

## AR.020.040 – CREATING A MAINTENANCE WORKSHEET

Purpose	<ul style="list-style-type: none"> <li>• To create a Maintenance Worksheet.</li> <li>• To explain the purpose of the Maintenance Worksheet.</li> </ul>
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	<b>BOR_AR_APPLY_PMTS</b>
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.

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