

## QUICK REFERENCE GUIDE

November 1, 2019

### Payment Status Codes

This guide contains payment status codes for AR Items and Direct Journals, along with their descriptions.

### AR Item Payment Worksheet Codes and Descriptions

The table below shows the AR Item payment status code, description, the meaning of the code, and at what point in the process flow a payment would have this code.

Flow	Code	Description	Meaning
Start	U	Unidentified	A payment was entered through a regular or express deposit. A payment ID was entered but no customer or payment reference information was provided. You can change all payment information.
In Process	E	Identified – Express	Item or payment reference information was provided on the <i>Express Deposit – Payment</i> page. The payment is linked to an item or items, but not set to post. You can change all payment information.
In Process	I	Identified	Payment reference information or a customer identifier was provided upon entry. This occurs for regular deposits on the <i>Regular Deposit – Payments</i> page or on the <i>Worksheet Selection</i> page. If you need to delete a worksheet, the payments status reverts to “Identified”.
In Process	W	Worksheet	The payment has a saved worksheet that is not set to post. If any payment in a deposit has this status, you cannot change any deposit information, payment amounts, dates, or IDs. If accounting entries have not been created, you can change identifying information for the payment.
In Process	A	Applied	The payment has been applied, and either accounting entries were created online or the payment is set to post on the <i>Worksheet Action</i> page. If any payment in a deposit has this status, you cannot change any deposit or payment information.

Flow	Code	Description	Meaning
Finish	C	Complete	The Receivable Update Process has successfully posted the payment. After a payment has been marked Complete, you can only inquire on it. To change it, you must unpost the payment group.

## Direct Journal Payment Status

The table below shows the direct journal status code, description, the meaning of the code, and at what point in the process flow a payment would have this code.

Flow	Code	Description	Meaning
Start	U	Unidentified	A payment was entered through a regular deposit.
Finish	J	Directly Journalled	The payment was entered in a regular deposit and marked for direct journaling. The status changes when you mark accounting entries complete after entering the user-defined line on the <i>Accounting Entries</i> page.