

## QUICK REFERENCE GUIDE

### *Applying Credit Bills or On Account Amounts*

February 5, 2015

## **Apply Credit Bills or On Account Amounts (Offset Debits and Credits)**

This guide covers how to use a Maintenance Worksheet to offset debits and credits on a customer's account.

In this example, the credit on the customer's account was created in the SWIFT Billing module when a credit bill was created for an existing invoice. The credit bill was sent to SWIFT Accounts Receivable by the Single Action Invoice process and loaded to the customer's account by the ARUpdate process.

As a result of this activity, the customer's account has two open items. One is the original invoice with a debit of \$525. The other is the credit bill, with a credit of \$525.

The screenshot shows the 'Item List' interface in SWIFT. The search criteria include SetID: G1001, Unit: G1001, Customer: 0000000002, and City of Plymouth. The status is set to 'Open'. The interface displays two items in a table:

Seq Nbr	Select	Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur
1	<input type="checkbox"/>	00000223217	1		G1001	0000000002	Open	NET30	IN		12/17/2014	-12	525.00	USD
2	<input type="checkbox"/>	00000223217CR	1		G1001	0000000002	Open	NET30	CR		01/04/2015	-30	-525.00	USD

Below the table, the 'Search Result Totals' are displayed:

Debits:	1	Debit Amount:	525.00	Currency:	USD
Credits:	1	Credit Amount:	-525.00	Currency:	USD
Total:	2	Total Amount:		Currency:	USD
Selected:				Currency:	

Once you complete the Maintenance Worksheet and ARUpdate has been run, both items--the credit and debit--will be closed.

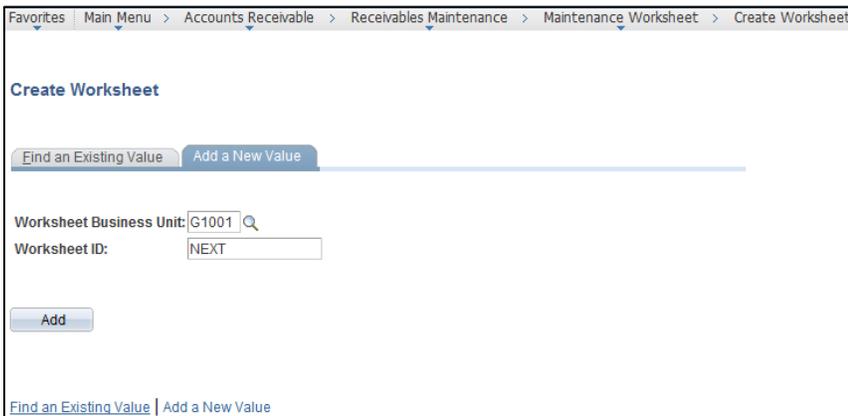
Steps to complete:

- Step 1: Create a Maintenance Worksheet and Select Criteria for the Items to Include on the Worksheet
- Step 2: Select the Items to Offset on the Worksheet Application page
- Step 3: Set the Worksheet Items for Posting on the Worksheet Action page

**Step 1: Create a Maintenance Worksheet and Select Criteria for the Items to Include on the Worksheet**

First, you'll create a maintenance worksheet. Begin by navigating to the *Create Worksheet* page.

1. **Navigation Links:** Accounts Receivable, Receivables Maintenance, Maintenance Worksheet, Create Worksheet.
2. Click on the **Add New Value** tab.
3. Accept the default *Business Unit* or enter a *Business Unit*.
4. Accept the default "NEXT" in the *Worksheet ID* field and the system will assign the next number available after you save the worksheet.



5. Click on the **Add** button. The *Worksheet Selection* page displays. Use the *Worksheet Selection* page to select the items that will appear on the worksheet.
  - You can select Items by customer using the fields in the **Customer Criteria** section or by Item using fields in the **Reference Criteria** section. You can also use the **Customer** and **Item Criteria** sections in combination.
6. Optionally, enter information in the **Customer Criteria** section.
  - In this example, the *Customer ID* is used and all items for the customer will be brought into the worksheet.

Field Name	Field Description
<b>Customer Criteria</b>	The default of "None". Accept the default to allow the broadest search. Other options included in the drop-down list allow you to restrict the type items searched to "Corporate Items", "Customer Items", or Remit From Items".
<b>Customer ID</b>	Enter the <i>Cust ID</i> or click on the <b>Lookup</b> to search for and select a Customer.
<b>Business Unit</b>	Accept the <i>Business Unit</i> default or enter a <i>Business Unit</i> . <b>Note:</b> once you select the <i>Business Unit</i> , SWIFT populates the other fields in the <b>Customer Reference</b> section.

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Receivables Maintenance](#) > [Maintenance Worksheet](#) > [Create Worksheet](#)
[New Window](#)

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Worksheet Selection | **Worksheet Matches**

Unit: G1001      Worksheet ID: NEXT

**Customer Criteria**

\*Customer Criteria: Customer Reference [Find](#) | [View All](#) | First 1 of 1 | Last

Customer Items       Cust ID: 000000002       Business Unit: G1001

Name: City of Plymouth

Remit SetID: G1001      Remit From ID: 000000002

Corporate SetID: G1001      Corporate ID: 000000002

Rate Type: CRRNT       Acctg Date: 12/05/2014

MICR ID:

**Reference Criteria**

\*Reference Criteria:       Item Reference [Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 | Last

\*Restrict to: All Customers

\*Match Rule: Exact Match

Anchor BU:

Qual Code	Reference	To Reference
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Item Inclusion Options**

All Items     
  Deduction Items Only     
  Items in Dispute Only  
 Exclude Deduction Items     
  Exclude Collection Items     
  Exclude Dispute Items

**Item Selection Filter**

Acctg Date From:        Acctg Date To:

AR Specialist:        Deduction Reason:        Broker ID:

**Worksheet Action**

    
      
 Created Date/Time:      
 Number of items in worksheet: 0

Worksheet Selection      [Worksheet Application](#)      [Worksheet Action](#)

7. Optionally, use the **Reference Criteria** section to specify which items will be selected when you build the worksheet.
  - In this example, no Reference Criteria is entered so the worksheet will contain all open items for the customer.

Field Name	Field Description
<b>Reference Criteria</b>	Must = "Specific Value".
<b>Qual Code</b>	Select "I - Item".
<b>Reference</b>	Enter the Item reference number or click on the <b>Lookup</b> to search for the Item.  <b>Note:</b> Use the <b>Add New Row (+)</b> icon to enter additional reference numbers. When you select specific Items, they will populate to the <i>Worksheet Application</i> page already selected in the next step.
<b>Anchor BU</b>	Enter the <i>Business Unit</i> if not already supplied in the <b>Customer Criteria</b> section.

8. Optionally, use the **Item Inclusion Options** section to indicate whether certain types of items will be included or excluded from the worksheet.
  - The default value is “All Items”. This example will use the default so all open items for the customer will be included on the worksheet.
9. After setting your criteria, click the **Build** button. The *Worksheet Application* page displays. In this example, all open items for the customer displays, including the credit and the debit items.

**Step 2: Select the Items to Offset on the Worksheet Application page**

Next, use the *Worksheet Application* page to select the Items to offset.

1. Complete the **Item List** section as follows:

Field Name	Field Description
<b>Item Balance</b>	The Item Balance. If you are applying a partial credit to an Item, you may need to reduce the Item Balance amount for the original invoice to match the partial credit amount. The sum of all of the debits you select must equal the sum of the selected credits. The system will automatically add a line for the balance of the Item to the Item List and this amount will remain an open amount on the Customer’s account.
<b>Type</b>	Select “MT” (Offset an Item) for the <i>Type</i> field for the Items you want to offset, indicating what action will be taken when the worksheet is posted. <b>Note:</b> Since “MT” is the default <i>Entry Type</i> in the <b>Item Action</b> section, this type would automatically be applied to the selected Items.
<b>Reason</b>	Leave blank. There is no associated <i>Reason</i> code for the “Offset and Item” Entry Type.
<b>Sel</b>	Click the <b>Sel</b> option for each item you want to select. <b>Note:</b> You can select more than one debit and/or credit. However, the sum of the debits you select must equal the sum of the selected credits.

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet > Update Worksheet

**Worksheet Application** [Anchor Information](#)

Unit: G1001    Worksheet ID: 7527    Currency: USD    Accounting Date: 12/08/2014    Reason Code:

**Item Action**    **Row Selection**    **Display Control**

Entry Type: Offset an Item    Choice: Select Range    Display: All Items   

Reason:

**Item List**    Personalize | Find | View All |     First 1-2 of 2 Last

View Detail	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer
	1	<input checked="" type="checkbox"/>	525.00	USD	00000223217	1	MT	<input type="text"/>	G1001	0000000002
	2	<input checked="" type="checkbox"/>	-525.00	USD	00000223217CR	1	MT	<input type="text"/>	G1001	0000000002

   [Group View](#)    [Revenue Distribution](#)

**Balance**

Dr:	525.00	Cr:	-525.00	Adj:	0.00	Net:	0.00	WO:	0.00	Ref:	0.00
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[Worksheet Selection](#)    Worksheet Application    [Worksheet Action](#)    [Attachments \(0\)](#)    [View Audit Logs](#)

2. Click on the **Save** button.
3. Verify that the **Balance** section indicates that the Debits (Dr) equal the Credits (Cr) (Net should equal zero).

### Step 3: Set the Worksheet Items for Posting on the Worksheet Action page

Next, use the *Worksheet Action* page to set the Items for posting.

1. Click on the *Worksheet Action* link.
2. **WARNING!** Make sure to select “**Batch Standard**” for the *Action* in the **Posting Action** section. If you leave the default “Do Not Post”, the information entered will be saved, but the transaction will not be posted.
3. Click on the **OK** button.
4. Click on the **Save** button.

Favorites | Main Menu > Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet > Update Worksheet > Finalize Worksheet

**Worksheet Action** [New Window](#)

Unit: G1001    Worksheet ID: 7534    Accounting Date: 12/05/2014

Status: Batch Standard

**Worksheet Action**    **Posting Action**    **Accounting Entry Action**

   Action: Batch Standard       

[Worksheet Selection](#)    [Worksheet Application](#)    Worksheet Action

**Note:** the *Status* field now displays “Batch Standard”.

The transactions included on the worksheet will be picked up the next time the ARUpdate process runs and will be posted to the customer account(s).

Favorites | Main Menu > Accounts Receivable > Customer Accounts > Item Information > Item List

New Window | Personalize Page

Item List | Advanced Search

SetID:  Unit:  Customer:  City of Plymouth \*Level:

\*Status:   [Advanced Search](#)

[Add Conversation](#) [Account Overview](#)

Row Selection: Range:

Item Action:

Item List | Personalize | Find | View All | First | 1-3 of 3 | Last

Seq Nbr	Select	Item	Line	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Cur
1	<input type="checkbox"/>	<a href="#">00000223217</a>	1		2 G1001	0000000002	Closed	NET30	IN		12/17/2014	-12		USD
2	<input type="checkbox"/>	<a href="#">00000223217CR</a>	1		2 G1001	0000000002	Closed	NET30	CR		01/04/2015	-30		USD
3	<input type="checkbox"/>	<a href="#">PEQ00001</a>	1		2 G1001	0000000002	Closed	NET30	IN		06/27/2014	-2		USD

**Search Result Totals**

Debits:	3	Debit Amount:	Currency:	USD
Credits:		Credit Amount:	Currency:	USD
Total:	3	Total Amount:	Currency:	USD
Selected:			Currency:	

Item List | [Advanced Search](#)