

QUICK REFERENCE GUIDE

November 1, 2019

Apply Payments Manually with a Payment Worksheet

This guide covers how to use a Payment Worksheet to manually apply payments to the customer's account. After the AR Item deposit is created, the payment must be applied to the AR Item and/or Customer account by completing the payment worksheet.

Steps to complete:

- Step 1: Navigate to the Create Worksheet page for the Payment
- Step 2: Select the Item that you want to work with on the Worksheet Selection page
- Step 3: Apply the Payment to an Item on the Worksheet Application page
 - Option 1) the invoice amount matches the payment amount
 - Option 2) the customer paid less than the invoice amount
 - Option 3) the customer paid more than the invoice amount
- Step 4: Select the "Batch Standard" Posting Action on the Worksheet Action page

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

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

Navigation Options	Navigation Path
Navigation Collection	Accounting, Accounts Receivable, Enter and Complete Payments, left-menu, Apply Payments, Create Worksheet.
WorkCenter	Accounting, Accounts Receivable, Receivables WorkCenter, left-menu, Links section, Complete Payments, Create Worksheet.

- Note: 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 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*.

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 =

Deposit ID begins with

Payment Sequence =

Payment ID begins with

Payment Status =

User ID begins with

Assigned Operator ID begins with

Payment Predictor Method begins with

Accounting Date =

Case Sensitive

[Basic Search](#)

4. Click on the **Search** button.
5. If necessary, click on the *Deposit ID* in the search results. The *Payment Worksheet Selection* page displays.

Step 2: Select the Item that you want 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.

The screenshot shows the 'Enter and Complete Payments' interface. At the top, it displays 'Accounts Receivable' and 'Enter and Complete Payments'. Below this, there are fields for Deposit Unit (G1001), Deposit ID (TRNDEP001), Deposit Status (None Applied), Payment ID (CK#1111), Payment Amount (250.00 USD), and Payment Status (Identified). A 'Payment Predictor' checkbox is checked.

The 'Customer Criteria' section includes a dropdown menu set to 'None' and a 'Customer Reference' search area with fields for Customer ID, Business Unit, SubCustomer 1, SubCustomer 2, Name, Remit SetID, Remit From ID, Corporate SetID, Corporate ID, MICR ID, and Link MICR.

The 'Reference Criteria' section has a 'Reference Criteria' dropdown set to 'Specific Value', a 'Restrict to' dropdown set to 'All Customers', and a 'Match Rule' dropdown set to 'Exact Match'. Below this is an 'Item Reference' table with columns 'Qual Code', 'Reference', and 'To Reference'. The 'Reference' field contains the value '00000491267' and is highlighted with a red box.

The 'Item Inclusion Options' section includes radio buttons for 'All Items' (selected), 'Deduction Items Only', and 'Items in Dispute Only', along with checkboxes for 'Exclude Collection Items', 'Exclude Deduction Items', and 'Exclude Dispute Items'. There is also a link for 'Advanced Inclusion Options'.

The 'Worksheet Action' section features a 'Build' button (highlighted with a red box) and a 'Clear' button. Below this are links for 'Worksheet Selection' (Save, Return to Search, Previous in List, Next in List, Notify, Refresh) and 'Worksheet Application' (Worksheet Application) and 'Worksheet Action' (Worksheet Action).

1. If Customer or Reference information **was not entered** on the deposit, you'll need to enter it now. You can also add criteria to include additional items on your payment worksheet.

- If you want to work with a list of all open Items for a customer, complete the **Customer Criteria** section.

Field Name	Description
Customer Criteria	The default is "None". Accept the default to allow the broadest search. Other options available in the drop-down list allow you to restrict the type of items searched to "Corporate Items," "Customer Items," or "Remit From Items".
Cust ID	Enter the <i>Customer ID</i> or click on the Lookup icon to search for and select a <i>Customer ID</i> .
Rate Type	Always "CRRNT.
Acctg Date	Accept the default current date.

Field Name	Description
MICR ID and Link MICR button	These are not used in Minnesota.

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

Field Name	Field Description
Reference Criteria	After you enter the Item Reference information, this field will automatically update to "Specific Value". Must = "Specific Value".
Restrict to	Accept the default "All Customers".
Match Rule	Accept the default "Exact Match".
Qual Code	Select "I - Item".
Reference	Enter the Item reference number or click on the Lookup to search for the Item. Note: Use the Add New Row (+) 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.

- The **Item Inclusion Options** section allows you to control your search by including or excluding certain types of items.
2. Click on the **Save** button.
 3. Click on the **Build** button to create a new worksheet or to add items meeting your selection criteria to an existing worksheet. The *Payment Worksheet Application* page displays.
 - 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 to Item 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

The screenshot shows the 'Payment Worksheet Application' interface. At the top, it displays 'Deposit Unit G1001', 'Deposit ID TRNDEP001', 'Payment ID CK #1111', 'Payment Sequence 3', and 'Payment Currency USD'. Below this, there are sections for 'Item Action' (Entry Type: Pay An Item, Reason: [empty]), 'Row Selection' (Choice: Select Range of Items, Range: [empty]), 'Item Display Control' (Display: All Items), and 'Row Sorting' (Sort All By: Item). The 'Item List' section shows a table with columns: View Detail, Remit Seq, Sel, Pay Amt, Cur, Item ID, Item Line, Unit, Customer, Type, Reason, Disc, and Disc Amt. The first row is highlighted with a red border, showing '1' in the Sel column, '250.00' in Pay Amt, 'USD' in Cur, '00000491267' in Item ID, '1' in Item Line, 'G1001' in Unit, and '0000000006' in Customer. Below the table, there are buttons for 'Add with Detail', 'Revenue Distribution', 'Add Conversation', and 'Letter of Credit ID'. A 'Balance' table is shown with the following data:

Amount	250.00	Remaining	0.00	Unearned	0.00
Selected	250.00	Discount	0.00	Earned	0.00
Adjusted	0.00	Write Off	0.00		

At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Refresh'.

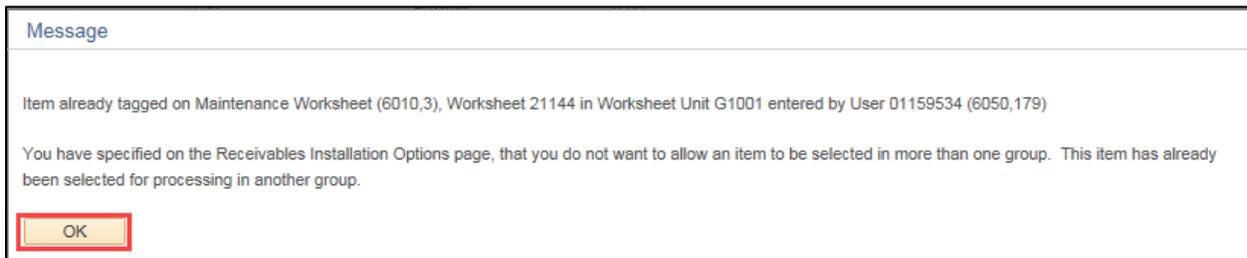
- If necessary, you can use the **Row Selection**, **Item Display Control**, and **Row Sorting** sections to limit and sort the item information that you requested on the *Worksheet Selection* page.
 - In the **Item Action** section, accept the default *Entry Type* "Pay An Item". A *Reason* code is not necessary with the "Pay An Item" *Entry Type*.
- Note:** the "Create a Deduction" *Entry Type* should not be used.

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.
 - 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.



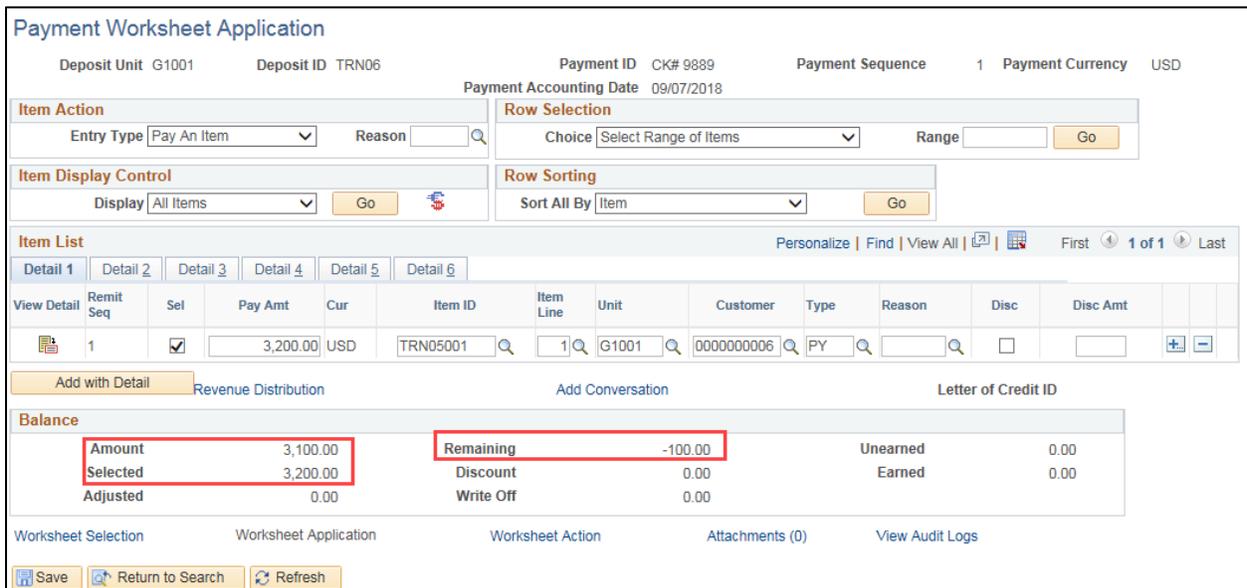
4. Proceed to the next step.

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.



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.

Payment Worksheet Application

Deposit Unit G1001 Deposit ID TRN06 Payment ID CK# 9889 Payment Sequence 1 Payment Currency USD
 Payment Accounting Date 09/07/2018

Item Action Entry Type Reason **Row Selection** Choice Range

Item Display Control Display **Row Sorting** Sort All By

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

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Disc	Disc Amt
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	3,100.00	USD	TRN05001	1	G1001	0000000006	PY		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	100.00	USD	TRN05001	1	G1001	0000000006			<input type="checkbox"/>	

 Revenue Distribution Letter of Credit ID

Balance

Amount	3,100.00	Remaining	0.00	Unearned	0.00
Selected	3,100.00	Discount	0.00	Earned	0.00
Adjusted	0.00	Write Off	0.00		

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

- In the **Balance** section, verify that the Remaining amount = 0.
- Proceed to the next step.

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.

- 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.

Payment Worksheet Application

Deposit Unit G1001 Deposit ID TRN07 Payment ID CK #4567 Payment Sequence 1 Payment Currency USD
 Payment Accounting Date 09/07/2018

Item Action Entry Type Reason **Row Selection** Choice Range

Item Display Control Display **Row Sorting** Sort All By

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

View Detail	Remit Seq	Sel	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Disc	Disc Amt
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	500.00	USD	00000491336	1	G1001	0000000002	PY		<input type="checkbox"/>	

 Revenue Distribution Letter of Credit ID

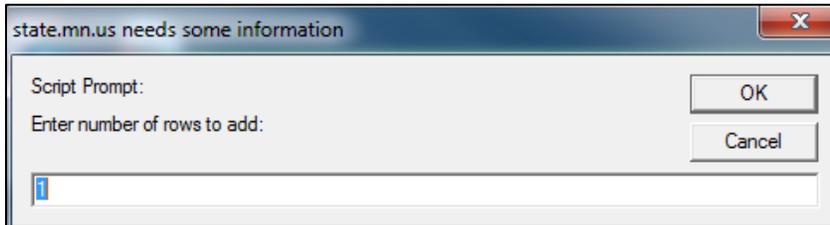
Balance

Amount	525.00	Remaining	25.00	Unearned	0.00
Selected	500.00	Discount	0.00	Earned	0.00
Adjusted	0.00	Write Off	0.00		

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

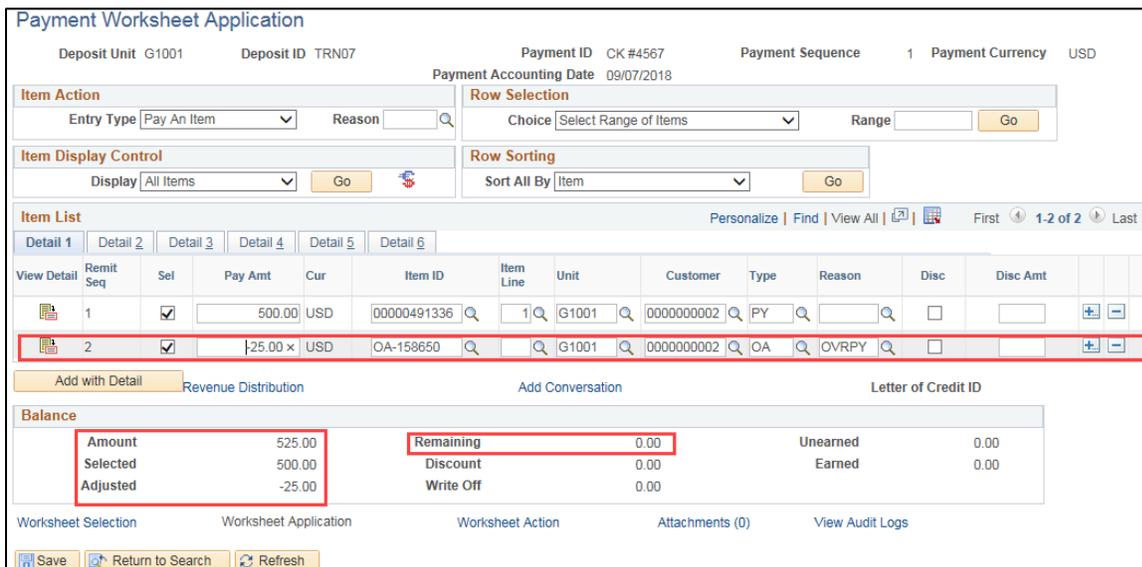
SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

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.



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).



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 the Items for posting.

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

2. **WARNING!** Make sure to select **Batch Standard** for the Posting Action.
Note: The Status changes from “Do Not Post” to “Batch Standard”.
3. Click on the **OK** button.
4. Click on the **Save** button.

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

Other options on the page include:

Worksheet Action	Description
Delete Worksheet	Click to delete the entire worksheet, plus any accounting entries created for the worksheet.
Delete Payment Group	Click to delete the accounting entries that you created but leave the worksheet.

Accounting Entry Actions	Description
Create/Review Entries	Normally, you should not select this option. Instead, you should let the ARUpdate process create accounting entries.