Disputing an Item from a Payment Worksheet
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Disputing an Item from a Payment Worksheet

In Core-CT 9.1 dispute information for an item can be entered directly on a payment worksheet. To dispute an item from a payment worksheet users must complete the following fields: **Dispute Reason**, **Dispute Date**, and **Dispute Amount**.

The entire balance of an item or a portion of an item's balance can be disputed.

If a payment is applied to a portion of the disputed item Core-CT 9.1 will automatically add a new row with the Item ID of the item that is disputed. The Pay Amount field in the new row will indicate the remaining balance on the item after the payment has been processed. The same dispute information must be entered for each row in order to save the worksheet.

The dispute information entered on a **Payment Worksheet** automatically displays on the **Detail 1** page of the disputed item.

In this example a payment of $200 is applied to an Item with a balance of $250. The remaining balance of $50 is disputed. Dispute information is entered for both rows associated with the item.

Procedure

Navigation: Accounts Receivable > Payments > Apply Payments > Create Worksheet

Step	Action
1.	Enter **BAAM1** into the **Deposit Unit** field.
2.	Enter **11702** into the **Deposit ID** field.
3.	Click the **Search** button.

Step	Action
4.	Click the **Build** button. Build
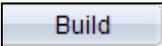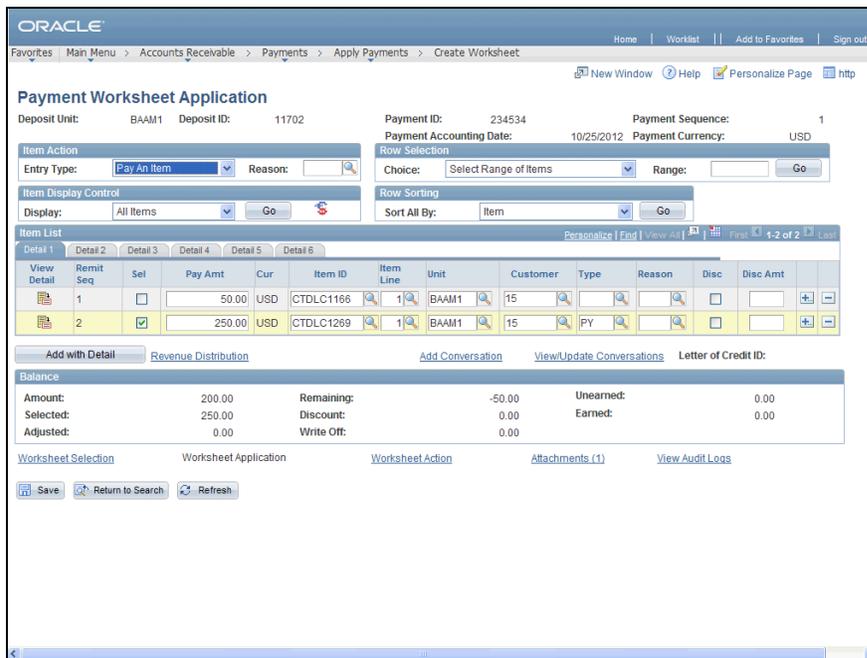
Step	Action
5.	A payment of $200 will be applied to **Item ID** CTDLC1269. The Item has a balance of $250. The remaining balance of $50 will be disputed.
6.	Click in the **Pay Amt** field. 250.00
7.	Enter **200.00** into the **Pay Amt** field.
8.	Click the **Detail 5** tab. Detail 5

Step	Action
9.	A new row with a **Pay AMT** of $50 for Item ID CTDLC1269 has been added. This item now has two rows. One for $200 that will be applied to the item and the other for the remaining balance of $50. The same dispute information must be entered for both rows to place this item in dispute.
10.	Click the **Look up Dispute Reason** button.
11.	Click the **MIS Miscellaneous** link.
12.	Enter **10/29/12** into the **Dispute Date** field.
13.	Enter **50** into the **Dispute Amount** field.
14.	Enter **MIS** into the **Dispute Reason** field.
15.	Enter **10/29/12** into the **Dispute Date** field.
16.	Enter **50** into the **Dispute Amount** field.

Step	Action
17.	Click the **Save** button.
18.	Click the **Worksheet Action** link.
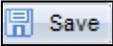
Step	Action
19.	Click the **Create/Review Entries** button to create the accounting entries. Create/Review Entries
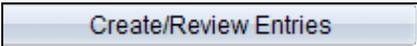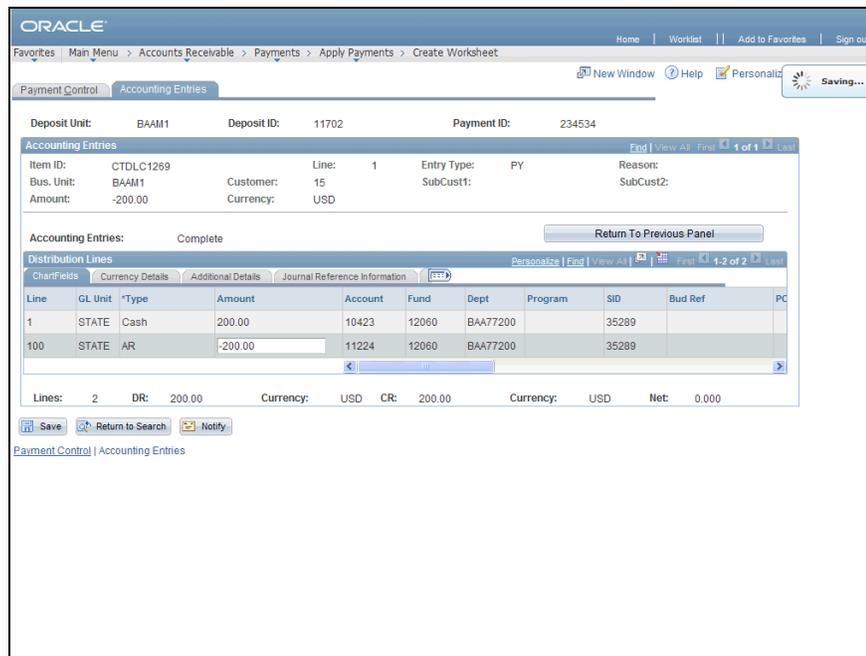
Step	Action
20.	The **Accounting Entries** page displays the accounting distribution lines for the worksheet. Review for accuracy.
21.	Click the **Save** button. Save
22.	Click the **Return To Previous Panel** button. Return To Previous Panel
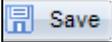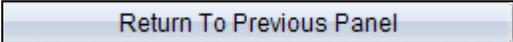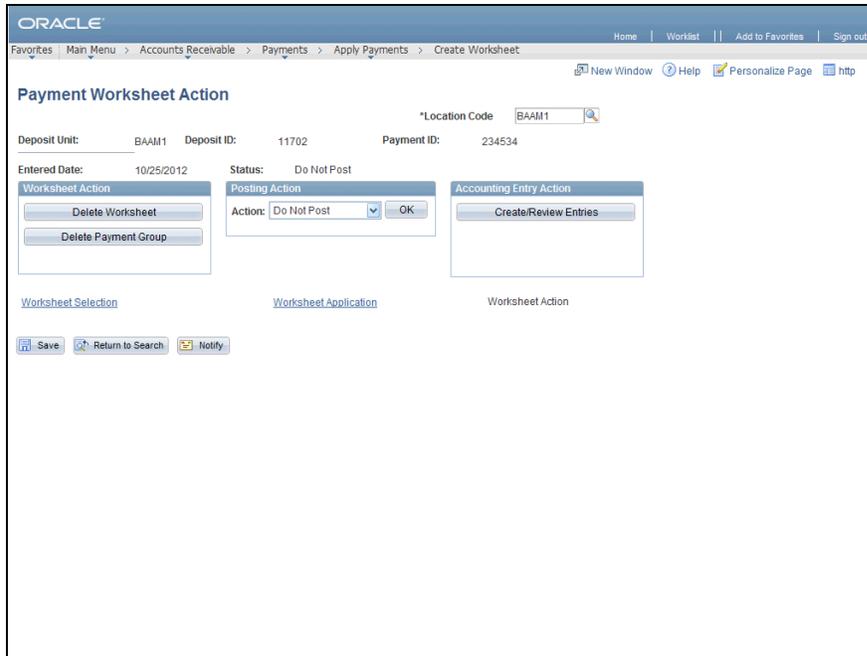
Step	Action
23.	Click the **Action** list. Do Not Post
24.	Click the **Batch Standard** list item. Batch Standard
25.	Click the **OK** button. OK

Step	Action
26.	The worksheet will be picked up and processed by AR Update in the next BATCH. Click the **Save** button.
27.	**End of Procedure.**