

MAINTENANCE WORKSHEET

Write Off a Debit Item – Entry Type WO

Navigate to AR > Receivables Maintenance > Maintenance Worksheet > Create Worksheet > Add a New Value tab

BU should default and leave the worksheet id set to NEXT and click the Add button

On the Worksheet Selection page enter the Cust ID and your Business Unit in the Customer Criteria section.

Click the Build button in the bottom left hand corner

On the Worksheet Application page, in the Entry Type dropdown select Write-Off a Debit.

Select the Sel checkbox for the item you intend to write off and click the Save button. Validate the Type field updated to WO and the WO total field updated to the amount of the item you are writing off.

Click the Worksheet Action hyperlink at the bottom of the page.

Worksheet Action

Unit: 32101 Worksheet ID: MT-WODITEM Accounting Date: 08/14/2011

Status: Batch Standard

<p style="text-align: center; background-color: #e0e0e0;">Worksheet Action</p> <p style="text-align: center; background-color: #e0e0e0;">Delete Worksheet</p> <p style="text-align: center; background-color: #e0e0e0;">Delete Maintenance Group</p>	<p style="text-align: center; background-color: #e0e0e0;">Posting Action</p> <p>Action: Batch Standard OK</p>	<p style="text-align: center; background-color: #e0e0e0;">Accounting Entry Action</p> <p style="text-align: center; background-color: #e0e0e0;">Create/Review Entries</p>
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[Worksheet Selection](#) [Worksheet Application](#) [Worksheet Action](#)

On the Worksheet Action page change the Action dropdown to Batch Standard and hit the OK button.

To verify the accounting that has taken place:

1. The invoice was fed from billing to AR

Travel and Expenses

Billing

- Interface Transactions
- Manage Billing Worksheet
- Manage Bills
- Generate Invoices
- Locate Bills
- ▼ Review Billing Information
 - Summary
 - Details
 - Installment Bill Schedule
 - Recurring Bill Schedule
 - Consolidated Bills
 - Attached Bills
 - AR Pending Items
- Review Entries by Invoice
- Review Entries by Journal
- Adjustment History
- Review Line History
- View Supporting Documentation
- Workflow Approval

Accounting Entries

Unit: 32101 Bill To: 00000000001117 Invoice Amt: 10.00 USD 29 16Y

Invoice: 0000091828 OVERTON COUNTY

Accounting Entries

Acctg Information Transaction Account Subledger Journal Balance Forward Customer Fund 12/31/2011

GL Unit	Acctg Date	Type	Fund	Dept	Account	Location CF	Program	User Code	Pro
32101	08/17/2010	Revenue	12014	3211802000	65080000	18999	904300		
32101	08/17/2010	AR	12014		12000001				

Total Debits:
10.00USD
Total Credits:
-10.00USD

2. Item Activity that has taken place against the item
 - a. AR > Customer Accounts > Item Information > Item List > Advanced Search tab

Item List **Advanced Search**

SetID: Unit: Customer: *Level:

*Status: Search Preferences:

Search **Cancel** **Clear** **Save** **Delete**

Item Responsible Parties:

AR Specialist:

Credit Analyst:

Broker ID:

Collector:

Sales Person:

Reference Data:

Item ID:

Entry Type:

b. Once the search criteria is entered, hit the Search button

Item List **Advanced Search**

SetID: Unit: Customer: *Level:

Search **Advanced Search**

*Status:

Account Overview

Range: **GO** **Select All** **Deselect All**

Item Activity

Seq	Item	Line	Activity	Unit	Customer ID	Status	Terms	Entry Type	Entry Reason	Due	Days Late	Item Balance	Ccy
1	0000091828	2	32101	0000000000001117	Closed	NET30	IN			09/16/2010	271		USD

Search Results Totals:

Debits:	1	Debit Amount:		Currency:	USD
Credits:		Credit Amount:		Currency:	USD
Total:	1	Total Amount:		Currency:	USD
Selected:				Selected Currency:	

c. From the Item List results that pull from the criteria search, click the hyperlink of the item id you are researching followed by the Item Activity tab

Item Activity | Item Accounting Entries | Item Audit History

Unit: 32101 Customer: 0000000000001117 OVERTON COUNTY

Item ID: 0000091828 Line: Days Late: 271 Status: Closed

Balance: 0.00 USD

Item Activities

Sequence	Entry Type	Reason	Accounting Date	Posted Date	Amount	Ccy
1	IN		08/17/2010	08/18/2010	10.00	USD
2	WO	MT-WODITEM Maint	08/14/2011	08/14/2011	-10.00	USD

- d. This page shows all activity that has occurred against an item. In this example the IN = invoice was sent to AR from billing and the WO is the write off entry.
- e. Click the Item Accounting Entries tab
- f. When that page opens, scroll to the far right and click the View All link on the Dark Blue outermost box (Item Activity bar)

Activity Accounting Entries

Unit: 32101 Customer: 000000000001117 OVERTON COUNTY
 Item ID: 0000091828 Line: Days Late: 271 Status: Closed

Balance: 0.00 USD

Item Activity

Seq: 1 Entry Type: IN Acctg Date: 08/17/2010 Amount: 10.00 Revenue Estimate

Accounting Lines						
Accounting Information						
Line	Ledger Group	Ledger	GL Unit	Fund	Department Account	Location CE - Class
1			32101	12014	12000001	Program User Code - CE 1 PC Business

Seq: 2 Entry Type: WO Acctg Date: 08/14/2011 Amount: -10.00 Revenue Estimate

Accounting Lines						
Accounting Information						
Line	Ledger Group	Ledger	GL Unit	Fund	Department Account	Location CE - Class
2	ACTUALS	ACTUALS	32101	12014	10000000	Program 1 User Code - CE PC Business
100	ACTUALS	ACTUALS	32101	12014	12000001	

g. This shows the entry crediting the AR and debiting the WriteOff clearing account.