

Apply On-Account Funds

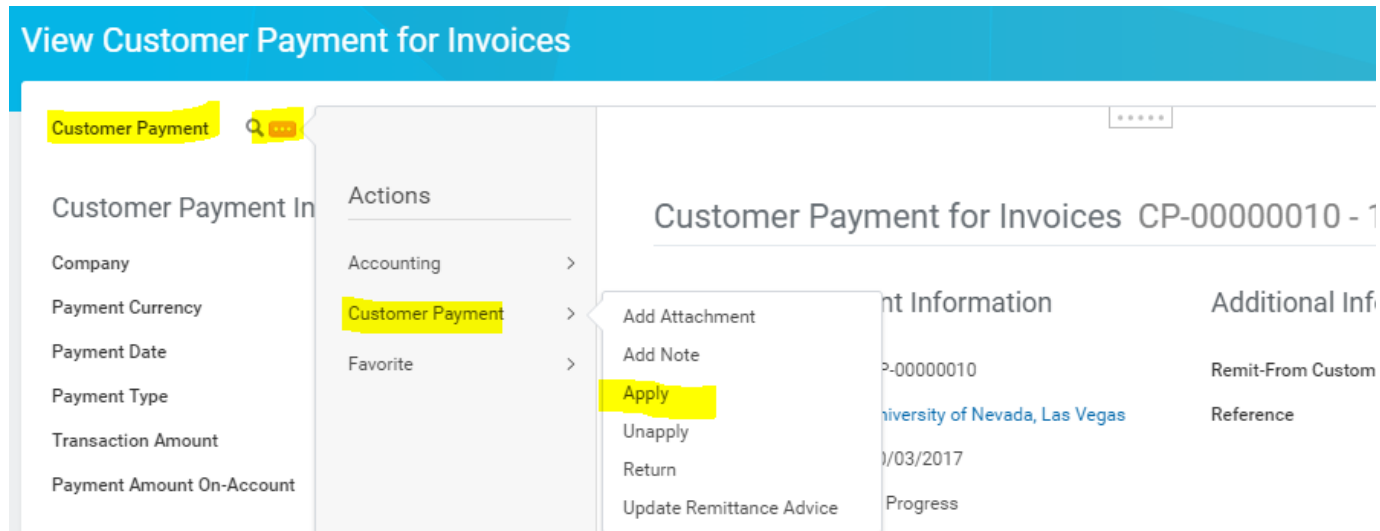
Issue: Apply on-account sponsor payment to open invoices

These instructions can be used to apply any on-account funds by the “Payment Application Specialist” role held by Jane Kober.

1. Make sure all invoices have been generated, if you want them to be paid by on-account funds. This may mean creating an installment billing schedule and invoice for the historical line 999.
2. For Award 191, navigate to “Find Customer Payments” and enter the information for your sponsor.
3. Find the payment marked “Applied with On Account” and select the spyglass (below) to go to the payment:

Find Customer Payments - FIN - CR (NSHE) Actions						
Company	University of Nevada, Las Vegas	Include Deposited Payments	Yes			
Customer	Southern Nevada Health District	Include Cash Sales	No			
8 items						
Payment	Payment Date	Customer	Payment Status	Application Status	Payment Amount	On Account Amount
	06/25/2018	Southern Nevada Health District	Complete	Fully Applied	1,932.16	0.00
	05/30/2018	Southern Nevada Health District	Complete	Fully Applied	20,817.99	0.00
	05/02/2018	Southern Nevada Health District	Complete	Fully Applied	20,981.59	0.00
	04/03/2018	Southern Nevada Health District	Complete	Fully Applied	14,563.79	0.00
	03/16/2018	Southern Nevada Health District	Complete	Fully Applied	7,363.25	0.00
	11/24/2017	Southern Nevada Health District	Complete	Fully Applied	8,180.12	0.00
	11/10/2017	Southern Nevada Health District	Complete	Fully Applied	150,765.93	0.00
	10/03/2017	Southern Nevada Health District	In Progress	Applied with On Account	79,116.07	37,835.96

4. From the related actions, select Customer Payment>Apply:



5. All open invoices should appear, and you can select which invoices to apply the on-account funds to. Note that ALL open invoices for this Sponsor/Customer will be displayed and you want to only apply to the Grant Invoices. Hit Submit.