

State of Tennessee



*A Bright Idea for State Government*

# **Maintenance Worksheet Write-Off Procedure**

for the

State of Tennessee  
Edison Project

September 1,  
2021

## Instructions for the User to Write Off a Debit in Edison

### Creating the Maintenance Worksheet

1. Navigate to FSCM > Accounts Receivable > Receivables Maintenance > Create Worksheet > Add a New Value tab.
2. The BU should default. Leave the Worksheet ID set to NEXT and click the Add button.

3. On the Worksheet Selection page enter the Cust ID and your Business Unit in the Customer Criteria Section. If known, enter your invoice number in the Item Reference area along with "I" in the Qual Code.

4. Click the Build button in the bottom left-hand corner.
5. On the Worksheet Application page, in the Entry Type dropdown select Write-Off a Debit.

State of Tennessee – Edison Project  
End User Training Material – AR Write Off

The screenshot shows the 'Worksheet Application' interface. At the top, there are fields for Unit (34301), Worksheet ID (50335), Currency, Accounting Date (08/27/2021), and Reason Code. Below these are three main sections: 'Item Action', 'Row Selection', and 'Display Control'. The 'Item Action' section has a dropdown menu open, showing options: 'Offset an Item', 'Offset an Item', and 'Write-off A Debit'. The 'Row Selection' section has a 'Choice' dropdown set to 'Select Range' and a 'Range' input field. The 'Display Control' section has a 'Display' dropdown set to 'All Items' and a 'Go' button. An 'Absolute Value Sort' button is located below the 'Item Action' section.

6. 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.

The screenshot shows the 'Worksheet Application' interface with the 'Item List' table displayed. The table has columns for View Detail, Seq Nbr, Sel, Item Balance, Currency, Item ID, Line, Type, Reason, Unit, Customer, Service Purchase ID, Installment Number, and Tax Status. Item 35 is highlighted, and its 'Sel' checkbox is checked. Below the table, there are buttons for 'Add Item', 'Group View', 'Revenue Distribution', and 'Refund Approval Status'. At the bottom, there is a 'Balance' summary table.

View Detail	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Type	Reason	Unit	Customer	Service Purchase ID	Installment Number	Tax Status
	34	<input type="checkbox"/>	11,483.22	USD	0001031829				34301	GR000000000000027			Not Applicable
	35	<input checked="" type="checkbox"/>	110.20	USD	0001031831		WO		34301	GR000000000000027			Not Applicable
	36	<input type="checkbox"/>	65,587.52	USD	0001031832				34301	GR000000000000027			Not Applicable
	37	<input type="checkbox"/>	5,210.53	USD	0001031833				34301	GR000000000000027			Not Applicable
	38	<input type="checkbox"/>	4,133.00	USD	0001031835				34301	GR000000000000027			Not Applicable
	39	<input type="checkbox"/>	1,955.99	USD	0001031838				34301	GR000000000000027			Not Applicable
	40	<input type="checkbox"/>	5,652.74	USD	0001031840				34301	GR000000000000027			Not Applicable
	41	<input type="checkbox"/>	242.30	USD	0001031841				34301	GR000000000000027			Not Applicable
	42	<input type="checkbox"/>	37,452.32	USD	0001031842				34301	GR000000000000027			Not Applicable
	43	<input type="checkbox"/>	722.15	USD	0001031843				34301	GR000000000000027			Not Applicable
	44	<input type="checkbox"/>	1,089.07	USD	0001031949				34301	GR000000000000027			Not Applicable
	45	<input type="checkbox"/>	40,957.70	USD	0001031950				34301	GR000000000000027			Not Applicable
	46	<input type="checkbox"/>	597.82	USD	0001031952				34301	GR000000000000027			Not Applicable
	47	<input type="checkbox"/>	1,290.14	USD	0001031954				34301	GR000000000000027			Not Applicable
	48	<input type="checkbox"/>	1,138.50	USD	0001031955				34301	GR000000000000027			Not Applicable

Balance						
Dr	Cr	Adj	Net	WO	Ref	
0.00	0.00	0.00	0.00	110.20	0.00	

7. Click the Worksheet Action hyperlink at the bottom of the page.
8. On the Worksheet Action page change the Action dropdown to Batch Standard and hit the OK button.

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Worksheet Action

Unit 34301      Worksheet ID 50334      Accounting Date 08/27/2021

Status Do Not Post

**Worksheet Action**

- Delete Worksheet
- Delete Maintenance Group

**Posting Action**

Action: Batch Standard      OK

**Accounting Entry Action**

- Create/Review Entries

Comments

Save Comments      Comments

Worksheet Selection      Worksheet Application      Worksheet Action

Save      Return to Search      Notify

9. Run AR Update or wait for the worksheet to pick up in the nightly batch job.

## Verifying that the Accounting has taken place:

1. The invoice was fed from Billing to Accounts Receivable.
2. Item Activity has taken place against the item.
  - a. FSCM > Accounts Receivable > Customer Accounts > Item Information > Item List > Advanced Search tab.

Item List      Advanced Search

SetID SHARE      Unit 34301      Customer      \*Level No Relationship

\*Status All      Search Preferences

Search      Cancel      Clear      Save      Delete

**Item Responsible Parties**

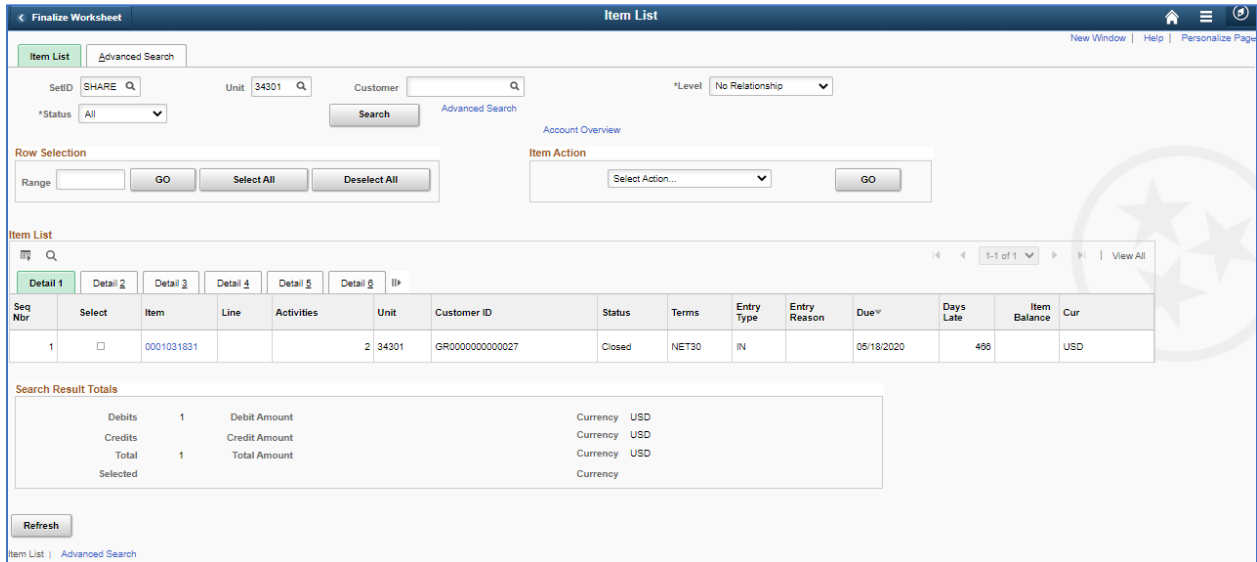
- AR Specialist =      Q
- Credit Analyst =      Q
- Broker ID =      Q
- Collector =      Q
- Sales Person =      Q

**Reference Data**

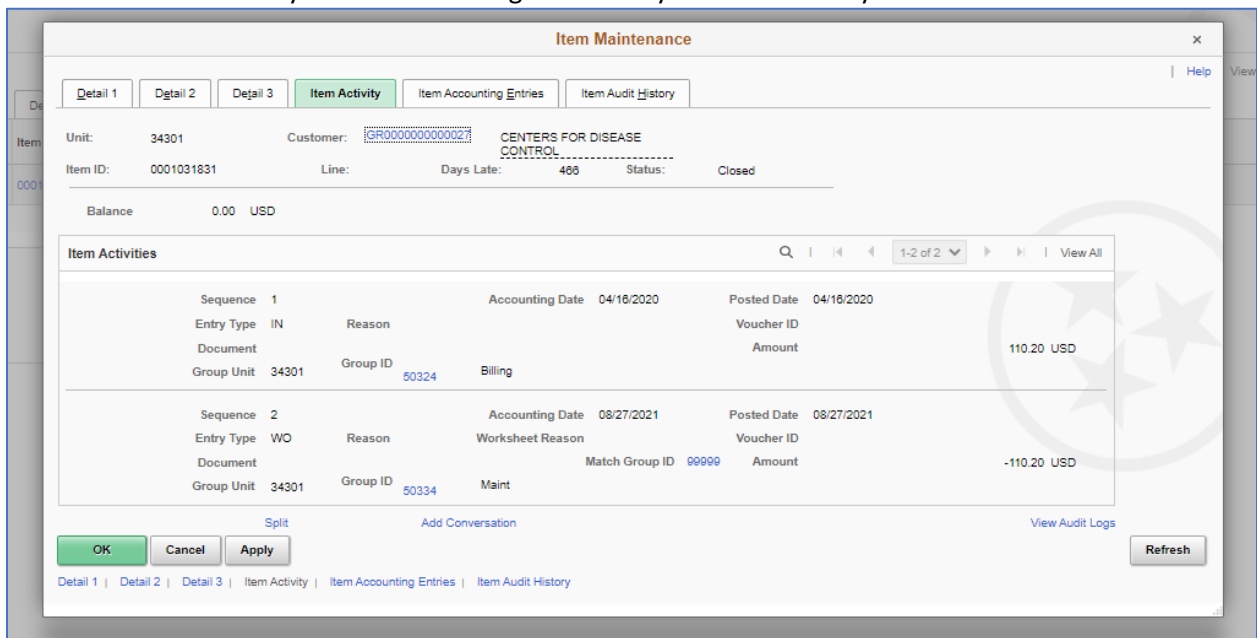
Item ID =      0001031831

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

State of Tennessee – Edison Project  
End User Training Material – AR Write Off



- 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.



- d. This page shows all the activity that has occurred against an item. In this example the IN (invoice) was sent to Accounts Receivable from Billing and the WO is the write off entry.  
e. Click the Item Accounting Entries tab.

State of Tennessee – Edison Project  
End User Training Material – AR Write Off

Unit 34301 Customer GR0000000000027 CENTERS FOR DISEASE CONTROL  
Item ID 0001031831 Line Days Late 466 Status Closed

Balance 0.00 USD

Item Activity 1 of 2 View All

Seq 1 Entry Type IN Acctg Date 04/16/2020 Amount 110.20 Revenue Estimate

Accounting Lines 1-1 of 1 View All

Line	Ledger Group	Ledger	GL Unit	Fund	Department	Account	Location CF	Program	User Code - CF 1	PC Business Unit	P
1	ACTUALS	ACTUALS	34301	11000		12000001					

Split Add Conversation View Audit Logs

OK Cancel Apply Refresh

- 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).
- g. This shows the entry crediting the AR and debiting the Write Off clearing account.

Unit 34301 Customer GR0000000000027 CENTERS FOR DISEASE CONTROL  
Item ID 0001031831 Line Days Late 466 Status Closed

Balance 0.00 USD

Item Activity 1-2 of 2 View 1

Seq 1 Entry Type IN Acctg Date 04/16/2020 Amount 110.20 Revenue Estimate

Accounting Lines 1-1 of 1 View All

Line	Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Bonds - Program	Budget Date
1									04/16/2020

Seq 2 Entry Type WO Acctg Date 08/27/2021 Amount -110.20 Revenue Estimate

Accounting Lines 1-2 of 2 View All

Line	Project	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	Bonds - Program	Budget Date
2									08/27/2021
100									08/27/2021

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OK Cancel Apply Refresh