TRANSACTION DESCRIPTIONS

This guide will assist you with the different transaction codes' descriptions in the GoodX Desktop application. Feel free to print this guide to use as a reference in your practice.

This guide will cover the following:

- Different types of transactions
- Invoice number codes
- Accounting basics per type of transaction

Different types of transactions

The following table illustrates the different types of transactions that one can capture on a patient's account.

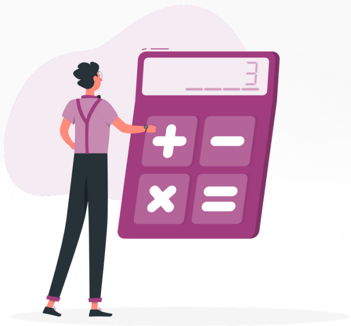
Code	Type	Short description
Inv.	Invoice	An invoice is created **per visit** with the consultation, procedures, medications and/or consumables that were used on the patient.
Pat.Rcpt.	Patient Receipt	A patient receipt is created when a **payment is received** from the **patient** for an outstanding invoice and/or account.
Med.Rcpt.	Medical Aid Receipt	A medical aid receipt is created when a **payment is received** from the **medical aid** for an outstanding invoice and/or account.
Pat.Rcpt.wb.	Patient Receipt Written-back	A receipt written-back is used when a **receipt was captured incorrectly**. The account will be adjusted with a positive amount to cancel the incorrect receipt. A **patient receipt written-back** is used to correct a patient receipt and a **medical aid receipt written-back** is used to correct a medical aid receipt. **Never use a journal** to correct a receipt.
Med.Rcpt.wb.	Medical Aid Receipt Written-back	
Crnt.	Credit Note	A credit note is used to **credit an invoice** (if the total invoice was billed incorrectly) or just **a line on an invoice** (if just one line on the invoice was billed incorrectly).
Pat.Jnl.	Patient Journal	A journal is used to **add or deduct amounts** from a patient's account. These amounts are allocated to an income or expenditure ledger account. In **GoodX**, there are only **3 scenarios** where one can use a journal: **1) settlement discounts**, **2) bad debt write-offs**, and **3) small balance write-offs**. Journals are **not used to correct billing or receipting mistakes** as they will not correct the turnover.
Med.Jnl.	Medical Aid Journal	

Invoice number codes

The following table describes the code at the end of an invoice's number. This code indicates which type of invoice it is and what has been billed:

Description	Medical aid liable invoice	Patient liable invoice	Patient invoice
Consultation / Procedures	/P	/Q	/X
Medicine / Consumables	/M & /C	/W	/N
Technical / Lab	/L	/R	/T
Prescription	/V		
Other	Any other		

Accounting basics per type of transaction



After you have identified two or more accounts involved in a transaction, you must debit at least one account and credit at least one account. For more information, click **here** to navigate to the Accounting: Debits & Credits user manual. The table below shows how the transaction type influences the debtor account by either debiting or crediting the account:

Transaction	(+) Debit or (-) Credit
Invoice	(+) Debit
Receipt	(-) Credit
Journal	(+) Debit / (-) Credit
Receipt Written-back	(+) Debit
Credit Note	(-) Credit
Unlinked Receipt	(-) Credit
Unlinked Journal	(+) Debit / (-) Credit