

## QUICK REFERENCE GUIDE

November 1, 2019

### Manually Apply Credit Bills or On Account Amounts

This guide covers how to use a Maintenance Worksheet to offset debits and credits on a customer's account. You will use maintenance worksheets to apply credits to Items on a customer's account that result from:

- Credit bills from the SWIFT Billing Module
- Payments not applied to an open item (On-accounts payments)

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 \$350. The other is the credit bill, with a credit of \$-350.

The screenshot shows the 'Item List' interface with search filters for SetID (G1001), Unit (G1001), and Customer (000000001). The status is set to 'Open'. Below the search area are 'Row Selection' and 'Item Action' controls. The main table displays two items:

Seq Nbr	Select	Item	Line	Unit	Customer ID	Activities	Status	Item Balance	Terms	Entry Type	Entry Reason	Due	Days Late
1	<input type="checkbox"/>	TRN000009	1	G1001	000000001		Open	350.00	NET30	IN		10/10/2018	-30
2	<input type="checkbox"/>	TRN000009CR	1	G1001	000000001		Open	-350.00	NET30	CR		10/10/2018	-30

Below the table is a 'Search Result Totals' summary:

	Count	Total Amount	Currency
Debits	1	350.00	USD
Credits	1	-350.00	USD
Total	2		USD

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 Maintenance Worksheet and Select Criteria
- 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 Maintenance Worksheet and Select Criteria

First, you'll create a maintenance worksheet.

1. Navigate to the *Create Worksheet* page by using one of the options below.

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Accounting, Accounts Receivable, Maintain Items. The Create Worksheet page will display by default.
<b>WorkCenter</b>	Accounting, Accounts Receivable, Receivables WorkCenter, left-menu, Links section, Maintain Items, 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.

**Create Worksheet**

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Worksheet Business Unit

Worksheet ID

[Find an Existing Value](#) | [Add a New Value](#)

5. Click on the **Add** button. The *Worksheet Selection* page displays.
6. Use the *Worksheet Selection* page to select the items that you want to work with on the *Worksheet Application* page in the next step.

**Note:** If you enter only Customer Criteria, all open items for the customer will be brought in. If you enter only Reference Criteria, only the specific item(s) referenced will be brought in. You can also use the Customer and Reference Criteria sections in combination.

- To bring in all open items for the customer, complete the **Customer Criteria** section.

Customer Fields	Field Description
<b>Customer Criteria</b>	The default is "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.

- To bring in only specific items, complete the **Reference Criteria** section.

Reference Fields	Field Description
<b>Reference Criteria</b>	Must = "Specific Value". After you enter the Reference, the value will automatically change to "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.

**Note:** In this example, the *Customer ID* is used and all open items for the customer will be brought into the worksheet.

The screenshot displays the 'Maintain Items' interface for Accounts Receivable. It is divided into several sections:

- Customer Criteria:** A red-bordered section containing search and filter options for customer items. Fields include:
  - \*Customer Criteria: Customer Items (dropdown)
  - Customer Reference: Search bar with '1 of 1' items.
  - Cust ID: 000000001
  - Business Unit: Searchable field with +/- buttons.
  - Name, Remit SetID, Corporate SetID, MICR ID, and Link MICR button.
  - Rate Type: CRRNT
  - Acctg Date: 09/10/2018
- Reference Criteria:** A red-bordered section for item reference criteria. Fields include:
  - \*Reference Criteria: None (dropdown)
  - \*Restrict to: All Customers (dropdown)
  - \*Match Rule: Exact Match (dropdown)
  - Anchor BU: Searchable field
  - Item Reference: Table with columns for Qual Code, Reference, and To Reference.
- Item Inclusion Options:** Radio buttons for 'All Items' (selected), 'Deduction Items Only', and 'Items in Dispute Only'. Checkboxes for 'Exclude Collection Items', 'Exclude Deduction Items', and 'Exclude Dispute Items'. A link for 'Advanced Inclusion Options' is also present.
- Worksheet Action:** A red-bordered section with a 'Build' button highlighted in red, a 'Clear' button, and a 'Number of items in worksheet' field showing 0.

7. 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.
8. 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.

The screenshot shows the 'Worksheet Application' interface. At the top, there are fields for 'Unit G1001', 'Worksheet ID 21146', 'Currency', 'Accounting Date 09/10/2018', and 'Reason Code'. Below these are three main sections: 'Item Action' (with 'Entry Type' set to 'Offset an Item'), 'Row Selection' (with 'Choice' set to 'Select Range'), and 'Display Control' (with 'Display' set to 'All Items'). A prominent 'Absolute Value Sort' button is located below the 'Row Selection' section. The 'Item List' table below shows two items: Item 1 with a balance of 350.00 USD and Item 2 with a balance of -350.00 USD. A 'Balance' summary table at the bottom shows Dr 0.000, Cr 0.000, Adj 0.000, Net 0.000, WO 0.000, and Ref 0.000.

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

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

- If you are working with a large list of debits and credits, you can click on the **Absolute Value Sort** button in the header to sort the Item List by the absolute value of the *Item Balance* column to more quickly find related credit and debit items.

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

Field Name	Field Description
<b>Sel</b>	If necessary, click the <b>Sel</b> option for each item you want to work with. If you selected specific items on the <i>Worksheet Selection</i> page, the items will be selected automatically. <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.
<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.

Field Name	Field Description
Type	Accept the default “MT” (Offset an Item). If you brought in specific items, the Type will be automatically supplied. If you brought in all open items for the customer, the “MT” will be entered automatically for the items you select after you have saved the page. The <i>Type</i> field indicates what action will be taken when the worksheet is posted.
Reason	Leave blank. There is no associated <i>Reason</i> code for the “Offset an Item” Entry Type.

The screenshot shows the 'Worksheet Application' interface. At the top, it displays 'Unit G1001', 'Worksheet ID 21146', 'Currency USD', 'Accounting Date 09/10/2018', and 'Reason Code'. Below this are three main sections: 'Item Action' with 'Entry Type' set to 'Offset an Item', 'Row Selection' with 'Choice' set to 'Select Range', and 'Display Control' with 'Display' set to 'All Items'. An 'Absolute Value Sort' button is also present.

The 'Item List' section shows a table with columns: View Detail, Seq Nbr, Sel, Item Balance, Currency, Item ID, Line, Type, Reason, Unit, Customer, and Amount selected. Two rows are visible:
 

View Detail	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer	Amount selected
	1	<input checked="" type="checkbox"/>	350.00	USD	TRN000009	1	MT		G1001	0000000001	
	2	<input checked="" type="checkbox"/>	-350.00	USD	TRN000009CR	1	MT		G1001	0000000001	

Below the table is a 'Balance' section with a 'Revenue Distribution' table:
 

Dr	Cr	Adj	Net	WO	Ref
350.00	-350.00	0.00	0.00	0.00	0.00

At the bottom, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, and Refresh. The 'Save' button is highlighted with a red box.

2. Click on the **Save** button. If you 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 complete this worksheet until you resolve this issue. Refer to the "[Resolve Worksheet Error: Item Already Tagged in Another Group](#)" guide for more information.
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.

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

**Worksheet Action**

Unit G1001      Worksheet ID 21146      Accounting Date 09/10/2018

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**Status** Batch Standard

**Worksheet Action**

Delete Worksheet

Delete Maintenance Group

**Posting Action**

Action: Batch Standard

**Accounting Entry Action**

Create/Review Entries

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).

Item List    Advanced Search

SetID G1001    Unit G1001    Customer 000000001    Hennepin County Re search, Planning & D ev    \*Level No Relationship

\*Status All    Search    Advanced Search    Account Overview

Row Selection    Item Action

Range    GO    Select All    Deselect All    Select Action...    GO

Item List

Seq Nbr	Select	Item ^	Line	Unit	Customer ID	Activities	Status	Item Balance	Terms	Entry Type	Entry Reason	Due	Days Late
1	<input type="checkbox"/>	2013-140-01-13		1 G1001	000000001		2 Closed		NET30	IN		03/23/2013	24
2	<input type="checkbox"/>	TRN000009		1 G1001	000000001		2 Closed		NET30	IN		10/10/2018	-30
3	<input type="checkbox"/>	TRN000009CR		1 G1001	000000001		2 Closed		NET30	CR		10/10/2018	-30