

QUICK REFERENCE GUIDE

Manually Apply an AR Payment

August 30, 2016

Manually Apply an AR Payment

This topic covers how to use a Payment Worksheet to manually apply Accounts Receivable payments to customer accounts. Instructions are provided for when the payment amount equals the Item (invoice) amount, when it is less than the Item amount, or when it is more than the Item amount.

Steps to complete:

- Step 1: Navigate to the Create Worksheet page for the Payment
- Step 2: Select the Items to Work with on the Worksheet Selection page
- Step 3: Apply the Payment on the Worksheet Application page
- Step 4: Select the “Batch Standard” Posting Action on the Worksheet Action page

Step 1: Navigate to the Create Worksheet page for the Payment

Begin by navigating to the *Worksheet Selection* page for the payment.

1. **Navigation Links:** Accounts Receivable, Payments, Apply Payments, Create Worksheet.
 - If you are navigating directly from the deposit, the search criteria will be automatically supplied so you can click on the **Search** button and proceed to Step 2.
2. Accept the default *Deposit Unit* or enter a *Deposit Unit*.
3. Enter the *Deposit ID* or click on the **Lookup** icon to search for and select a *Deposit ID*.
Note: Other fields can be entered to narrow your search, if you don't know the *Deposit ID*.

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet

Create Payment Worksheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an existing payment

Search Criteria

Deposit Unit: [=] G1001 [Q]

Deposit ID: [begins with] TRN01AR01 [Q]

Payment Sequence: [=] 1

Payment ID: [begins with] [Q]

Payment Status: [=] [Q]

User ID: [begins with] [Q]

Assigned Operator ID: [begins with] [Q]

Payment Predictor Method: [begins with] [Q]

Accounting Date: [=] [Q]

Case Sensitive

Search Clear Basic Search Save Search Criteria

4. Click on the **Search** button.
5. If necessary, click on the *Deposit ID* in the search results.

Step 2: Select the Items to Work with on the Worksheet Selection page

The *Payment Worksheet Selection* page displays with the customer and/or reference information that was entered in the deposit.

1. If Customer or Reference information was not entered on the deposit, you'll need to enter it now.
 - If you want to work with a list of all open Items for a customer, complete the **Customer Reference** section:

Field Name	Description
Cust ID	Enter the <i>Customer ID</i> or click on the Lookup icon to search for the Customer.

- If you want to specify individual Item(s) to work with, complete the **Reference Criteria** section:

Field Name	Field Description
Qual Code	Select "I - Item".
Reference	Enter the <i>Item ID</i> or click on the Lookup to search for the Item.

2. Click on the **Build** button and the *Payment Worksheet Application* page displays with Item information based on the criteria entered on the *Worksheet Selection* page.
 - If the Item does not display on the *Worksheet Application* page, the *Item ID* may have been entered incorrectly. You can return to *Worksheet Selection* page by clicking on the link at the bottom of the page. Then, try selecting the *Item ID* from the **Look Up** list in the **Reference Criteria** section. Next, you'll need to click on the **Build** button again to rebuild the *Worksheet Application* page with the updated information. If the *Item ID* does not display in **Look Up** list, you'll need to do some research. The Item may be closed or you may have the wrong information.

Step 3: Apply the Payment on the Worksheet Application page

Next, you will complete the **Item List** section of the *Worksheet Application* page to apply the payment. Instructions for three situations are covered in the upcoming pages:

- Option 1: Invoice Amount = Payment Amount
- Option 2: Customer paid less than the Invoice Amount
- Option 3: Customer paid more the Invoice Amount

Option 1: Item Amount = Payment Amount

If the payment amount equals the Item amount, you should be able to verify the Item information, save and proceed to the next step.

1. Ensure that the *Sel* check box is checked for the Item that was fully paid.
2. In the **Balance** section, verify that the *Remaining* amount = 0.
3. Click on the **Save** button.
4. Proceed to the next step.

The screenshot shows the 'Payment Worksheet Application' interface. At the top, it displays 'Payment ID: CK 1111', 'Payment Accounting Date: 08/22/2016', and 'Payment Currency: USD'. Below this, there are sections for 'Item Action' (Entry Type: Pay An Item), 'Item Display Control' (Display: All Items), and 'Row Selection' (Choice: Select Range of Items). The 'Item List' table is visible with the following data:

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Disc	Disc Amt
	1	<input checked="" type="checkbox"/>	300.00	USD	TRN01AR001	1	G1001	TRN01000	PY		<input type="checkbox"/>	

Below the table, there are buttons for 'Add with Detail', 'Revenue Distribution', 'Add Conversation', and 'Letter of Credit ID:'. The 'Balance' section shows:

Amount:	300.00	Remaining:	0.00	Unearned:	0.00
Selected:	300.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

At the bottom, there are navigation links: 'Worksheet Selection', 'Worksheet Application', 'Worksheet Action', 'Attachments (0)', and 'View Audit Logs'. A 'Save' button is also present.

Option 2: Customer paid less than the Item amount

If a customer pays less than the Item amount, you'll need to overwrite the Item *Pay Amt* with the amount that was actually paid.

1. Ensure that the *Sel* check box is checked for the Item that was partially paid.

Note: In the **Balance** section, the *Selected* (Item) amount is greater than the paid *Amount* and a *Remaining* amount is listed.

Payment Worksheet Application

Deposit Unit: G1001 Deposit ID: TRN01AR02 Payment ID: CK 8888 Payment Sequence: 1
 Payment Accounting Date: 08/22/2016 Payment Currency: USD

Item Action: Entry Type: Pay An Item Reason: [Search]
 Row Selection: Choice: Select Range of Items Range: [] Go

Item Display Control: Display: All Items Go
 Row Sorting: Sort All By: Item Go

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Disc	Disc Amt
[Icon]	1	<input checked="" type="checkbox"/>	675.00	USD	TRN01AR007	1	G1001	TRN01000	PY	[Search]	<input type="checkbox"/>	[]

Balance

Amount:	650.00	Remaining:	-25.00	Unearned:	0.00
Selected:	675.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

2. Overwrite the *Pay Amt* with the amount that was actually paid.
3. Click on the **Save** button. An additional line is automatically created in the **Item List** for the balance remaining on the invoice which will remain open on the Customer's account. The new line should remain unchecked.
4. In the **Balance** section, verify that the *Remaining* amount = 0.
5. Proceed to the next step.

Payment Worksheet Application

Deposit Unit: G1001 Deposit ID: TRN01AR02 Payment ID: CK 8888 Payment Sequence: 1
 Payment Accounting Date: 08/22/2016 Payment Currency: USD

Item Action: Entry Type: Pay An Item Reason: [Search]
 Row Selection: Choice: Select Range of Items Range: [] Go

Item Display Control: Display: All Items Go
 Row Sorting: Sort All By: Item Go

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Disc	Disc Amt	Conversion Amount - Currency
[Icon]	1	<input checked="" type="checkbox"/>	650.00	USD	TRN01AR007	1	G1001	TRN01000	PY	[Search]	<input type="checkbox"/>	[]	
[Icon]		<input type="checkbox"/>	25.00	USD	TRN01AR007	1	G1001	TRN01000		[Search]	<input type="checkbox"/>	[]	

Balance

Amount:	650.00	Remaining:	0.00	Unearned:	0.00
Selected:	650.00	Discount:	0.00	Earned:	0.00
Adjusted:	0.00	Write Off:	0.00		

Option 3: Customer paid more than the Item amount

When a customer pays more than the Item amount, the overage will need to be applied to the customer as an “On Account” credit.

1. Ensure that the *Sel* check box is checked for the Item that was overpaid.
Note: In the **Balance** section, the *Selected* (Item) amount is less than the paid *Amount* and a *Remaining* amount is listed.

The screenshot shows the 'Payment Worksheet Application' interface. At the top, it displays 'Deposit Unit: G1001', 'Deposit ID: TRN01AR03', 'Payment ID: CK 6666', and 'Payment Sequence: 1'. Below this, there are sections for 'Item Action' (Entry Type: Pay An Item), 'Item Display Control' (Display: All Items), and 'Row Selection' (Choice: Select Range of Items). The main 'Item List' table has columns for View Detail, Remit Seq, Sel, Pay Amt, Cur, Item ID, Item Line, Unit, Customer, Type, Reason, Disc, and Disc Amt. A single row is visible with 'Sel' checked and a 'Pay Amt' of 525.00. Below the table, a 'Balance' section shows: Amount: 550.00, Selected: 525.00, Adjusted: 0.00, Remaining: 25.00, Discount: 0.00, Write Off: 0.00, Unearned: 0.00, and Earned: 0.00.

2. Click on the **Add New Row Plus (+)** icon.
3. At the *Add New Row* dialog, accept “1” at the prompt verifying that you would like to add a new row.
4. Click on the **OK** button.

The screenshot shows a dialog box titled 'state.mn.us needs some information'. It contains a 'Script Prompt:' section with the text 'Enter number of rows to add:'. Below the text is an input field containing the number '1'. There are 'OK' and 'Cancel' buttons at the bottom right of the dialog.

5. Complete the new row fields as described below.

Field Name	Field Description
Sel	Ensure the <i>Sel</i> checkbox is checked.
Pay Amt	Enter the negative amount for the credit.
Entry Type	Select "OA – On Account."
Item ID	After selecting the "OA" <i>Entry Type</i> , the system will automatically generate a new Item ID for the "On Account" credit; for example, "OA-49".
Reason	Select a reason code. Generally, you will use the "OVRPY" (Overpayment).

The screenshot shows the 'Payment Worksheet Application' interface. At the top, there are navigation tabs: Favorites, Main Menu, Accounts Receivable, Payments, Apply Payments, Create Worksheet, and Update Worksheet. The application title is 'Payment Worksheet Application'. Below the title, there are fields for Deposit Unit (G1001), Deposit ID (TRN01AR03), Payment ID (CK 6666), Payment Sequence (1), Payment Accounting Date (08/22/2016), and Payment Currency (USD). There are also controls for Item Action (Entry Type: Pay An Item, Reason: search), Item Display Control (Display: All Items, Go), Row Selection (Choice: Select Range of Items, Range: search, Go), and Row Sorting (Sort All By: Item, Go). Below these controls is the 'Item List' table with columns: View Detail, Remit Seq, Sel, Pay Amt, Cur, Item ID, Item Line, Unit, Customer, Type, Reason, Disc, Disc Amt, and Conversion Amount - Currency. The table contains two rows: Row 1 with Sel checked, Pay Amt 525.00, Cur USD, Item ID TRN01AR006, Item Line 1, Unit G1001, Customer TRN0100, Type PY, Reason search, Disc unchecked, Disc Amt search, and Conversion Amount search; Row 2 with Sel checked, Pay Amt -25.00, Cur USD, Item ID OA-113322, Item Line search, Unit G1001, Customer TRN0100, Type OA, Reason OVRP, Disc unchecked, Disc Amt search, and Conversion Amount search. Below the table are buttons for 'Add with Detail', 'Revenue Distribution', 'Add Conversation', and 'Letter of Credit ID:'. A 'Balance' section shows: Amount: 550.00, Remaining: 0.00, Unearned: 0.00; Selected: 525.00, Discount: 0.00, Earned: 0.00; Adjusted: -25.00, Write Off: 0.00. At the bottom, there are links for 'Worksheet Selection', 'Worksheet Application', 'Worksheet Action', 'Attachments (0)', and 'View Audit Logs', along with 'Save', 'Return to Search', and 'Refresh' buttons.

6. Click on the **Save** button.
7. In the **Balance** section, verify that the *Remaining* amount = 0.
8. Proceed to the next step.

Step 4: Select the “Batch Standard” Posting Action on the Worksheet Action page

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

1. Click on the **Worksheet Action** link. The *Worksheet Action* page displays.

Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet > Update Worksheet > Finalize Worksheet

Payment Worksheet Action

Deposit Unit: G1001 Deposit ID: 132950132 Payment ID: CK #16590

Entered Date: 12/04/2014 Status: Batch Standard

Worksheet Action
Delete Worksheet
Delete Payment Group

Posting Action
Action: Batch Standard OK

Accounting Entry Action
Create/Review Entries

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

Save Return to Search Notify

2. Select **Batch Standard** for the Posting Action.

- If the *Action* field is greyed out and you are unable to select a Posting Action, this usually means that there is a *Remaining* amount listed in the **Balance** section of the *Worksheet Application* page. You can return to the page by clicking on the *Worksheet Application* link at the bottom of page. Next, review the instructions in the previous steps and revise your entries so that the Remaining amount equals 0.

3. Click on the **OK** button.

After the ARUpdate process picks up the payment, the customer's account will be updated.