

## 9.2 Using a Payment Worksheet to Apply a Payment

**Purpose:** Use this document as a reference for how to Use a Payment Worksheet to Apply a Payment in ctcLink.

**Audience:** AR Specialists.

❗ You must have at least one of these local college managed security roles:

- ZZ AR Apply Payments

You must also set these User Preference Definitions:

- [User Preferences: Accounts Receivable](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

The following QRG demonstrates only one of several potential scenarios. This serves as a guideline that will vary depending on the accounting conditions.

### Use a Payment Worksheet to Apply a Payment

**Navigation:** NavBar > Navigator > Accounts Receivable > Payments > Apply Payments > Create Worksheet

1. The **Create Payment Worksheet** search page displays. Enter your district's business unit as the **Deposit Unit** (it may be prefilled).
2. Enter the **Deposit ID** associated with the payments you wish to apply.
3. Select **Search**.
4. If there is more than one un-applied payment in the deposit, each payment will be listed at the bottom of the Create Payment Worksheet page; select the payment you wish to apply. If there is only one payment in the deposit, that payment will be selected automatically.

### 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

=

WA170

Q

Deposit ID

begins with

2482

Q

Payment Sequence

=

Payment ID

begins with

Q

Payment Status

=

▼

User ID

begins with

Assigned Operator ID

begins with

Q

Payment Predictor Method

begins with

Q

Accounting Date

=

📅

☐ Case Sensitive

Search

Clear

Basic Search

📄 Save Search Criteria

5. The **Payment Worksheet Selection** page displays. Note that using a payment worksheet generally involves three steps: (1) Worksheet Selection, (2) Worksheet Applications, and (3) Worksheet Actions. You are currently on the **Worksheet Selection** step. Use the Payment Worksheet Selection page to select AR item(s) for inclusion on the worksheet (with the assumption that you might pay those items with the payment you are currently working). To include all open items for a particular customer, configure the **Customer Criteria** section as follows:
  - a. Select Customer Items from the **Customer Criteria** drop-down menu (the default selection).
  - b. Enter the **Customer ID** (which will prefill if the customer was identified on the payment).
  - c. Enter your district's **Business Unit** (which may be prefilled).
  - d. Select **Build**.

**Payment Worksheet Selection**

Deposit Unit WA170      Payment ID 12345      ☐ Payment Predictor  
 Deposit ID 2482      Payment Amount 155.00 USD  
 Deposit Status None Applied      Payment Status Identified

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**Customer Criteria**

Customer Criteria      Customer Reference      1 of 1      View All

Customer ID       Business Unit       +      -

Name Elizabeth Way  
 Remit SetID WACTC      Remit From ID 001000838  
 Corporate SetID WACTC      Corporate ID 001000838  
 MICR ID       Link MICR

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**Reference Criteria**

Reference Criteria      Item Reference      1-1 of 1      View All

Restrict to All Customers      Qual Code      Reference      To Reference      +      -

Match Rule Exact Match                 

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

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**Item Inclusion Options**

☒ All Items      ☐ Deduction Items Only      ☐ Items in Dispute Only      [Advanced Inclusion Options](#)  
☐ Exclude Collection Items      ☐ Exclude Deduction Items      ☐ Exclude Dispute Items

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**Worksheet Action**

           Created at      Items 0

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Worksheet Selection      Worksheet Application      Worksheet Action

                

6. The **Payment Worksheet Application** page (step 2 of the payment worksheet process) displays. Use it to select the open items you wish to pay with the current payment. For each item you wish to pay with the current payment:
  - a. Select Pay An Item as the **Entry Type** (the default selection).
  - b. Select (via the **Self** Checkbox) the open item(s) you wish to pay.
  - c. **Item ID, Type** and the **Balance** section are automatically updated.
  - d. Select **Save**.
  - e. Select **Worksheet Action** (near the bottom of the page).

**Payment Worksheet Application**

Deposit Unit WA170      Deposit ID 2482      Payment ID 12345      Payment Sequence 1      Payment Currency USD  
 Payment Accounting Date 09/17/2018

**Item Action**      **Row Selection**

Entry Type       Reason       Choice       Range       Go

**Item Display Control**      **Row Sorting**

Display       Go      Sort All By       Go

**Item List**      Personalize | Find | View All |       First 1 of 1 Last

View Detail	Remit Seq	Self	Pay Amt	Cur	Item ID	Item Line	Unit	Customer	Type	Reason	Disc	Disc Amt	Service Purchase ID	Tax Status
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	155.00	USD	CONV-825421		WA170	001000838	PY					Not Applicable

          

**Balance**

Amount	155.00	Remaining	0.00	Unearned	0.00
Selected	155.00	Discount	0.00	Earned	0.00
Adjusted	0.00	Write Off	0.00		

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

          

7. The **Payment Worksheet Action** page (step 3 of the payment worksheet process) displays.
8. Select **Create/Review Entries** to generate the payment accounting.

💡 The Payment Worksheet Action page can be used to 1. Create/Review Accounting Entries, 2. Delete the Worksheet to start over, and 3. Post the Payment. Recommended to select **Batch Standard** in the Posting Action section when posting payments. By selecting Batch Standard, the payment will be posted in batch when the next scheduled AR Update runs. This allows time for additional corrections if needed.

**Payment Worksheet Action**

Deposit UnitWA170

Deposit ID2482

Payment ID12345

Entered Date09/14/2018

StatusDo Not Post

**Worksheet Action**

Delete Worksheet

Delete Payment Group

**Posting Action**

Action: Do Not Post

**Accounting Entry Action**

Create/Review Entries

Worksheet Selection

Worksheet Application

Worksheet Action

9. The **Accounting Entries** page displays. Review and update as needed.
10. Select **Save**.
11. Select **Return to Previous Panel**.

Payment Control

Accounting Entries

Deposit Unit

WA170

Deposit ID

2482

Payment ID

12345

Accounting Entries

Item ID

CONV-825421055

Line

Entry Type

PY

Reason

Bus. Unit

WA170

Customer

001000838

SubCust1

SubCust2

Amount

-155.00

Currency

USD

Accounting Entries Complete

Return To Previous Panel

Distribution Lines

ChartFields

Currency Details

Additional Details

Journal Reference Information

Item Creation/Update Details

Line	GL Unit	*Type	Amount	Oper Unit	Account	Fund	Approp	Dept	Class	State Purpose	PC Bus Unit
1	WA170	Cash Ctrl	155.00	7170	101150	841		98209	285	N	
100	WA170	AR	-155.00	7170	101330	570		11728	135	N	

Lines

8

DR

620.00

Currency

USD

CR

620.00

Currency

USD

Net

0.000

Save

Return to Search

Notify

12. The **Payment Worksheet Action** page displays. Select '**Batch Standard**', then select **OK**.

**Note 1:** You must select **OK** after selecting a posting action. If you simply Save, no posting will occur.

**Note 2:** The **AR Update** is scheduled to run nightly. However, your college can schedule additional update (for example at noon) or request an AR Update ad hoc.

**Payment Worksheet Action**

Deposit Unit    WA170

Deposit ID    2482

Payment ID    12345

Entered Date    09/14/2018

Status    Do Not Post

**Worksheet Action**

Delete Worksheet
Delete Payment Group

**Posting Action**

Action: Batch Standard    OK

**Accounting Entry Action**

Create/Review Entries

Worksheet Selection

Worksheet Application

Worksheet Action

Save    Return to Search    Notify

13. A new window will open to the **Process Monitor**. Insure that the payment posts without incident. Refer to the Process Monitor QRG for instructions. Close the Process Monitor window.
14. To review the accounting navigate to **NavBar > Navigator > Accounts Receivable > Payments > Review Payments > Deposit Accounting Entries**.
15. The **Deposit Accounting Entries** search page displays. Enter **Deposit Unit** and the **Deposit ID** with which you are working.
16. Select **Search**.
17. If multiple payments in the deposit have accounting, each payment will be listed; select a payment. If only one payment in the deposit has accounting created, it will be selected automatically.

Find an Existing Value

▼ Search Criteria

Deposit Unit = WA170

Deposit ID begins with 2452

Payment ID begins with

Group ID begins with

User ID begins with

Assigned Operator ID begins with

Entered Date =

Posting Status =

Payment Type = Regular Payments Only

☐ Case Sensitive

Search Clear

Basic Search

Save Search Criteria

18. The **Payment Control** page displays.
19. Select the **Accounting Entries** tab.

Payment Control Accounting Entries

Deposit Unit WA170

Deposit ID 2452

Payment ID ACH 660599

Accounting Date 02/13/2018

Approved By 101002998

Group Type P

Payment

Origin ID PS\_AR

ExtBill

Currency

Control USD

Format USD

Totals

Control	-95.82	*Count	1
Entered	-95.82	Count	1
Difference	0.00	Count	0
Posted	-95.82	Count	1

Control Data

Received	02/13/2018
Entered	02/14/2018
Posted	02/14/2018
Assign	101004565
User	101004565

Group Status

Edit Status	Edited	Accounting Entries	Balanced
Balanced	Yes	Posting Action	Do Not Post
Posting Status	Complete		

Save

Return to Search

Modify

20. The **Accounting Entries** tab displays.
21. The payment you selected has been successfully applied to the open item selected on the payment worksheet.

22. Process complete.