

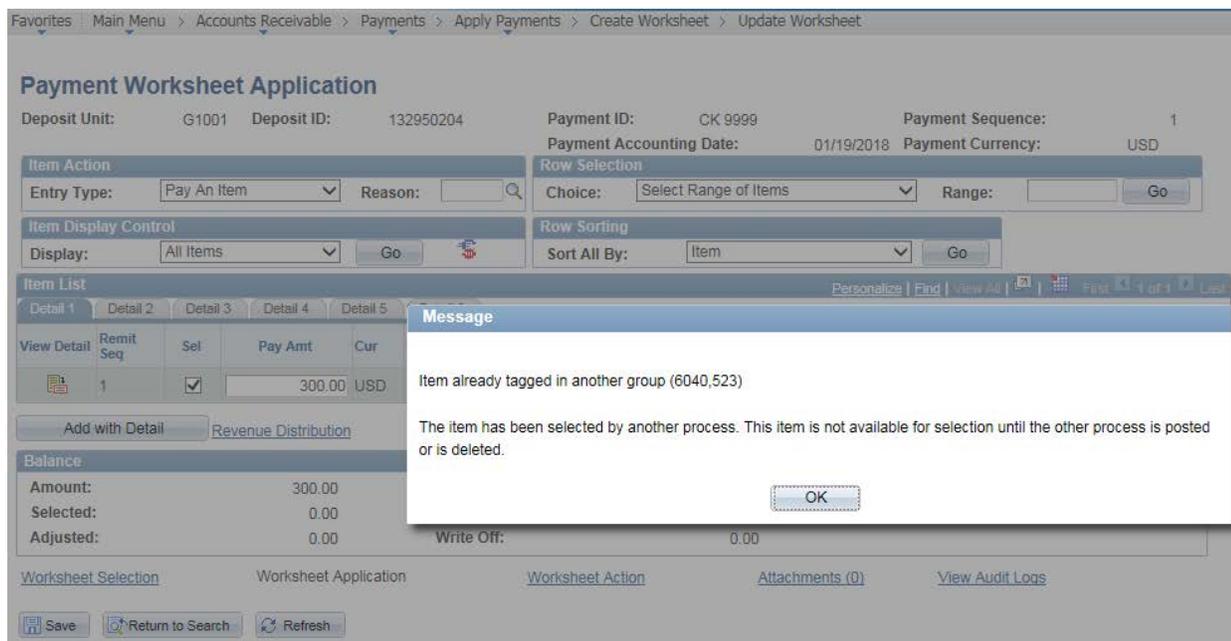
## QUICK REFERENCE GUIDE

### *Resolving Worksheet Error*

January 25, 2018

## Resolve Worksheet Error: Item Already Tagged in Another Group

If you try to save a *Payment* or *Maintenance Worksheet Application* page and receive an error indicating that the item is already tagged in another group, it means that there is another unposted Maintenance or Payment worksheet that has the item selected. You won't be able to save and process this worksheet until you resolve this issue.



Steps to Resolve this Issue:

- Step 1: Review the *Item in Others Group* page
- Step 2: Determine the Corrective Action

### Step 1: Review the Item in Other Groups page

1. Uncheck the **Sel** checkbox for the item in error on the *Worksheet Application* page.
2. Click on the **View Detail** (📄) icon for the item.

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## Payment Worksheet Application

Deposit Unit: G1001    Deposit ID: 132950204    Payment ID: CK 9999    Payment Sequence: 1  
 Payment Accounting Date: 01/19/2018    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

[Personalize](#) | [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

| View Detail | Remit Seq | Set                      | Pay Amt | Cur | Item ID    | Item Line | Unit  | Customer  | Type | Reason | Disc                     | Disc Amt |
|-------------|-----------|--------------------------|---------|-----|------------|-----------|-------|-----------|------|--------|--------------------------|----------|
|             | 1         | <input type="checkbox"/> | 300.00  | USD | TRN20AR001 | 1         | G1001 | TRN200000 | PY   |        | <input type="checkbox"/> |          |

[Add with Detail](#)    [Revenue Distribution](#)    [Add Conversation](#)    Letter of Credit ID:

| Balance   |        |            |        |           |      |
|-----------|--------|------------|--------|-----------|------|
| Amount:   | 300.00 | Remaining: | 300.00 | 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

- On the *Worksheet Application Detail View* page, click on the **Item in Other Groups** link on the right side of page.

[Favorites](#) | [Main Menu](#) > [Accounts Receivable](#) > [Payments](#) > [Apply Payments](#) > [Create Worksheet](#) > [Update Worksheet](#)

## Worksheet Application Detail View

[Return to Worksheet Application Summary View](#)

Deposit Unit: G1001    Deposit ID: 132950204    Payment ID: CK 9999    Pay Seq: 1    Currency: USD    Accounting Date: 01/19/2018

**Item Detail**    [Find](#) | [View All](#) | [First](#) | 1 of 1 | [Last](#)

Selected

|                   |  |                   |                      |
|-------------------|--|-------------------|----------------------|
| Sequence:         | 1                                      | Document:         | <input type="text"/> |
| Payment Amount:   | 300.00 x                               | Currency:         | USD                  |
| Item ID:          | TRN20AR001                             | Bill of Lading:   | <input type="text"/> |
| Item Line:        | 1                                      | Contracts BU:     | <input type="text"/> |
| Business Unit:    | G1001                                  | Contract:         | <input type="text"/> |
| Customer ID:      | TRN2000001                             | Contract Line:    | <input type="text"/> |
| SubCustomer 1:    |  | Order No:         | <input type="text"/> |
| SubCustomer 2:    |  | PO Ref:           | <input type="text"/> |
| Entry Type:       | PY                                     | Region Code:      | <input type="text"/> |
| Entry Reason:     |  | Letter of Credit: | <input type="text"/> |
| Discount:         | <input type="checkbox"/> Take Discount | Promotion Code:   | <input type="text"/> |
| Sales Person:     | DEFAULT                                | Merch Type:       | <input type="text"/> |
| Sales Person2:    |  | Claim Number:     | <input type="text"/> |
| Broker ID:        |  | Terms:            | NET30                |
| Deduction Reason: |  | Location:         | 1                    |
|                   |  | VAT Transaction:  | <input type="text"/> |
|                   |  | VAT Amount:       | <input type="text"/> |

WABASHA CITY OF

Due Date: 09/17/2017  
 Acctg Date: 01/19/2018

Copy  
Write Off

[Item Activity](#)  
[Add Conversation](#)  
[Item in Other Groups](#)  
[Additional Cust Information](#)  
[Currency Exchange Aid](#)  
[Revenue Distribution](#)

| Balance   |        |            |        |           |      |
|-----------|--------|------------|--------|-----------|------|
| Amount:   | 300.00 | Remaining: | 300.00 | 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](#)    [Return to Worksheet Application Summary View](#)

Save    Return to Search    Refresh

4. View the *Item in Other Groups* page which lists the other Payment or Maintenance worksheet(s) where the item has been referenced.
  - In this example, the header is entitled “Maintenance Groups” which means that the item is also referenced on a Maintenance Worksheet. If the item is also referenced on Payment Worksheet, the header would display “Payment Groups”.
  - The *Group ID* listed is the *Worksheet ID* that you will use to look up the other Payment or Maintenance worksheet and view the information.

Item in Other Groups

| Group ID | Group Unit | Business Unit | Customer ID | Name            | Item ID    | Line |
|----------|------------|---------------|-------------|-----------------|------------|------|
| 17170    | G1001      | G1001         | TRN2000001  | WABASHA CITY OF | TRN20AR001 | 1    |

### Step 2: Determine the Corrective Action

You'll need to review the other worksheet to determine what needs to be done to resolve the issue.

Depending on the circumstances, you may need to:

- Post the other worksheet
- Unselect or delete the item on the other worksheet
- Delete the other worksheet from the *Worksheet Action* page as shown in the example print screen below

Worksheet Action

Unit: G1001      Worksheet ID: 17170      Accounting Date: 01/19/2018

Status: Do Not Post

**Worksheet Action**

**Delete Worksheet**

Delete Maintenance Group

**Posting Action**

Action: Submit to Workflow

**Accounting Entry Action**

Create/Review Entries

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