

## QUICK REFERENCE GUIDE

### *Applying Payments On-Account*

February 5, 2015

## Apply Payments On-Account

This guide covers applying a payment “On Account” when a customer has not specified which Item the payment should be applied to.

Steps to complete:

- Step 1: Access the Worksheet Selection page for the Deposit
- Step 2: Apply the Payment to the Customer Account on the Worksheet Application page
- Step 3: Select a Posting Action for the Worksheet on the Worksheet Action page

### Step 1: Access the Worksheet Selection page for the Deposit

Begin by navigating to the *Create Payment Worksheet* page.

1. **Navigation Links:** Accounts Receivable, Payments, Apply Payments, Create Worksheet.
2. Accept the default *Deposit Unit* or enter a *Deposit Unit*.
3. Enter a *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*.

The screenshot shows a web browser window with the following breadcrumb: Favorites | Main Menu > Accounts Receivable > Payments > Apply Payments > Create Worksheet. The page title is "Create Payment Worksheet". Below the title, it says "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a tab labeled "Find an existing payment". Underneath is a "Search Criteria" section with the following fields:

Deposit Unit:	=	G1001	Q
Deposit ID:	begins with	132950133	Q
Payment Sequence:	=		
Payment ID:	begins with		Q
Payment Status:	=		
User ID:	begins with		
Assigned Operator ID:	begins with		Q
Payment Predictor Method:	begins with		Q
Accounting Date:	=		BT

At the bottom left, there is a "Case Sensitive" checkbox. At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

4. Click on the **Search** button.

- If necessary, click on the link for the *Deposit ID* in the search results.  
The *Payment Worksheet Selection* page displays with the customer reference information that was entered when the deposit was created.

Payment Worksheet Selection

Deposit Unit: G1001      Payment ID: CK #9999       Payment Predictor  
 Deposit ID: 132950133      Payment Amount: 750.00 USD  
 Deposit Status: None Applied      Payment Status: Identified

**Customer Criteria**

Customer Reference      Find | View All | First | 1 of 1 | Last

Customer Items

Customer ID: 0000000001      Business Unit:      + -  
 SubCustomer 1:      SubCustomer 2:      + -  
 Name:      Remit From ID:      + -  
 Remit SetID:      Corporate ID:      + -  
 Corporate SetID:      Link MICR:      + -  
 MICR ID:      + -

**Reference Criteria**

Reference Criteria: None  
 Restrict to: All Customers  
 Match Rule: Exact Match

[Detail Reference](#)  
[Item Status](#)

**Item Reference**      Personalize | Find | View All | First | 1 of 1 | Last

Qual Code	Reference	To Reference		
			+ -	+ -

**Item Inclusion Options**

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

**Worksheet Action**

           Created at:      Items: 0

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

                

**Step 2: Apply the Payment to the Customer Account on the Worksheet Application page**

Begin by navigating to the *Payment Worksheet Application* page.

- On the *Payment Worksheet Selection* page, click on the **Build** button. The *Payment Worksheet Application* page displays.

Payment Worksheet Application

Deposit Unit: G1001 Deposit ID: 132950133 Payment ID: CK #9999 Payment Sequence: 1  
 Payment Accounting Date: 12/04/2014 Payment Currency: USD

Item Action: Entry Type: Pay An Item Reason: [ ]  
 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
	1	<input type="checkbox"/>	300.00	USD	00000223165	1	G1001	000000000			<input type="checkbox"/>	
	2	<input type="checkbox"/>	300.00	USD	990000001	1	G1001	000000000			<input type="checkbox"/>	
	3	<input type="checkbox"/>	300.00	USD	990000004	1	G1001	000000000			<input type="checkbox"/>	
	4	<input type="checkbox"/>	3,000.00	USD	990000004	2	G1001	000000000			<input type="checkbox"/>	
	5	<input type="checkbox"/>	750.00	USD	990000010	1	G1001	000000000			<input type="checkbox"/>	
	6	<input type="checkbox"/>	750.00	USD	990000022	1	G1001	000000000			<input type="checkbox"/>	

Balance: Amount: 750.00 Remaining: 750.00 Unearned: 0.00  
 Selected: 0.00 Discount: 0.00 Earned: 0.00  
 Adjusted: 0.00 Write Off: 0.00

Worksheet Selection: Worksheet Application Worksheet Action Attachments (0) View Audit Logs

Save Return to Search Refresh

2. Click on the **Add New Row Plus (+)** icon. **Note:** The Add with Detail button is not used in Minnesota.
3. At the *Add New Row* dialog, accept “1” at the prompt verifying that you would like to add one row.
4. Click on the **OK** button. You are returned to the *Payment Worksheet Application* page on the new row.

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Script Prompt:  
 Enter number of rows to add:

[ 1 ]

OK Cancel

5. Complete the row fields as described below.

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

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

New Window | Personalize

### Payment Worksheet Application

Deposit Unit: G1001    Deposit ID: 132950133    Payment ID: CK #9999    Payment Sequence: 1  
 Payment Accounting Date: 12/04/2014    Payment Currency: USD

Item Action  
 Entry Type: Pay An Item    Reason:

Item Display Control  
 Display: All Items    Go

Row Selection  
 Choice: Select Range of Items    Range:     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
	1	<input type="checkbox"/>	300.00	USD	00000223165	1	G1001	00000000			<input type="checkbox"/>		
	2	<input type="checkbox"/>	300.00	USD	990000001	1	G1001	00000000			<input type="checkbox"/>		
	3	<input type="checkbox"/>	300.00	USD	990000004	1	G1001	00000000			<input type="checkbox"/>		
	4	<input type="checkbox"/>	3,000.00	USD	990000004	2	G1001	00000000			<input type="checkbox"/>		
	5	<input type="checkbox"/>	750.00	USD	990000010	1	G1001	00000000			<input type="checkbox"/>		
	6	<input type="checkbox"/>	750.00	USD	990000022	1	G1001	00000000			<input type="checkbox"/>		
	7	<input checked="" type="checkbox"/>	-750.00	USD	OA-71507		G1001	00000000	OA	OVRP	<input type="checkbox"/>		

Worksheet Selection    Revenue Distribution    Add Conversation    Letter of Credit ID:

Balance	
Amount:	750.00    Remaining: 0.00    Unearned: 0.00
Selected:	0.00    Discount: 0.00    Earned: 0.00
Adjusted:	-750.00    Write Off: 0.00

Worksheet Selection    Worksheet Application    Worksheet Action    Attachments (0)    View Audit Logs

Save    Return to Search    Refresh

6. Click on the **Save** button.

**Step 3: Select a Posting Action for the Worksheet on the Worksheet Action page**

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

1. Click on the *Worksheet Action* link.

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

### Payment Worksheet Action

Deposit Unit: G1001    Deposit ID: 132950133    Payment ID: CK #9999

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. **WARNING!** Make sure to select **"Batch Standard"** for the *Action*.

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

4. Click on the **Save** button.

After the ARUpdate process picks up the payment, it will be posted to the customer's account.

The screenshot shows the 'Customer Activity' window in the SWIFT software. The breadcrumb trail is: Favorites > Main Menu > Accounts Receivable > Customer Accounts > Customer Information > Customer Activity. The window title is 'Item Activity' and the sub-tab is 'Direct Journal'. Search criteria include SetID: G1001, Unit: G1001, Customer: 0000000001, and Level: No Relationship. The date range is from 12/01/2014 to 12/04/2014. The report table below shows the following data:

Acctg Date	Item ID	Line	Entry Type	Entry Reason	Entry Amount	Entry Currency	Unit
12/03/2014	990000001	1	PY		-300.00	USD	G1001
12/03/2014	990000003	1	PY		-750.00	USD	G1001
12/04/2014	QA-71507	0	OA	OVRPY	-750.00	USD	G1001