

QUICK REFERENCE GUIDE

November 1, 2019

Apply Payment On Account

This guide covers applying a payment “On Account” using a payment worksheet.

When entering a regular deposit, you may not know specific details about how the payment should be applied. For these circumstances it will be necessary to apply the payment at a higher level, such as the Business Unit or customer level.

If a payment has been received for an unidentified AR Item but the customer is known, the corresponding information for the customer and the Business Unit will be entered on the deposit. This limited information will be used to apply the payment “On-Account”. Later, the On Account item can be applied to the appropriate item or refunded.

When a customer pays more than the amount of the invoice, you will apply the overage “On Account”.

Steps to complete:

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

The example used in this guide is that the customer has paid more than the invoice amount.

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 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 #4567	<input type="checkbox"/> Payment Predictor
Deposit ID	TRN07	Payment Amount	525.00 USD	
Deposit Status	None Applied	Payment Status	Identified	

Customer Criteria

Customer Criteria:

Customer Reference [View All](#)

Customer ID	<input type="text"/>	Business Unit	<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
SubCustomer 1	<input type="text"/>	SubCustomer 2	<input type="text"/>		
Name		Remit From ID			
Remit SetID		Corporate ID			
Corporate SetID		Link MICR			
MICR ID	<input type="text"/>				

Reference Criteria

Reference Criteria:

Restrict to:

Match Rule:

Item Reference [View All](#)

Qual Code	Reference	To Reference		
<input type="text" value="I"/>	<input type="text" value="00000491336"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

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

Item Inclusion Options

<input checked="" type="radio"/> All Items	<input type="radio"/> Deduction Items Only	<input type="radio"/> Items in Dispute Only	Advanced Inclusion Options
<input type="checkbox"/> Exclude Collection Items	<input type="checkbox"/> Exclude Deduction Items	<input type="checkbox"/> Exclude Dispute Items	

Worksheet Action

<input type="button" value="Build"/>	<input type="button" value="Clear"/>	Created at	Items 0
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- After ensuring that the Customer/Reference information is entered on the *Payment Worksheet Selection* page, click on the **Build** button.

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

After clicking on the Build button, the *Payment Worksheet Application* page displays.

- Notice that in the **Balance** section the invoice amount selected is less than the amount paid and there is a remaining amount. The amount that the customer paid over the invoice amount must be applied to the customer’s account. The Remaining amount must be “0” before we can proceed to the next step.

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

4. Complete the row fields as described below.

Field Name	Field Description
Pay Amt	Enter the negative amount for the credit.
Entry Type	Select “OA – On Account.”

Field Name	Field Description
Item ID	After selecting the "OA" Entry Type, the system will automatically generate a new Item ID; for example, "OA-49".
Reason	Select a reason code. Generally, you will use the "OVRPY" (Overpayment).

5. Click on the **Save** button.

The screenshot shows the 'Payment Worksheet Application' interface. At the top, it displays 'Deposit Unit G1001', 'Deposit ID TRN07', 'Payment ID CK #4567', 'Payment Sequence 1', 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' table shows two items, with the second item (Remit Seq 2, Pay Amt -25.00, Item ID OA-158653, Reason OVRPY) highlighted in red. Below the table, there are buttons for 'Add with Detail', 'Revenue Distribution', 'Add Conversation', and 'Letter of Credit ID'. A 'Balance' summary table shows: Amount 525.00, Selected 500.00, Adjusted -25.00, Remaining 0.00, Discount 0.00, Write Off 0.00, Unearned 0.00, and Earned 0.00. The 'Remaining' value of 0.00 is highlighted in red. At the bottom, there are buttons for 'Save', 'Return to Search', and 'Refresh'.

- The Remaining Amount is now "0". The On Account credit amount is selected to be processed.

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.

Payment Worksheet Action

Deposit Unit G1001 Deposit ID TRN07 Payment ID CK #4567

Entered Date 09/07/2018 Status Batch Standard

Worksheet Action **Posting Action** **Accounting Entry Action**

Delete Worksheet Action: Batch Standard OK Create/Review Entries

Delete Payment Group

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 Item will have a “Closed” Status and the “On Account” credit will have an “Open” Status. The below print screen is from the Item List Inquiry (Navigation: Review Payments and Items Navigation Collection, Customer Accounts, Item List).

Item List Advanced Search

SetID G1001 Unit G1001 Customer 000000002 City of Plymouth *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	Activities	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance
1	<input type="checkbox"/>	00000491336	1		2 G1001	000000002	Closed	NET30	IN		10/06/2018	-29	
2	<input type="checkbox"/>	OA-158653			1 G1001	000000002	Open		OA	OVRPY	09/07/2018		-25.00
3	<input type="checkbox"/>	PEQ00001	1		2 G1001	000000002	Closed	NET30	IN		06/27/2014	-2	