

Maintenance Worksheet

*See Appendix A for detailed field descriptions and purpose with associated screenshots.

12.7.1 Introduction

A maintenance worksheet is a workspace for offsetting Items, write-offs, or adjustments to clean up posted Items. You can also use maintenance worksheets to refund an item with a credit balance or to create a new refund item for a credit remaining from maintenance tasks.

Working with a maintenance worksheet consists of the following basic steps:

1. Select the Items to work with and then build the worksheet.
2. Use the worksheet as a workspace for creating write-offs, offsets, or adjustments.
3. Post the worksheet.

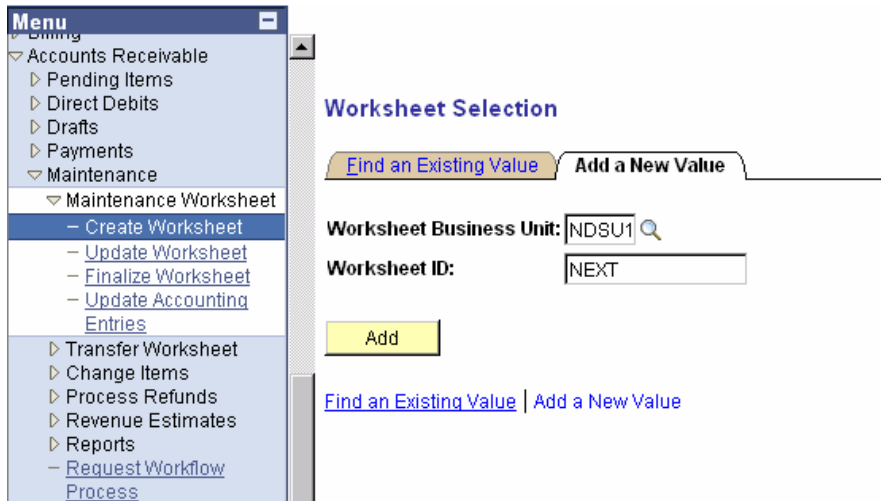
12.7.2 Create Worksheet

The first step is to create a new or find an existing maintenance worksheet. The Add a New Value page allows the user to complete this process by specifying the business unit the worksheet is for.

The Add a New Value page is used to create the record for the new maintenance worksheet. The Worksheet Business Unit field is used to specify which business unit the worksheet is for. This field defaults to the users default business unit. The Worksheet ID is the unique identifier for the worksheet. This field defaults to NEXT, which provides auto-numbering functionality. **DO NOT TYPE IN THE 'NEXT' VALUE.**

The Find an Existing Value page is used if you already have a worksheet id created.

Navigation: Accounts Receivable > Maintenance > Maintenance Worksheet > Create Worksheet



1. Enter Business Unit and Click Add button. This takes you to the worksheet selection page.

12.7.3 Worksheet Selection

The Worksheet Selection page is used to specify criteria to be used when the maintenance worksheet is built. The Worksheet Selection page has two main group boxes: a Customer Criteria box, where you can enter and view customer information and a Reference Criteria box that includes item reference criteria. The two group boxes can be used independently or in conjunction with one another to contrast the payment worksheet.

This page is used to specify criteria that the system will use to build the worksheet. After entering criteria, pressing the 'Build' pushbutton will create a payment worksheet. For criteria, the user can specify either the customer ID or MICR ID (MICR ID will not be used by North Dakota Institutions.) in the Customer Criteria box, and then set the Customer Criteria field to Corporate Items, Customer Items, None, or Remit From Items. The user can set the Reference Criteria field to None, Range of References (all Items between a beginning and ending reference numbers), and Specific Value (unique, individual Items). Once the Reference Criteria has been selected, the user can enter the relevant reference information in the Item Reference fields.

The reference qualifier codes that the institutions should use are:

- I (Item) – allows you to select open item for worksheet by item number
- LC (letter of credit ID) – allows you to select open item for worksheet by letter of credit
- CT (contracts) – allows you to select open item for worksheet by contract

Worksheet Selection

Worksheet Business Unit: NDSU1 **Worksheet ID:** 378

Customer Criteria

*Customer Criteria: Customer Items **Customer Reference** Find | View All First 1 of 1 Last

Cust ID: Business Unit: + -

SubCustomer 1: SubCustomer 2:

Name: _____

Remit SetID: _____ Remit From ID: _____ Accounting Date:

Corporate SetID: _____ Corporate ID: _____ Rate Type:

MICR ID: [Link MICR](#)

Reference Criteria

*Reference Criteria: Specific Value **Item Reference** Customize | Find | View All First 1-2 of 2 Last

*Restrict to: All Customers

*Match Rule: Exact Match

Anchor Business Unit:

Currency:

Reference	To Reference	Reference Qualifier Code
<input type="text" value="FAR0004431128002"/>	<input type="text"/>	<input type="text"/> + -
<input type="text" value="FAR0004431225002"/>	<input type="text"/>	<input type="text"/> + -

Worksheet Action

 Created Date/Time: _____ **Number of items in worksheet:** 0

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

2. Enter Customer Id and Business Unit (If you are unsure of the item(s) that you want, to use Customer Criteria to enter customer and business unit to return all the Items for the customer. If you do know the item(s) that you want to use enter the Item Number in the reference field in the Reference Criteria section. *Remember if using item reference for offsets you will enter two Items (screenshot), and for a refund or write-off you will enter only one item.)

3. Click Build

12.7.4 Worksheet Application

After the user clicks the Build button on the Worksheet Selection page, the user is brought to the Worksheet Application page. This page is the actual maintenance worksheet where refunds are performed. From this page, the user can choose the worksheet action (i.e. Select, Refund, Write-off, etc.) to be performed, select the Items for action, and enter any additional required information.

The Worksheet Application page allows the user to choose maintenance actions and select Items for action. The user must first select the worksheet action, and then select the Items to have the action applied to by checking the box in the Sel column. Finally, the user clicks the Edit button, which performs the action to the selected Items. Once the user has finished, the Save button must be clicked in order to save the worksheet.

Navigation: Accounts Receivable > Maintenance > Maintenance Worksheet > Create Worksheet > Worksheet Application

The first step is for the user to select the Action to be performed to the selected Items. The user selects the action to be performed from the Action drop-down box.

Worksheet Application Detail View

Unit: NDBU1 Worksheet ID: 378 Currency: USD Accounting Date: 04/27/2005 Reason Code: Anchor Information

Worksheet Action: Action: Select Add Item

Item Display Control: *Sort All: Items Display: % Dynamic Col 1: PO Dynamic Col 2: Due Date

Item Sum	Balance	Currency	Entry Type	Reason	Unit	Customer	Item ID	Line	PO	Due Date	Line Item
1.2	120.1	USD			NDBU1	PRIV_45650	FAR0004431128002			09/30/2004	
2.2	-2,500.00	USD			NDBU1	PRIV_45650	FAR0004431225002			08/30/2004	

Returned Count: 1 to 2 of 2

Balance: Dr: 0.00 Cr: 0.00 Adj: 0.00 Net: 0.00 WO: 0.00 Ref: 0.00

Worksheet Selection Worksheet Application Worksheet Action

The available choices are Credit, Debit, Ref Net Cr, Refund, Select, WO (Write-off), WO Net Cr, and WO Net Dr. The North Dakota institutions will only use the Refund, Select, and WO (Write-off) actions.

4. Select Action Drop Down

- If you want to create an **Offset** leave the action on Select – Go to Step 12.7.5 for steps related to Offsets.
- If you want to **Write-Off** an item select Write off (WO) – Go to Step 12.7.6 for Steps related to Write-Offs.
- If you want to create a **Refund** select Refund – Go to Step 12.7.7 for steps related to Refunds.

12.7.5 Offset Worksheets Application

After choosing appropriate worksheet action for offset, Select, user then must select Items that requires action. A user selects the Items by clicking the checkbox in the Sel column for each Item. Next, the user clicks the Edit button, which allows the system to perform the chosen action on the selected Items.

5. Select Items for Action (Even if the action is only against a portion of the item)
6. Click Edit Button

Page prior to clicking Edit button

Worksheet Application [Detail View](#)

Unit: NDSU1 Worksheet ID: 378 Currency: USD Accounting Date: 04/27/2005 Reason Code: [Anchor Information](#)

Worksheet Action			Item Display Control							
*Action:	Select <input type="checkbox"/>	<input type="checkbox"/> Add Item	*Sort All:	Items	Display:	%	Dynamic Col 1:	PO	Dynamic Col 2:	Due Date

Item Summary [Customize](#) | [Find](#) | [View All](#) | [First](#) | 1-2 of 2 | [Last](#)

Sequence	Sel	Balance	Currency	ENTY Type	Reason	Unit	Customer	Item ID	Line	PO	Due Date	Line Item
1	<input checked="" type="checkbox"/>	120.12	USD			NDSU1	PRIV_45650	FAR0004431128002			09/30/2004	
2	<input checked="" type="checkbox"/>	-2,500.00	USD			NDSU1	PRIV_45650	FAR0004431225002			09/30/2004	

 Returned Count: 1 to 2 of 2

Balance					
Dr:	0.00	Cr:	0.00	Adj:	0.00
Net:	0.00	WO:	0.00	Ref:	0.00

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

Page after clicking Edit button

Worksheet Application [Detail View](#)

Unit: NDSU1 Worksheet ID: 378 Currency: USD Accounting Date: 04/27/2005 Reason Code: [Anchor Information](#)

Worksheet Action Item Display Control

'Action: 'Sort All: Display: % Dynamic Col 1: Dynamic Col 2:

Sequence	Set	Balance	Currency	Entry Type	Reason	Unit	Customer	Item ID	Line	PO	Due Date	Line Item
1	<input checked="" type="checkbox"/>	120.12	USD	MT	<input type="button" value="Hourglass"/>	NDSU1	PRIV_45650	FAR0004431128002			09/30/2004	
2	<input checked="" type="checkbox"/>	-2,500.00	USD	MT	<input type="button" value="Hourglass"/>	NDSU1	PRIV_45650	FAR0004431225002			09/30/2004	

 Returned Count: 1 to 2 of 2

Balance

Dr: 120.12	Cr: -2,500.00	Adj: 0.00	Net: -2,379.88	WO: 0.00	Ref: 0.00
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[Worksheet Selection](#) Worksheet Application [Worksheet Action](#)

7. Enter Reason or use magnifying glass to find reason

After selecting the item(s) for offset, the user must enter the offset reason for each item. The North Dakota institutions will use the reason code MT – Match Customers DRs and CRs for offsets.

The user clicks the hourglass in the Reason column for each item to be offset. This takes the user to the Look Up Reason page, where the user selects the reason for offset. After the offset reason has been selected, the user is returned to the Worksheet Application page, where the reason field has now been populated. The user must click the Save button to save the worksheet at this time

Worksheet Application [Detail View](#)

Unit: NDSU1 Worksheet ID: 378 Currency: USD Accounting Date: 04/27/2005 Reason Code: [Anchor Information](#)

Worksheet Action Item Display Control

'Action: 'Sort All: Display: % Dynamic Col 1: Dynamic Col 2:

Sequence	Set	Balance	Currency	Entry Type	Reason	Unit	Customer	Item ID	Line	PO	Due Date	Line Item
1	<input checked="" type="checkbox"/>	120.12	USD	MT	MT <input type="button" value="Hourglass"/>	NDSU1	PRIV_45650	FAR0004431128002			09/30/2004	
2	<input checked="" type="checkbox"/>	-2,500.00	USD	MT	MT <input type="button" value="Hourglass"/>	NDSU1	PRIV_45650	FAR0004431225002			09/30/2004	

 Returned Count: 1 to 2 of 2

Balance

Dr: 120.12	Cr: -2,500.00	Adj: 0.00	Net: -2,379.88	WO: 0.00	Ref: 0.00
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[Worksheet Selection](#) Worksheet Application [Worksheet Action](#)

To make a partial payment to an open item, verify the item(s) to apply payment to have been selected. Next, the amount to be applied is entered into the 'Balance' field. After entering the amount, the user clicks the 'Save' button. The system then generates a new line for the same item with the remaining balance/credit (or the lowest common denominator). See screenshot below for example.

8. Add partial payment amount into Balance field
9. Save
10. New line for same item with remaining balance/credit will appear.
11. Click Worksheet Action Link – Go to Step 12.7.8 to complete final step in maintenance worksheet.

The screenshot shows the 'Worksheet Application' interface. At the top, it displays 'Unit: NDSU1', 'Worksheet ID: 378', 'Currency: USD', 'Accounting Date: 04/27/2005', and 'Reason Code:'. Below this is the 'Worksheet Action' section with 'Action: Select' and 'Add Item' buttons. The 'Item Display Control' section includes 'Sort All: Items', 'Display: %', and 'Dynamic Col 1: PO', 'Dynamic Col 2: Due Date'. The 'Item Summary' table is the central focus, with columns for Sequence, Sel, Balance, Currency, Entry Type, Reason, Unit, Customer, Item ID, Line, PO, and Due Date. Three rows are visible, with the first two having 'Sel' checkboxes checked. A red circle highlights these checkboxes and the 'Balance' column. Below the table is an 'Edit' button and a 'Returned Count: 1 to 3 of 3' indicator. A summary bar is circled in red, showing 'Dr: 120.12', 'Cr: -120.12', 'Adj: 0.00', 'Net: 0.00', 'WO: 0.00', and 'Ref: 0.00'. At the bottom, there are 'Save', 'Return to Search', and 'Notify' buttons.

Sequence	Sel	Balance	Currency	Entry Type	Reason	Unit	Customer	Item ID	Line	PO	Due Date	Line Item
1	<input checked="" type="checkbox"/>	120.12	USD	MT	MT	NDSU1	PRIV_45650	FAR0004431128002			09/30/2004	
2	<input checked="" type="checkbox"/>	-120.12	USD	MT	MT	NDSU1	PRIV_45650	FAR0004431225002			09/30/2004	
3	<input type="checkbox"/>	-2,379.88	USD			NDSU1	PRIV_45650	FAR0004431225002			09/30/2004	

Summary Bar: Dr: 120.12 Cr: -120.12 Adj: 0.00 Net: 0.00 WO: 0.00 Ref: 0.00

12.7.6 Write-Off Worksheets Application

After choosing appropriate worksheet action for write-off, WO, user then must select Items that requires action. A user selects the Items by clicking the checkbox in the Sel column for each item. Next, the user clicks the Edit button, which allows the system to perform the chosen action on the selected Items.

12. Select Items for Action (Even if the action is only against a portion of the item)
13. Click Edit Button

Worksheet Application [Detail View](#)

Unit: NDSU1 Worksheet ID: 379 Currency: USD Accounting Date: 04/27/2005 Reason Code: [Anchor Information](#)

Worksheet Action: 'Action: WVO Add Item

Item Display Control: 'Sort All: Items Display: % Dynamic Col 1: PO Dynamic Col 2: Due Date

Sequence	Sel	Balance	Currency	Enty Type	Reason	Unit	Customer	Item ID	Line	PO	Due Date	Line Item
1	<input checked="" type="checkbox"/>	72,917.22	USD	WO	WVO	NDSU1	STAT_07800	FAR0004428128002			09/30/2004	

Returned Count: 1 to 1 of 1

Balance: Dr: 0.00 Cr: 0.00 Adj: 0.00 Net: 0.00 WO: 72,917.22 Ref: 0.00

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

Save Return to Search Notify

To write-off only a portion of an open item, verify the item(s) to apply payment to have been selected. Next, the amount to be written-off is entered into the 'Balance' field. After entering the amount, the user clicks the 'Save' button. The system then generates a new line for the same item with the remaining balance/credit (or the lowest common denominator). See screenshot below for example.

15. Enter partial write-off amount into Balance field
16. Save
17. New line for same item with remaining balance/credit will appear.
18. Click Worksheet Action Link – Go to Step 12.7.8 to complete final step in maintenance worksheet.

Worksheet Application [Detail View](#)

Unit: NDSU1 Worksheet ID: 379 Currency: USD Accounting Date: 04/27/2005 Reason Code: [Anchor Information](#)

Worksheet Action: 'Action: WVO Add Item

Item Display Control: 'Sort All: Items Display: % Dynamic Col 1: PO Dynamic Col 2: Due Date

Sequence	Sel	Balance	Currency	Enty Type	Reason	Unit	Customer	Item ID	Line	PO	Due Date	Line Item
1	<input checked="" type="checkbox"/>	10,000.00	USD	WO	WVO	NDSU1	STAT_07800	FAR0004428128002			09/30/2004	
2	<input type="checkbox"/>	62,917.22	USD			NDSU1	STAT_07800	FAR0004428128002			09/30/2004	

Returned Count: 1 to 2 of 2

Balance: Dr: 0.00 Cr: 0.00 Adj: 0.00 Net: 0.00 WO: 10,000.00 Ref: 0.00

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

Save Return to Search Notify

12.7.7 Refund Worksheets Application

After choosing appropriate worksheet action for refunds, Refund, user then must select Items that require action. A user selects the Items by clicking the checkbox in the Sel column for each item. Next, the user clicks the Edit button, which allows the system to perform the chosen action on the selected items.

19. Select Items for Action (Even if the action is only against a portion of the item)

20. Click Edit Button

Page prior to clicking Edit button

Worksheet Application [Detail View](#)

Unit: NDSU1 Worksheet ID: 380 Currency: USD Accounting Date: 04/27/2005 Reason Code: [Anchor Information](#)

Worksheet Action: 'Action: Refund Add Item

Item Display Control: 'Sort All: Items Display: % Dynamic Col 1: PO Dynamic Col 2: Due Date

Sequence	Sel	Balance	Currency	Entry Type	Reason	Unit	Customer	Item ID	Line	PO	Due Date	Line Item
1	<input checked="" type="checkbox"/>	-12,430.53	USD			NDSU1	FED_150040	FAR0004430225002			09/30/2004	

 Returned Count: 1 to 1 of 1

Balance											
Dr:	0.00	Cr:	0.00	Adj:	0.00	Net:	0.00	WO:	0.00	Ref:	0.00

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

Page after clicking Edit button

Worksheet Application [Detail View](#)

Unit: NDSU1 Worksheet ID: 380 Currency: USD Accounting Date: 04/27/2005 Reason Code: [Anchor Information](#)

Worksheet Action: 'Action: Refund Add Item

Item Display Control: 'Sort All: Items Display: % Dynamic Col 1: PO Dynamic Col 2: Due Date

Sequence	Sel	Balance	Currency	Entry Type	Reason	Unit	Customer	Item ID	Line	PO	Due Date	Line Item
1	<input checked="" type="checkbox"/>	-12,430.53	USD	RC		NDSU1	FED_150040	FAR0004430225002			09/30/2004	

 Returned Count: 1 to 1 of 1

Balance											
Dr:	0.00	Cr:	0.00	Adj:	0.00	Net:	0.00	WO:	0.00	Ref:	-12,430.53

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

After selecting the item(s) for refund, the user must enter the refund reason for each item. The North Dakota institutions will use the reason code RF – Refund Control.

The user clicks the hourglass in the Reason column for each item to be refunded. This takes the user to the Look Up Reason page, where the user selects the reason for refund. After the refund reason has been selected, the user is returned to the Worksheet Application page, where the reason field has now been populated. The user must click the Save button to save the worksheet at this time

21. Enter Reason or use magnifying glass to find reason

The screenshot shows the 'Worksheet Application' interface in 'Detail View'. At the top, it displays 'Unit: NDSU1', 'Worksheet ID: 380', 'Currency: USD', 'Accounting Date: 04/27/2005', and 'Reason Code:'. Below this is the 'Worksheet Action' section with a dropdown menu set to 'Refund' and an 'Add Item' button. The 'Item Display Control' section includes 'Sort All: Items', 'Display: %', and dynamic columns for 'PO' and 'Due Date'. The main 'Item Summary' table has columns for Sequence, Sel, Balance, Currency, EMPY Type, Reason, Unit, Customer, Item ID, Line, PO, Due Date, and Line Item. The first row shows Sequence 1, Sel checked, Balance -12,430.53, Currency USD, EMPY Type RC (circled in red), Unit NDSU1, Customer FED_150040, Item ID FAR0004430225002, and Due Date 09/30/2004. Below the table is an 'Edit' button and a 'Returned Count' section showing '1 to 1 of 1'. A 'Balance' summary bar shows 'Dr: 0.00', 'Cr: 0.00', 'Adj: 0.00', 'Net: 0.00', 'WO: 0.00', and 'Ref: -12,430.53'. At the bottom are links for 'Worksheet Selection', 'Worksheet Application', and 'Worksheet Action', along with 'Save', 'Return to Search', and 'Notify' buttons.

To refund only a portion of an open item, verify the item(s) to apply payment to have been selected. Next, the amount to be refunded is entered into the 'Balance' field. After entering the amount, the user clicks the 'Save' button. The system then generates a new line for the same item with the remaining balance/credit (or the lowest common denominator). See screenshot below for example.

22. Enter partial refund amount into Balance field
23. Save
24. New line for same item with remaining balance/credit will appear.
25. Click Worksheet Action Link – Go to Step 12.7.8 to complete final step in maintenance worksheet.

Worksheet Application **Detail View**

Unit: NDSU1 Worksheet ID: 380 Currency: USD Accounting Date: 04/27/2005 Reason Code: [Anchor Information](#)

Worksheet Action: 'Action: Refund Add Item

Item Display Control: *Sort All: Items Display: % Dynamic Col 1: PO Dynamic Col 2: Due Date

Sequence	Sel	Balance	Currency	Entry Type	Reason	Unit	Customer	Item ID	Line	PO	Due Date	Line Item
1	<input checked="" type="checkbox"/>	-10,000.00	USD	RC	RC	NDSU1	FED_150040	FAR0004430225002			09/30/2004	
2	<input type="checkbox"/>	-2,430.53	USD			NDSU1	FED_150040	FAR0004430225002			09/30/2004	

Returned Count: 1 to 2 of 2

Dr: 0.00 Cr: 0.00 Adj: 0.00 Net: 0.00 WO: 0.00 Ref: -10,000.00

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

Save Return to Search Notify

12.7.8 Worksheet Action

The final step in completing the maintenance worksheet is to set the posting action of the worksheet. This allows the worksheet to be processed during the Update Receivables process. After the posting action has been set for the worksheet, the Receivables Update process must be run in order to post the worksheet and update customer information (e.g. history, balances, etc.). In addition, the Journal Generator must be run to book the accounting entries to the General Ledger.

This page is used to set the posting action for the worksheet, create and/or review the accounting entries, and delete either the worksheet or maintenance group.

Page Layout: Accounts Receivable > Maintenance > Maintenance Worksheet > Create Worksheet > Worksheet Application

Worksheet Action

Unit: NDSU1 Worksheet ID: 378 Accounting Date: 04/27/2005

Status: No Action

Worksheet Action	Posting Action	Accounting Entry Action
Delete Worksheet	Do Not Post	Create/Review Entries
Delete Maintenance Group	Post Now	
	Post Later	

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

26. Click Post Now

12.7.9 View Item Detail (Optional)

Sometimes it may be necessary to review or change specific details regarding an item on the worksheet. The Detail View page allows the user to complete this along with providing the ability to access several other information pages regarding the item and customer by clicking the links on the page.

This page provides specific details regarding worksheet Items. It allows the user to review and/or change fields that are not accessible on the Worksheet Application level. In addition, the Detail View page provides links to pages such as Item Activity, Conversations, Item in other Groups, Additional Customer Information and Revenue Distribution.

Navigation: Accounts Receivable > Maintenance > Maintenance Worksheet > Create Worksheet > Worksheet Application

Worksheet Application **Detail View**

Action: Select Business Unit: NDSU1 Worksheet ID: 378 Currency: USD Accounting Date: 04/27/2005

Item Detail Find | View All First 2 of 2 Last

Selected

Balance: -2,500.00 Currency: USD Document: Due Date: 09/30/2004

Item ID: FAR0004431225002 Item Line: Bill of Lading:

Entry Type: MT Accounting Date: 04/27/2005 Order No:

Entry Reason: MT PO Ref:

Business Unit: NDSU1 Contract: FAR0004431

Customer ID: PRIV_45650 Luna Innovations Inc. Region Code:

SubCust1: Project: FAR0004431

SubCust2: PC Bus Unit: NDSU1

Sales Person: HENDRICK Activity ID: 1

Sales Person2: Letter of Credit:

[Item Activity](#)
[Conversations](#)
[Item in other Groups](#)
[Additional Cust Information](#)
[Edit](#)

Payment

Dr:	120.12	Cr:	-2,500.00	Adj:	0.00	Net:	-2,379.88	WO:		Ref:	
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[Worksheet Selection](#) Worksheet Application [Worksheet Action](#) [Return to Worksheet Summary View](#)

[Save](#) [Return to Search](#) [Notify](#)

27. Select Detail View Tab
28. Review Information
29. Go back to Worksheet Application Tab.

Appendix A

Navigation: Accounts Receivable > Maintenance > Maintenance Worksheet > Create Worksheet > Worksheet Selection

Worksheet Selection

Worksheet Business Unit: NDSU1 Worksheet ID: 378

Customer Criteria

Customer Items **Customer Reference** Find | View All First 1 of 1 Last

Cust ID: Business Unit: + -

SubCustomer 1: SubCustomer 2:

Name:

Remit SetID: Remit From ID: Accounting Date: 04/27/2005

Corporate SetID: Corporate ID: Rate Type: CRRNT

MICR ID: [Link MICR](#)

Reference Criteria

Reference Criteria: Specific Value **Item Reference** Customize | Find | View All First 1-2 of 2 Last

Restrict to: All Customers

Match Rule: Exact Match

Anchor Business Unit:

Currency: USD

Reference	To Reference	Reference Qualifier Code
FAR000443112800	<input type="text"/>	<input type="text"/> + -
FAR000443122500	<input type="text"/>	<input type="text"/> + -

Worksheet Action

[Build](#) [Clear](#) Created Date/Time: Number of items in worksheet: 0

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

[Save](#) [Notify](#) [Add](#)

Selected Field Information

<i>Field Name</i>	<i>Field Description/Purpose</i>
Worksheet Business Unit	The business unit for the worksheet.
Worksheet ID	The unique identifier for the worksheet.
Customer Criteria	This field determines the types of Items that will be populated on the worksheet based on the chosen customer. The options for this field are Corporate Items, Customer Items, None, or Remit From Items.
Customer ID	The unique identifier of the customer.
Business Unit	The business unit the customer is setup in.
Name	The customer name.
Remit SetID	The SetID associated with the remit from settings for the customer.
Remit From ID	The customer ID associated with the remit from settings for the customer.
Accounting Date	The accounting date for the worksheet.
Rate Type	The rate type associated with the worksheet. The default is CRRNT. Rate types are used for currency conversion. NDSU will not be utilizing currency conversion functionality.

Reference Criteria	This field determines the types of Items that will be populated on the worksheet (types of references). The options for this field are None, Detailed References, Range of References and Specific Value. Detailed References can not be used for maintenance worksheets.
Restrict to	This field is used to further filter the Reference Criteria (type of customer). The options for this field are All Customers, Corporate Cust Only, Customer Only, Remit Cust Only
Match Rule	This field is used to further filter the Reference Criteria (match). The options for this field are Exact Match and Like Match.
Anchor Business Unit	Used for processing multi-currencies on the same worksheet. If an item is selected, then you will not be able to select an anchor business unit.
Reference	Select from the list of item reference values or use as the From value for a range.
To Reference	The To field for a range.
Reference Qualifier Code	Identifies what types of references to use.
Build	Clicking this button builds the payment worksheet using the criteria specified on the page.
Clear	Clicking this button clears the criteria currently specified on the page.
Items	Specifies the number of Items populating the worksheet at the time it is built.
Worksheet Application	This link allows the user to navigate to the Worksheet Application page.
Worksheet Action	This link allows the user to navigate to the Worksheet Action page.

Navigation: Accounts Receivable > Maintenance > Maintenance Worksheet > Create Worksheet > Worksheet Application

Worksheet Application **Detail View**

Unit: NDSU1 Worksheet ID: 378 Currency: USD Accounting Date: 04/27/2005 Reason Code: [Anchor Information](#)

Worksheet Action: Item Display Control: *Sort All: Display: Dynamic Col 1: Dynamic Col 2:

Sequence	Sel	Balance	Currency	Entry Type	Reason	Unit	Customer	Item ID	Line	PO	Due Date	Line Item
1	<input checked="" type="checkbox"/>	120.12	USD	MT	MT	NDSU1	PRIV_45650	FAR0004431128002			09/30/2004	
2	<input checked="" type="checkbox"/>	-2,500.00	USD	MT	MT	NDSU1	PRIV_45650	FAR0004431225002			09/30/2004	




 Returned Count: 1 to 2 of 2

Balance					
Dr:	120.12	Cr:	-2,500.00	Adj:	0.00
		Net:	-2,379.88	WO:	0.00
		Ref:	0.00		

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

Selected Field Information

<i>Field Name</i>	<i>Field Description/Purpose</i>
Unit	The business unit for the worksheet.
Worksheet ID	The unique identifier for the worksheet.
Currency	The currency for the worksheet.
Accounting Date	The accounting date for the worksheet.
Reason Code	This field allows the user to select a reason code to apply to all Items selected on the worksheet. This reason code will display with the item activity for these Items.
Anchor Information	This link takes the user to a page where the anchor business unit information can be edited. NDSU will not utilize this field.
Action	This field allows the user to select the worksheet action to be performed. The available choices are Credit, Debit, Ref Net Cr, Refund, Select, WO (Write-off), WO Net Cr, WO Ned Dr. NDSU will only utilize Refund and WO (Write-off). <i>Select</i> : Enables you to manually offset Items. When in select mode, to quickly select a range of Items, such as Items 4 to 7, type the range (4-7) in the field to the right of the Action field. <i>WO</i> : Use to write off selected Items. As you select Items, the system assigns them the write-off entry type. You must enter a valid entry reason in the field if you have entry reasons set up for the write-off entry type. If you set the maximum write-off to zero, then you can write off any amount. If you set the maximum write off to a value, then the write off cannot exceed that value. <i>Refund</i> : Use to select Items for refunding. You can select only credit Items as refunds
Add Item	Clicking this button will allow the user to add new Items.

Sort All	This field specifies how to sort the item list. Options for this field are Due Date, Entry Reason, Entry Type and Item.
Display	This field specifies what Items to show in the item list. Options for this field are All Items, Blank, New Items, Other, Selected and Unselected.
	Clicking this button initiates the item search based on the Item Display Control criteria.
	Clicking this button displays the Currency Conversion Worksheet.
Dynamic Col 1	This field allows the user to select one of two dynamic columns, display fields that are user set.
Dynamic Col 2	This field allows the user to select the second of two dynamic columns, display fields that are user set.
	Clicking on this button will take the user to the Detail View page for the particular item.
Seq	The worksheet sequence number for the item.
Sel	The select box determines whether or not the item has been selected for payment.
Balance	The current balance of the item.
Cur	The currency of the item.
Entry Type	The Entry Type for the item.
Reason	The Reason for the item.
Entry Event	The Entry Event for the item.
Unit	The business unit the item is booked to.
Customer	The customer ID associated with the item.
Item ID	The unique identifier for a particular AR item within PeopleSoft.
Line	The line number of the item.
PO	The purchase order associated with the item. This is the first dynamic column.
Due Date	The due date of the item. This is the second dynamic column.
Line Item	The Line Item number.
Edit	Clicking this button performs action edits on the selected Items.
Dr	The total debits of the selected Items.
Cr	The total credits of the selected Items.
Adj	The total adjusted amount of the selected Items.
Net	The net amount of the selected Items.
WO	The total write-off amount of the selected Items.
Ref	The total refund amount of the selected Items.
Worksheet Selection	This link navigates the user to the Worksheet Selection page.
Worksheet Action	This link navigates the user to the Worksheet Action page.

Page Layout: Accounts Receivable > Maintenance > Maintenance Worksheet > Create Worksheet > Worksheet Application

Worksheet Action

Unit: NDSU1 **Worksheet ID:** 378

Accounting Date: 04/27/2005

Status: No Action

Worksheet Action	Posting Action	Accounting Entry Action
Delete Worksheet	Do Not Post	Create/Review Entries
Delete Maintenance Group	Post Now	
	Post Later	

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

Selected Field Information

<i>Field Name</i>	<i>Field Description/Purpose</i>
Unit	The business unit for the worksheet.
Worksheet ID	The unique identifier for the worksheet.
Accounting Date	The accounting date for the worksheet.
Status	The current posting status of the worksheet.
Delete Worksheet	Clicking this button will delete the worksheet.
Delete Maintenance Group	Clicking this button will delete the maintenance group.
Do Not Post	Clicking this button sets the posting status to Do Not Post.
Post Now	Clicking this button sets the posting status to Post Now.
Post Later	Clicking this button sets the posting status to Post Later.
Create/Review Entries	Clicking this button allows the user to create or review the accounting entries associated with the worksheet.
Worksheet Selection	This link will navigate the user to the Worksheet Selection page.
Worksheet Application	This link will navigate the user to the Worksheet Application page.
Save	This button will save the current information for the payment worksheet.
Return to Search	This button will return the user to the Find an Existing Item page.
Notify	This button will allow the user to send an e-mail with a link to the current page.

Navigation: Accounts Receivable > Maintenance > Maintenance Worksheet > Create Worksheet > Worksheet Application

Worksheet Application **Detail View**

Action: Select Business Unit: NDSU1 Worksheet ID: 378 Currency: USD Accounting Date: 04/27/2005

Item Detail Find | View All First 2 of 2 Last

Selected

Balance:	<input type="text" value="-2,500.00"/>	Currency:	USD	Document:	<input type="text"/>	Due Date:	09/30/2004
Item ID:	<input type="text" value="FAR0004431225002"/>	Item Line:	<input type="text"/>	Bill of Lading:	<input type="text"/>		
Entry Type:	MT	Accounting Date:	04/27/2005	Order No:	<input type="text"/>	Item Activity	
Entry Reason:	<input type="text" value="MT"/>			PO Ref:	<input type="text"/>	Conversations	
Business Unit:	NDSU1			Contract:	<input type="text" value="FAR0004431"/>	Item in other Groups	
Customer ID:	<input type="text" value="PRIV_45660"/>	Luna Innovations Inc.		Region Code:	<input type="text"/>	Additional Cust Information	<input type="button" value="Edit"/>
SubCust1:	<input type="text"/>			Project:	<input type="text" value="FAR0004431"/>		
SubCust2:	<input type="text"/>			PC Bus Unit:	<input type="text" value="NDSU1"/>		
Sales Person:	<input type="text" value="HENDRICK"/>			Activity ID:	<input type="text" value="1"/>		
Sales Person2:	<input type="text"/>			Letter of Credit:	<input type="text"/>		

Payment

Dr:	120.12	Cr:	-2,500.00	Adj:	0.00	Net:	-2,379.88	WO:		Ref:	
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[Worksheet Selection](#) Worksheet Application [Worksheet Action](#) [Return to Worksheet Summary View](#)

Selected Field Information

<i>Field Name</i>	<i>Field Description/Purpose</i>
Action	The action assigned to this item.
Business Unit	The business unit for the worksheet.
Worksheet ID	The unique identifier for the worksheet.
Currency	The currency for the worksheet.
Accounting Date	The accounting date for the worksheet.
Selected	This box determines whether or not the item has been selected for action.
Balance	The current balance of the item.
Item ID	The unique identifier for a particular AR item within PeopleSoft.
Item Line	The Item Line number.
Entry Type	The Entry Type for the item.
Accounting Date	The accounting date for the item.
Entry Reason	The Entry Reason for the item.
Entry Event	The Entry Event for the item.
Business Unit	The business unit the item is booked to.
Customer ID	The customer ID associated with the item.
SubCust1	The first sub-customer associated with the item.
SubCust2	The first sub-customer associated with the item.
Sales Person	The business unit associated with the item for sales credit purposes. For AR

	deposit Items, it will auto-populate with NDSU1.
Sales Person2	The second sales person associated with the item.
Document	The document reference information for the item.
Bill of Lading	The bill of lading information for the item.
Order No	The order number associated with the item.
PO Ref	The purchase order associated with the item.
Contract	The contract number associated with the item.
Region Code	The region code associated with the item.
Prj/Grt	The project/grant number associated with the item.
PC Business Unit	The business unit associated with the item for project costing.
Activity ID	The activity ID associated with the item.
Letter of Credit ID	The letter of credit ID associated with the item.
Due Date	The item due date.
Item Activity	This link will navigate the user to the Item Activity Detail page for the item.
Conversations	This link will allow the user to create new conversations for the item.
Item in other Groups	This link will navigate the user to the Item in Other Groups page, which lists all Payment Groups that the item is in.
Additional Cust Information	This link will navigate the user to a page that displays Additional Customer Information from the Customer Profile.
Revenue Distribution	Used for manual multiple revenue line distribution..
Edit	Clicking this button performs action edits on the selected Items.
Dr	The total debits of the selected Items.
Cr	The total credits of the selected Items.
Adj	The total adjusted amount of the selected Items.
Net	The net amount of the selected Items.
WO	The total write-off amount of the selected Items.
Ref	The total refund amount of the selected Items.
Worksheet Selection	This link navigates the user to the Worksheet Selection page.
Worksheet Action	This link navigates the user to the Worksheet Action page.
Return to Worksheet Summary View	Clicking this link returns the user to the Worksheet Application page.