

## Writeoff Customer Documents

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

**Go To: Accounts Receivable → AR Transaction → Write Off Customer Documents.**

## Writeoff Customer Documents – Add Mode

To write off certain over-payments and under-payments to your BatchMaster database, click on the *Write Off Customer Documents* option. The system displays the *Write Off Customer Documents* screen, where you can writeoff the over/under payments.

**Write Off Customer Documents**

Writeoff Type: UnderPayments  
Create One Writeoff Per: Customer  
Apply Date: 10/09/20  
Customer From: HOME CORP  
Customer To: STARS  
Currency: CAD  
Batch Series: WC  
Writeoff Limit: 100.00  
Cut-off Date: 10/09/20  
Customer From Description: Home Corporations  
Customer To Description: Stars Corporations  
Currency Description: Canadian Dollar

Total Writeoff Amount: 100.00

<input checked="" type="checkbox"/>	Customer	Document Type	Batch No.	Document No.	Row No.	Date	Document Amount	Apply Amount	WriteOff
<input checked="" type="checkbox"/>	HOME CORP	Payment	PE111600043	PE111600043	1	11/10/16	100.00	0.00	100.00

Process Post Close

### Header Fields:

Writeoff Type: UnderPayments  
Create One Writeoff Per: Customer  
Apply Date: 10/09/20  
Customer From: HOME CORP  
Customer To: STARS  
Currency: CAD  
Batch Series: WC  
Writeoff Limit: 100.00  
Cut-off Date: 10/09/20  
Customer From Description: Home Corporations  
Customer To Description: Stars Corporations  
Currency Description: Canadian Dollar

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

- **UnderPayments:** A payment which is smaller than the expected or required payment.

- **OverPayments:** A payment which is greater than the expected or required payment.

**Batch Series:** Search and select the batch series in this field. This is a mandatory field.

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

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

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

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

**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.

**Customer From:** The lower limit of the customer range used to filter write-off details.

**Customer From Description:** This field displays the description of the customer key.

**Customer To:** The upper limit of the customer range used to filter write-off details.

**Customer To Description:** This field displays the description of the customer key.

**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 WEB. This is a mandatory field.

**Currency Description:** This field displays the description associated with the currency. This is a read-only field.

#### **Grid Fields:**

									Total Writeoff Amount	100.00
<input checked="" type="checkbox"/>	Customer	Document Type	Batch No.	Document No.	Row No.	Date	Document Amount	Apply Amount	WriteOff	
<input checked="" type="checkbox"/>	HOME CORP	Payment	PE111600043	PE111600043	1	11/10/16	100.00	0.00	100.00	

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

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

**Customer:** This field specifies the name of the customer for which there exists any write-off entry.

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

- a) For an Underpayment – it displays the Invoice and the Payment number.
- b) For an Overpayment – it displays the Receipt and Credit Memo number.

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

**Document No.:** This field specifies the document number generated against the Invoice / Receipt / Payment / Credit Memo.

**Row No.:** This field is applicable for a receipt.

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

**Document Amount:** This field specifies the Invoice / Receipt / Payment / Credit Memo amount.

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

**WriteOff:** This field specifies the cancellation amount from an account of a bad debt or worthless asset. You can write-off the full amount or part amount for the selected Invoice / Credit Memo. The GL transaction will be posted to the account as maintained on the Customer Class.

### Processing a Writeoff Entry

1. Open the *Writeoff Customer Documents* screen.
2. Select the *Writeoff Type* as *UnderPayments* or *OverPayments*.
3. Enter the maximum limit of the write-off for displaying 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. Select the range of Customers for which you want the write-off details.
7. Select the currency in which you want to display the write-off details, in the *Currency* field.
8. Click the *Process* button. The system will obtain the information that will satisfy the above filter criteria.
9. Select the Underpayment / Overpayment write-off entries that you want to post.

									Total Writeoff Amount	974.16
	Customer	Document Type	Batch No.	Document No.	Row No.	Date	Document Amount	Apply Amount	WriteOff	
<input checked="" type="checkbox"/>	C101	Invoice	IN-1	1	0	03/19/20	674.16	0.00	674.16	
<input checked="" type="checkbox"/>	C101	Invoice	IN-10		0	07/27/20	240.00	0.00	240.00	
<input type="checkbox"/>	C101	Invoice	IN-11		0	07/27/20	5,940.50	0.00	5,940.50	
<input type="checkbox"/>	C103	Invoice	IN-14	15	0	07/28/20	10,300.41	0.00	10,300.41	
<input type="checkbox"/>	C101	Invoice	IN-2	2	0	03/19/20	13,453.20	0.00	13,453.20	
<input type="checkbox"/>	C101	Invoice	IN-3	3	0	03/19/20	9,000.04	0.00	9,000.04	
<input type="checkbox"/>	C101	Invoice	IN-4	4	0	03/19/20	1,685.40	0.00	1,685.40	

Process Post Close

10. Click the *Post* button to write-off the entries.

Write Off Customer Documents

Writeoff Type: UnderPayments Batch Series\*: CD

Create One Writeoff Per: Customer Writeoff Limit: 100,000.00

Apply Date: 09/17/20 Cut-off Date: 09/17/20

Customer From: Customer From Description

Customer To: Customer To Description

Currency: INR Currency Description: INDIAN RUPEE

Writeoff Customer Documents Report

Writeoff Batch No.	Doc. No.	Batch No.	Write-Off Amount	Status
CDWO0419002	1	IN-1	674.16	Success
CDWO0419002				CDWO0419002
CDWO0419002				IN-10 240.00 Success

Close

Process Post Close