State of Tennessee

Edison Project

September 1, 2021

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.
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.

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