Disputing an Item from a Payment Worksheet Created on 2/19/2013 4:08:00 PM

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Disputing an Item from a Payment Worksheet

Core-

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

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Favorites Main Menu > A	ccounts Receivable	> Payments > Apply Payments > Create Worksheet	Home Worklist Add to Favorites Sign out
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Create Payment Works	heet		
Enter any information you hav	e and click Search.	Leave fields blank for a list of all values.	
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✓ Search Criteria			
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Step	Action
1.	Enter BAAM1 into the Deposit Unit field.
2.	Enter 11702 into the Deposit ID field.
3.	Click the Search button.

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Deposit ID:	11702	Payment Amount:	200.00 USD		
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Step	Action
4.	Click the Build button.
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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.

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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. MIS Miscellaneous
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.

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Step	Action
17.	Click the Save button.
18.	Click the Worksheet Action link. Worksheet Action

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Step	Action
19.	Click the Create/Review Entries button to create the accounting entries.
	Create/Review Entries

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nent Control	Accounting E	ntries												

Step	Action
20.	The Accounting Entries page displays the accounting distribution lines for the worksheet. Review for accuracy.
21.	Click the Save button.
22.	Click the Return To Previous Panel button. Return To Previous Panel

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Step	Action
23.	Click the Action list. Do Not Post
24.	Click the Batch Standard list item. Batch Standard
25.	Click the OK button.



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.