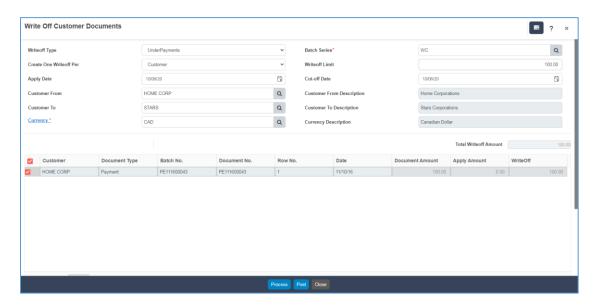
Writeoff Customer Documents

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).

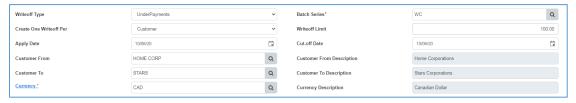
Go To: Accounts Receivable → AR Transaction → Write Off Customer Documents.

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.



Header Fields:



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: 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.

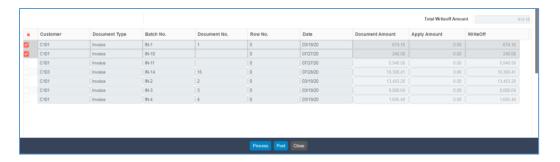
Document Amount: This field specifies the Invoice / Receipt / Payment / Credit Memo amount.

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.



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

