

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.