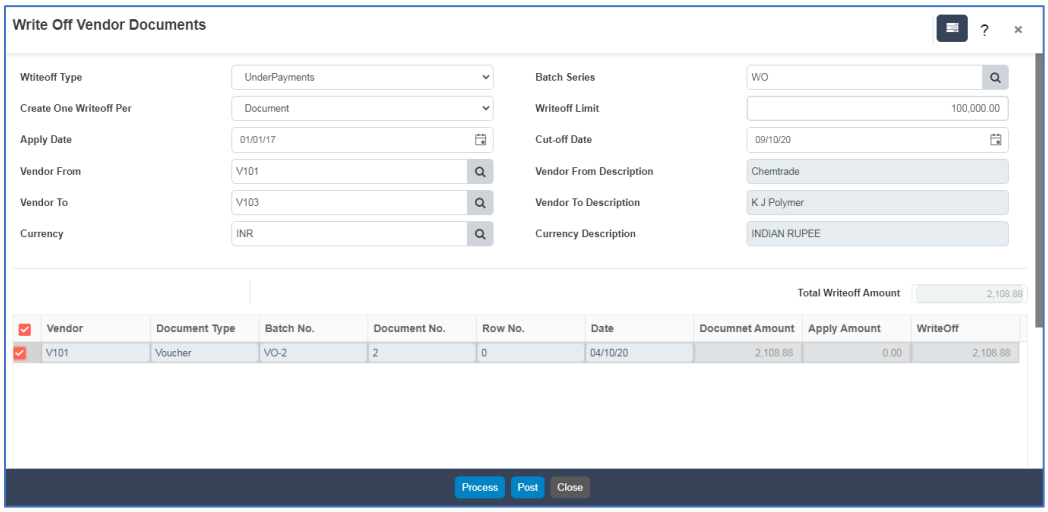
Writeoff Vendor Documents

With this screen, you can write-off certain over-payments and under-payments for a range of vendors, or against any document. For smooth functioning, the amount of over-payments and under-payments must be nullified, and the amount values need to be transferred to appropriate accounts (discount or expense or any other account).

Go To: Account Payable → AP Transaction → Writeoff Vendor Documents.

Writeoff Vendor Documents – Add Mode

To write-off certain over-payments and under-payments to your BatchMaster database, click on the *Write off Vendor Documents* option from the main menu. The system displays the *Write Off Vendor Documents* screen, where you can process transactions.



Writeoff Type: Use this option to set off the write-off amount. The available options are:

- Underpayments: a payment which is smaller than the needed or required payment.
- Overpayments: a payment which is greater than the needed or required payment.

Create One Writeoff per: Use this option to decide the write-off option as Vendor or Document.

1. If you select Document, a separate Writeoff GL transaction is posted for each Document.
2. If you select Vendor, a composite Writeoff GL transaction is posted for each Vendor's documents.

Apply Date: This field specifies the actual date on which you want to write-off the Vendor or Document amount as underpayment or overpayment.

Vendor From: The lower limit of the vendor range used to filter write-off details.

Vendor From Description: This field displays the description of the vendor key. This is a read-only field.

Vendor To: The upper limit of the vendor range used to filter write-off details.

Vendor To Description: This field displays the description of the vendor key. This is a read-only field.

Currency: Use this option to define the currency for the write-off entry. The lookup attached to the field will retrieve the currencies maintained in BatchMaster. This is a mandatory field.

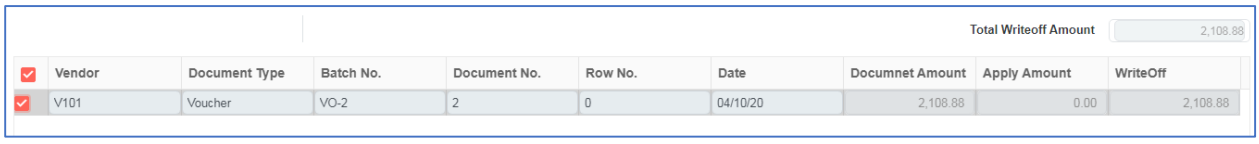
Currency Description: This field displays the description of the currency key. This is a read-only field.

Batch Series: The batch series type specified here is used for creating the next payment.

Writeoff Limit: This field specifies the maximum value up to which you want to retrieve write-off Information against the vendor or any document.

Cut-Off Date: Use this date to decide the date up to which you need to retrieve the information. By default, the system displays the current server date.

Grid Details:



Total Writeoff Amount: This is the total write-off amount of the Vendor(s).

Select: Mark the checkbox to select the row for write-off.

Vendor: This field specifies the name of the vendor for which there exists any write-off entry.

Document Type: This field specifies the various documents for write-off:

a) In case of Underpayment – it displays the Voucher and the Receipt number.

b) In case of Overpayment – it displays the Payment and Debit Memo number.

Batch No.: This field specifies the finance GL number that is generated while processing the document (Voucher / Receipt / Payment / Debit Memo).

Document No.: This field specifies the document number generated against the Voucher / Receipt / Payment / Debit Memo.

Row No.: This field is applicable for receipts.

Date: This field specifies the due date of the selected document number.

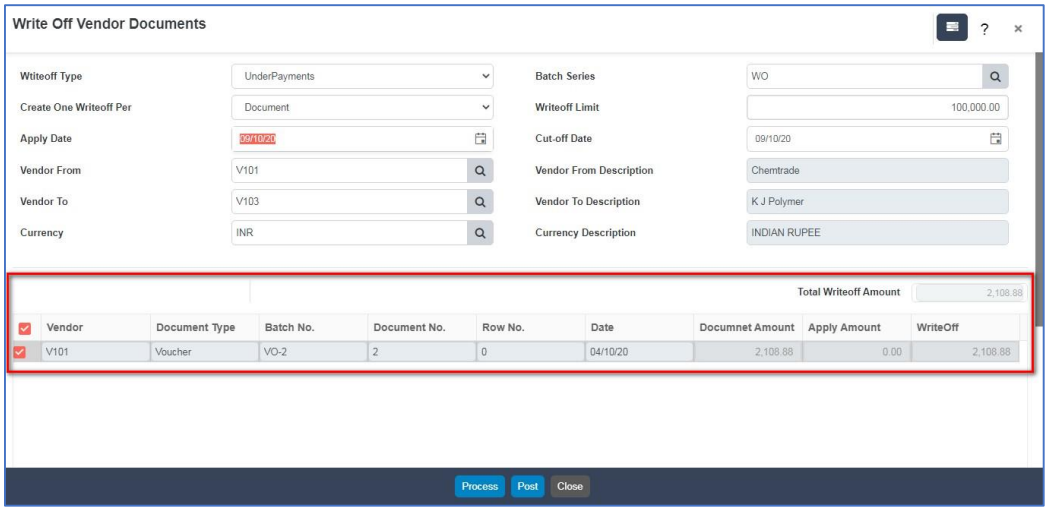
Document Amount: This field specifies the Voucher / Receipt / Payment / Debit Memo amount.

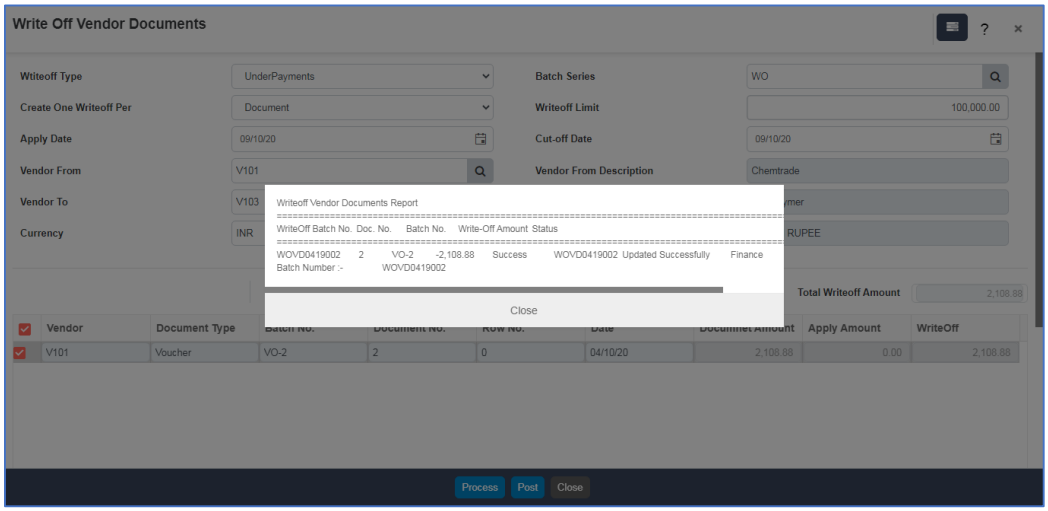
Apply Amount: This field is used to specify the actual applied amount (positive amount) against the document amount.

Writeoff: You can write-off the full amount or part amount for the selected Voucher / Receipt / Payment / Debit Memo. The GL will be posted to the account as maintained on the Vendor Class.

Processing a Writeoff entry

1. Open the *Writeoff Vendor Documents* screen.
2. Select the *Writeoff Type* as *Underpayments* or *Overpayments*.
3. Enter the maximum limit of the write-off for retrieving records in the *Writeoff limit* field.
4. Select the source for write-off at the *Create One Writeoff per* field.
5. Enter or select the *Apply Date*.
6. Enter or select the *Cut-off Date*.
7. Select the range of Vendor for which you want the write-off details.
8. Select the currency in which you want to fetch the write-off details in the *Currency* field.
9. Click the *Process* button. The system will obtain the information that will satisfy the above filter criteria.



10. Select the Underpayment / Overpayment write-off entries that you want to post.

11. Click on the *Post* button to write-off the vendor / document entries. On clicking *Post* button, the system displays the report as shown below: