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Transaction Codes

Transaction Codes



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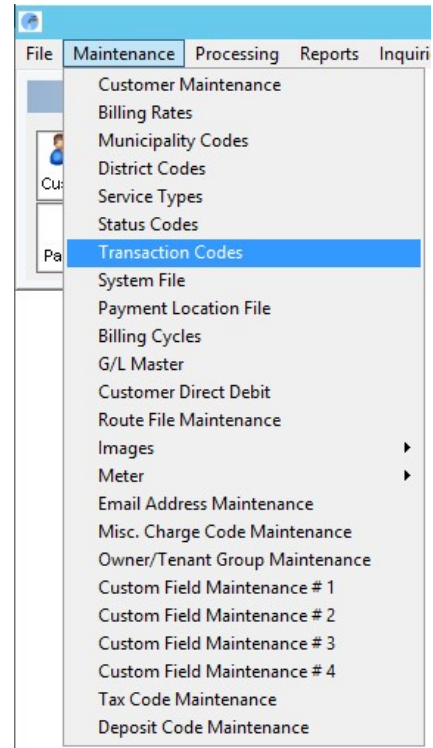
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Transaction Codes

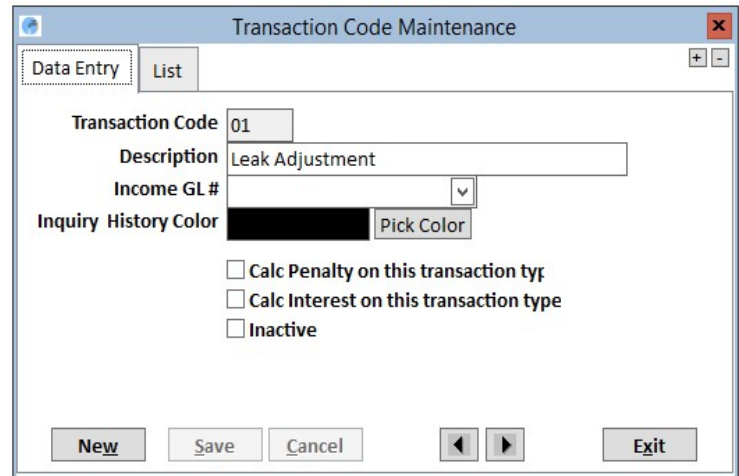
With the **Transaction Codes** option, you can create and maintain codes that identify the credits and debits used for billing, payment, or adjustments purposes.

To access this option:

- Click **Maintenance** from the Menu Toolbar
- Select **Transaction Codes** option from the drop-down menu.



In the **Transaction Code Maintenance** window and on the **Data Entry** tab, you can create and maintain the codes used for billing services to customers and applying payments, adjustments, penalties, interest, etc.



A screenshot of the 'Transaction Code Maintenance' window. The 'Data Entry' tab is selected. The form contains the following fields and controls:

- Transaction Code:** A text box containing '01'.
- Description:** A text box containing 'Leak Adjustment'.
- Income GL #:** A dropdown menu.
- Inquiry History Color:** A color selection box with a 'Pick Color' button.
- Checkboxes:**
 - ☐ Calc Penalty on this transaction type
 - ☐ Calc Interest on this transaction type
 - ☐ Inactive
- Buttons:** 'New', 'Save', 'Cancel', and 'Exit'.

The available fields on this screen are:

- **Transaction Code** – a two position alphanumeric code to identify the various credit and debit transactions
- **Description** – a word or brief phrase to define the Transaction Code
- **Income GL #** - the general ledger account number connected to the income account

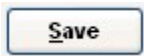
Transaction Codes

- **Inquiry History Color** – a color to identify the transactions when displayed in the Customer Inquiry, if desired. Each transaction type can have a different color.
- **Calc Penalty on this Transaction Type** – a checkbox to indicate a penalty can be applied to this transaction's amount
- **Calc Interest on this Transaction Type** – a checkbox to indicate that interest can be applied to this transaction's amount
- **Inactive** – Select this checkbox only when the code is inactive and no longer to be used

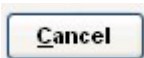
The available buttons on this screen include:



- Allows you to enter in a new transaction code



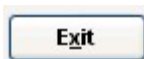
- Saves a new or modified transaction code



- Cancels any new or modified transaction code or changes made to the screen



- Allows you to toggle backward or forward through the available transaction codes



- Returns you to the workspace

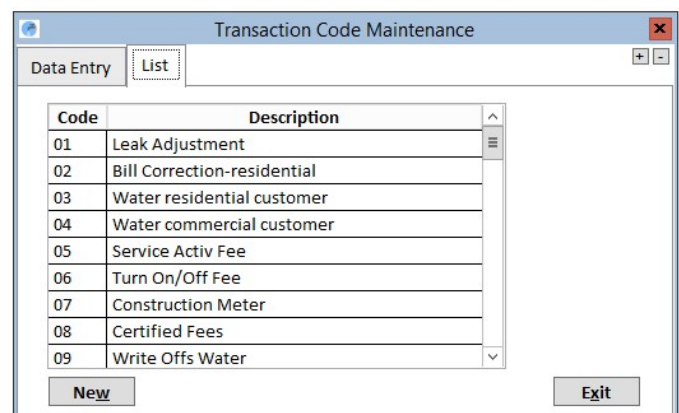
Add a New Transaction Code

You can add new **Transaction Codes** as needed by clicking on the **New** button. The System will refresh the **Transaction Code Maintenance** screen and allow for entry of a new code and description. To save the new code, click the **Save** button.

List Tab

The **List** tab displays all codes that have been entered. You can double click on a code in the list to modify the description, make it inactive, or change the settings.

When you double click on a code, you return to the **Data Entry** tab to modify the code as needed.



The screenshot shows the 'Transaction Code Maintenance' window with the 'List' tab selected. It displays a table with two columns: 'Code' and 'Description'. The table contains the following data:

Code	Description
01	Leak Adjustment
02	Bill Correction-residential
03	Water residential customer
04	Water commercial customer
05	Service Activ Fee
06	Turn On/Off Fee
07	Construction Meter
08	Certified Fees
09	Write Offs Water

At the bottom of the window, there are two buttons: 'New' and 'Exit'.