



**State of Wisconsin**  
**Department of Administration**

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# Maintaining the Payment Worksheet Job Aid

Version 1.0



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**PURPOSE**

This Job Aid is designed to provide additional information regarding building and updating payment worksheets and applying payments using the Payment Worksheet or the Payment Predictor.

The **Maintaining Payment Worksheets** job aid will review the following sub-processes:

1. Maintaining and Updating the Payment Worksheet
2. Using the Maintenance Worksheet

The following icons are depicted throughout this document to bring special attention to additional information, key points, and warnings.

Icon	Description	Purpose
	Additional information	Provides more information on the fields highlighted or selected on the screenshot.
	Key Points	Explains the purpose/importance of a particular field/option.
	Warning	Provides any critical information for critical fields.

**MAINTAINING PAYMENT WORKSHEET**

The process of creating a Payment Worksheet is covered in the **Deposits Processing Job Aid**. See below steps for guidance on maintaining the Payment Worksheet and using the Worksheet Application to specify the action to take on selected items in the worksheet.

Step	Action
1.	Navigate to: <b>Accounts Receivable &gt; Payments &gt; Apply Payments &gt; Update Worksheet</b>

2.

Enter **Deposit Unit** and **Deposit ID** and click **Search**.

### Update Payment Worksheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

**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



**Payment ID** and other identifiers can also be used as search criteria.

3.

Use the **Payment Worksheet Application** page to update, review, or edit relevant fields.  
 If an edit needs to be performed:

1. Select the item in the **Item List** section.
2. Select the **Item Action** you wish to perform.
3. Verify the **Balance** section's items are accurate.

### Payment Worksheet Application

Deposit Unit US001      Deposit ID 22      Payment ID 32226      Payment Sequence  
 Payment Accounting Date 09/09/2009      Payment Currency

**Item Action**  
 Entry Type **Pay An Item**      Reason    
**Item Display Control**  
 Display All Items      Go

**Row Selection**  
 Choice Select Range of Items      Range   
**Row Sorting**  
 Sort All By Item      Go

View Detail	Remit Seq	Set	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Event	Disc	Disc Amt	Ser
	1	<input checked="" type="checkbox"/>	<input type="text"/>		<input type="text"/>		US001	CWB101						

Add with Detail

Balance		Amount	55.00	Remaining	55.00	Unearned	0.00
Selected		0.00		Discount	0.00	Earned	0.00
Adjusted		0.00		Write Off	0.00		

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

Save      Return to Search      Refresh



	Click <b>Refresh</b> and <b>Save</b> .
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## MAINTAINING RECEIVABLES USING MAINTENANCE WORKSHEET

A maintenance worksheet is a workspace for offsetting items, write-offs, or adjustments to manage posted items. Maintenance worksheets are used to:

- Refund an item with a credit balance.
- Create a new refund item for a credit remaining from maintenance tasks

The process of creating a Worksheet is covered in the **Receivables Processing Job Aid**. After creating a Maintenance Worksheet, use the steps below to specify the action to take on selected items in the worksheet using the Worksheet Application page.

Step	Action
1.	Navigate to: <b>Accounts Receivables &gt; Receivables Maintenance &gt; Maintenance Worksheet &gt; Update Worksheet</b>
2.	<p>Enter a <b>Worksheet Business Unit</b>.</p> <div style="border: 1px solid black; padding: 10px;"> <p><b>Update Worksheet</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="background-color: #f0f0f0; padding: 2px;">Find an Existing Value</p> <hr/> <p style="background-color: #e0f0e0; padding: 2px;">▼ Search Criteria</p> <p>Worksheet Business Unit: = ▼ <input type="text" value="50500"/> 🔍</p> <p>Worksheet ID: begins with ▼ <input type="text"/></p> <p>User ID: begins with ▼ <input type="text"/> 🔍</p> <p><input type="checkbox"/> Case Sensitive</p> <p style="text-align: right;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a> </p> </div> <p>Click <b>Search</b>.</p>





## APPENDIX

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### Vocabulary Terms

Term	Definition
<b>Payment Worksheet Action</b>	Use this page to delete a worksheet and select posting options for payments.
<b>Worksheet Application</b>	Use this page to select items to which payments will be applied
<b>Worksheet Selection</b> page	Build new worksheet or modify existing one.