

AR.020.070 – CANCELING A MAINTENANCE WORKSHEET

| | |
|------------------------------|---|
| Purpose | <ul style="list-style-type: none"> To cancel a Maintenance Worksheet. To search a 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, you are taking the action of canceling the Worksheet. |
| Security Role | BOR_AR_APPLY_PMTS |
| Dependencies/ Constraints | None |
| Additional Information | None |

Procedure

Below are step by step instructions on how to use the search functionality to find an existing Worksheet in the system for Deposit ID 2001116611. You will then cancel the worksheet.

| 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 Update Worksheet link. |
| 7. | Click the Search button. |
| 8. | Click an entry in the Payment Status column. |
| 9. | Click the Worksheet Action link. |
| 10. | Click the Delete Worksheet button. |
| 11. | Click the Save button. |