
AR.020.040 – CREATING A MAINTENANCE WORKSHEET

Purpose	<ul style="list-style-type: none">• To create a Maintenance Worksheet.• To explain the purpose of the Maintenance Worksheet.
Description	Maintenance worksheets are a way to match payments received from customers with open items. It is a two-step process by which first the Worksheet is created, then actions are taken with the worksheet. In this topic, users are creating the Worksheet but not taking any action.
Security Role	BOR_AR_APPLY_PMTS
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to create a Maintenance Worksheet for a specific Deposit ID and each item associated with that ID.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Accounts Receivable link.
4.	Click the Payments link.
5.	Click the Apply Payments link.
6.	Click the Create Worksheet link.
7.	Click the Search button.
8.	Click an entry in the Deposit ID column.
9.	Click the Build button.
10.	Click the Sel checkbox.
11.	Click the Sel checkbox.
12.	Click the Add with Detail button.
13.	Click the View All link.
14.	Click the vertical scrollbar.
15.	Click the Return to Worksheet Application Summary View link.
16.	Click the Save button.