

TRANSACTION CODES



- When trying to choose the correct transaction code you should use your budget to determine which transaction code to use.
- Do not choose a random transaction code that you think will fit the situation. Not all transaction codes mean the same thing and each transaction code is MAPPED to a GL code on your financial.
- Never enter NEGATIVE charge codes.
- We do not use Concession Specials, Discounts Given, Miscellaneous Credits, etc. to fix issues on a resident's ledger. We always want to try to correct the transaction codes that are creating the issue.
 - Example: You have a housing adjustment and for the past three months they have been charging \$425 instead of \$400. We want to fix the prior month's rent charge to \$400. This will create some issues with GTOL/LTOL, but it will go back to the correct GL Code. If we were to enter a credit/concession, then the concession would not be a true concession.