WPS V3: WRITE OFF PROJECT

REFERENCE FILES:

WPS: GENERAL FUNCTIONS

Table of Contents

Last Updated: October 16, 2019

Write Off Project

The write off project module allows you to build a collection of transactions to be written off. A transaction can be an invoice, receipt, or deposit.

Create a Project

To create a write off project, perform the following steps:

1. Navigate to OPERATIONS > WRITE OFF PROJECT. You are taken to the creation page.

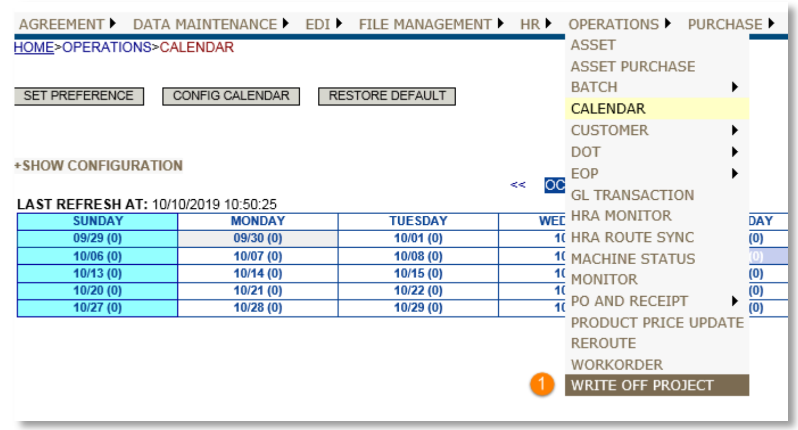
2. Enter the required information [Branch Id and Worksheet Name]

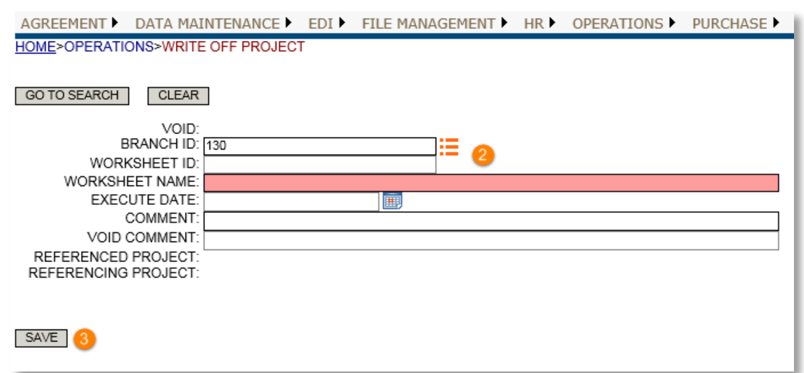
3. Click [SAVE]. A write off project is created with the information you entered.

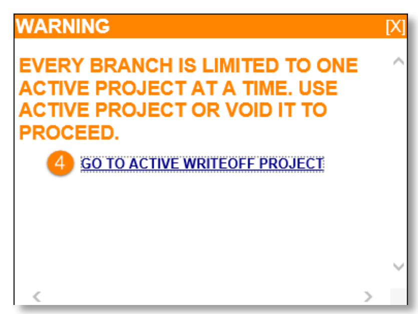
4. If another project for the branch is already active, you will receive a warning box that asks if you would like to [GO TO ACTIVE WRITEOFF PROJECT]. Click the link to proceed.

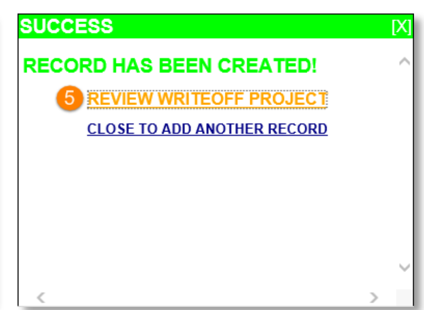
5. Otherwise, a write off project is created with the information you entered. Click [REVIEW WRITEOFF PROJECT] to advance to the new write off project.

> **NOTE**: Each branch is limited to one active write off project at a time. Previous projects must either be executed or voided in order to continue on a new project.





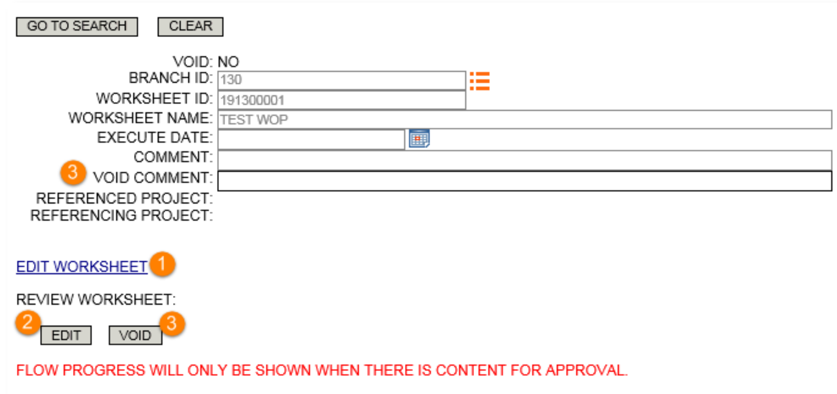




View Project

Once the write off project is created, you will enter a read-only state where you can view the project. The following are actions that you may perform:

1. Click [EDIT WORKSHEET] to add or modify the project worksheet. Refer to Edit Project Worksheet.
2. Click [EDIT] to edit the project header information. Refer to Edit Project.
3. Click [VOID] to void the write off project. You must enter a Void Comment to perform this action.

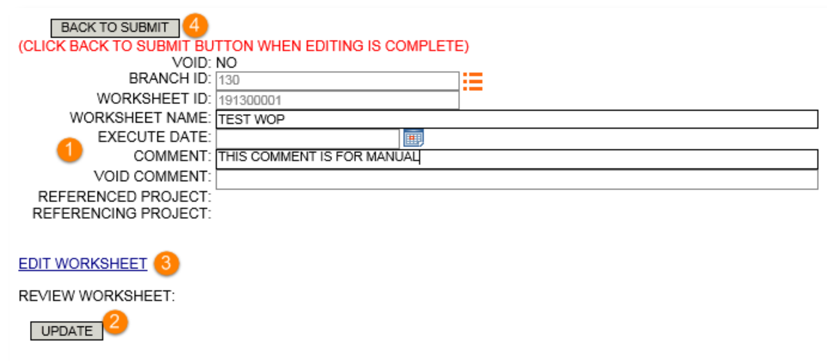


> **NOTE**: If a project is voided or rejected, there will be an option to copy the write off project to a new write off project. This allows a rejected write off project to quickly be recreated, adjusted and resubmitted for approval.

Edit Project

On the Edit page, you can edit the project header information, which includes the WORKSHEET NAME and COMMENT. The following are actions that you may perform:

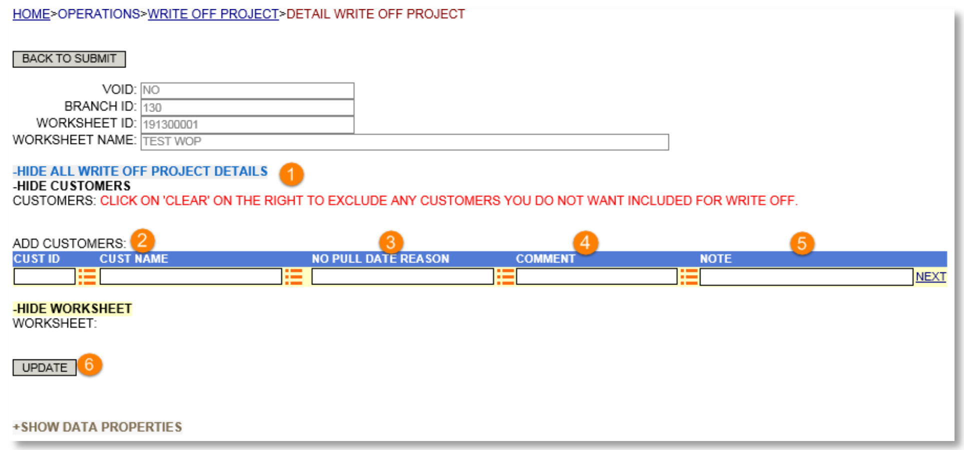
1. Modify the WORKSHEET NAME or COMMENT, if needed.
2. Click [UPDATE] to save any changes.
4. Click [EDIT WORKSHEET] to add or modify the project worksheet. Refer to Edit Project Worksheet.
5. Click [BACK TO SUBMIT] to complete editing and return back to the read-only state.

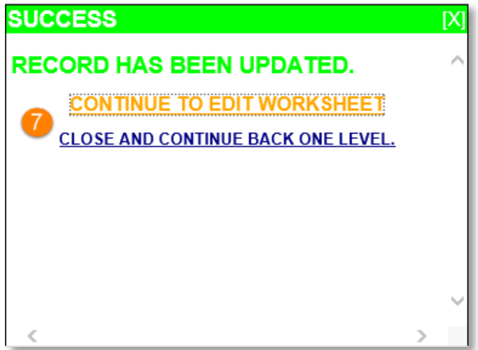


Edit Project Worksheet

To add transactions, you first need to add customers to the project that include transactions for write off:

1. Click on the [SHOW CUSTOMERS] tab to see the ADD CUSTOMER table. By default, this will be expanded already.
2. In the ADD CUSTOMER table, enter either the Customer ID or Customer Name to select a customer.
3. If the customer has a machine installed, or if they have never had a machine pulled, the NO PULL DATE REASON will be required.
4. Select a COMMENT for the customer. All customers require a write off comment.
5. Add an optional NOTE and click [NEXT].
6. Once all the customer information has been filled out, click [UPDATE]. This will add the customer and any customer transactions that may be written off to the project.
7. If no errors occur on [UPDATE], a SUCCESS box will allow you to [CONTINUE TO EDIT WORKSHEET] page or navigate back to the parent page.





Add/Remove Transactions

1. Click on [CONTINUE TO EDIT WORKSHEET] to return back to the write off details page.

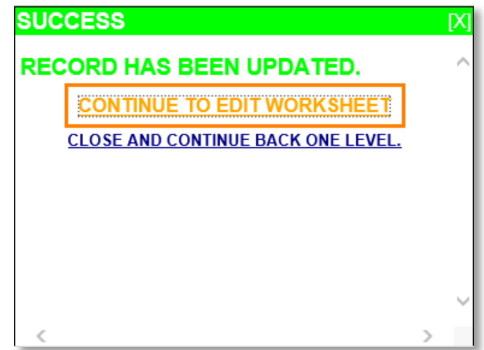
2. If the customer you entered has transactions that are available for write off, you will view the customer's information in the CUSTOMER table and the transactions listed in the WORKSHEET table.

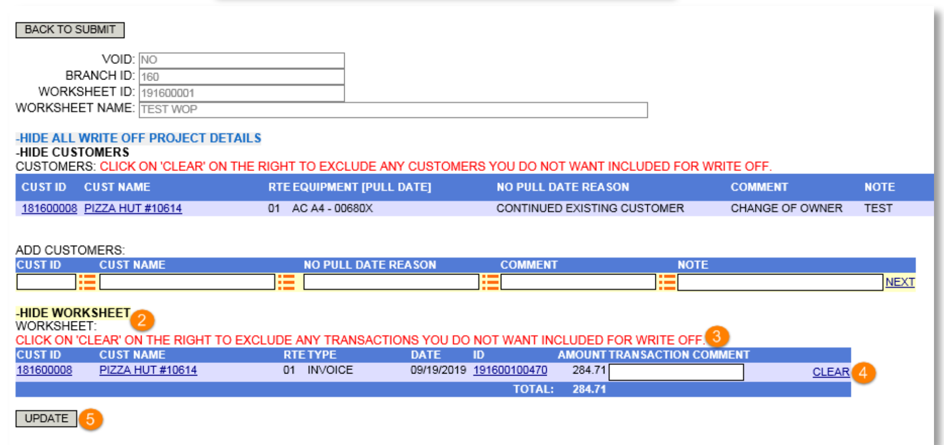
3. For each transaction listed, you can add an optional comment by typing it in the TRANSACTION COMMENT box.

4. To remove transactions that you do not want to write off, click [CLEAR] next to that transaction

5. Click [UPDATE] to save any changes.

NOTE: If you clear all of the transactions for a customer, that customer will also be removed from the CUSTOMER table.



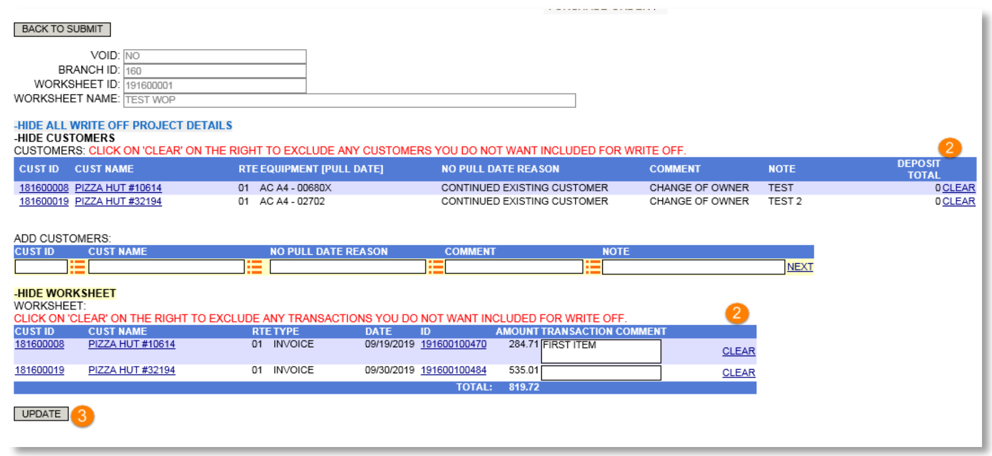


Update/Remove Customers

1. Click [CONTINUE TO EDIT WORKSHEET] to return to the write off details page.

2. If you need to make a change to the customer information that you entered, click [CLEAR] next to the customer in the CUSTOMER table.

3. Click [UPDATE]. This will remove the customer and all their transactions from the write off project.



> **NOTE**: You can [CLEAR] and add a customer in the same [UPDATE], but any changes you made to that customer's transactions will be lost.

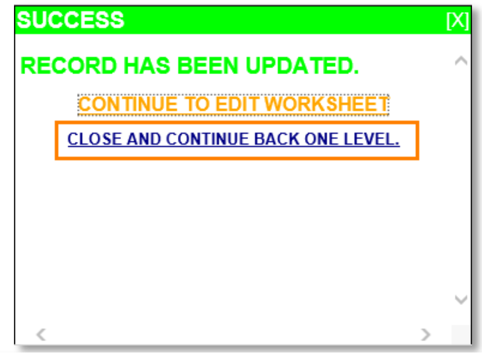
> **NOTE**: If other transactions become available to be written off for a customer after it has already been added to the write off project, the customer needs to be removed from the project and re-added in order to see those transactions. Any changes made to that customer's transactions will be lost. They will need to be added again.

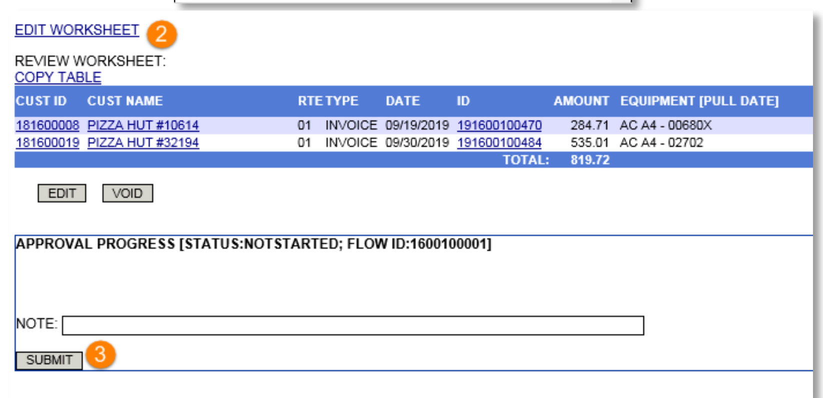
> **NOTE**: If you clear a customer from the CUSTOMER table, all of the customer's transactions will be removed from the WORKSHEET table.

Project Approval and Execution

Once the worksheet has been updated, return to the main page to submit the project for approval.

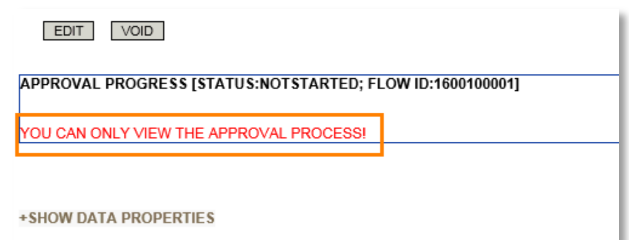
1. Return to the main project page by clicking either the [CLOSE AND CONTINUE BACK ONE LEVEL] link after updating the projects details or the [BACK] button on the detail page.
2. Review each transaction; Click [EDIT WORKSHEET] to make any further changes.
3. Start the approval process by adding an optional NOTE. Click [SUBMIT]
4. If you do not have approval permissions, you will see the approval box with a message that reads 'YOU CAN ONLY VIEW THE APPROVAL PROCESS!'





NOTE: If you do not see the SUBMIT button within the approval progress box, then you are not able to submit this project. Only the Branch or Regional Manager can submit for approval.

NOTE: Once the approval process has begun, no further changes to the project can be made. After approval or rejection, the project can be executed or voided only.



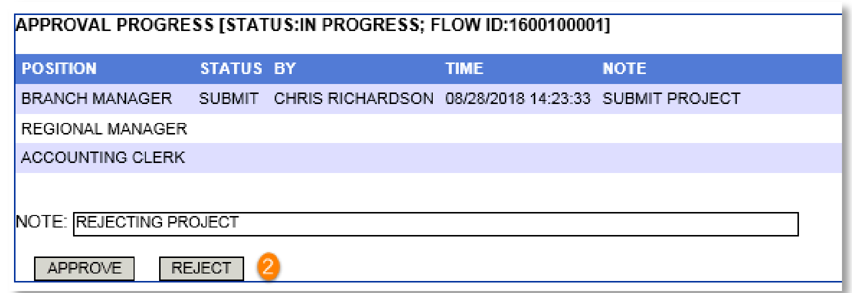
Project Rejection

After a write off project is submitted, any of the listed positions in the approval list other than the submitter may reject the project.

1. Open the project and review the details.

2. If there is an issue, enter a NOTE and click [REJECT].

> **NOTE**: If a project is voided or rejected, there will be an option to copy the write off project to a new write off project. This allows a rejected write off project to quickly be recreated, adjusted and resubmitted for approval.



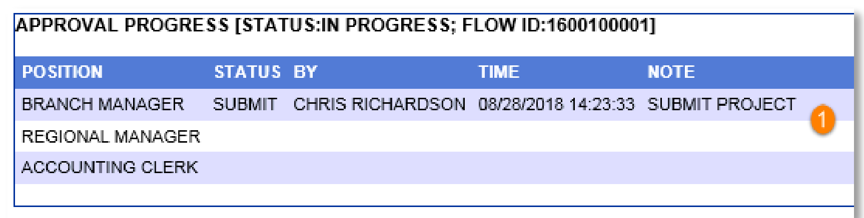
Project Approval

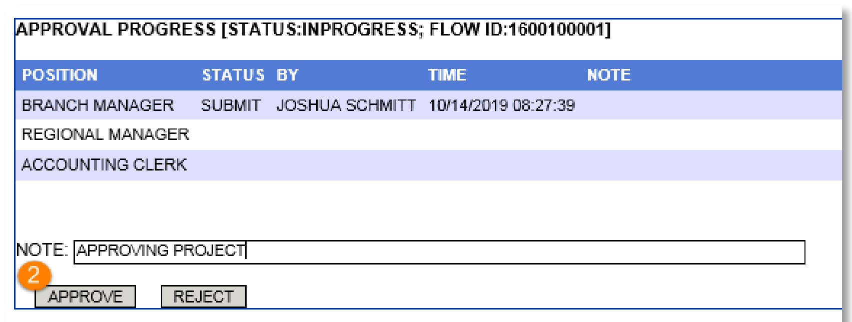
Once a write off project has been approved by the last listed position in the approval list, such as in this case ACCOUNTING CLERK, it may then be executed

1. The write off approval progress flow shows the order of the approval process [1-3]. At any point, a person listed lower on the approval process can approve a write off project without approval from users previously on the list. [For example, Regional Manager can submit the project without waiting for Branch Manager's approval]

2. Once a user position has approved, the next user position on the approval list will be notified. They need to navigate to the project, add an optional NOTE, then click [APPROVE]

3. Once all users have approved, the project can be executed.



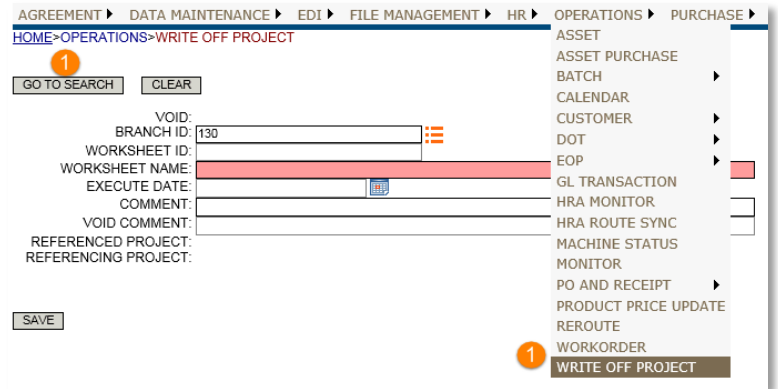


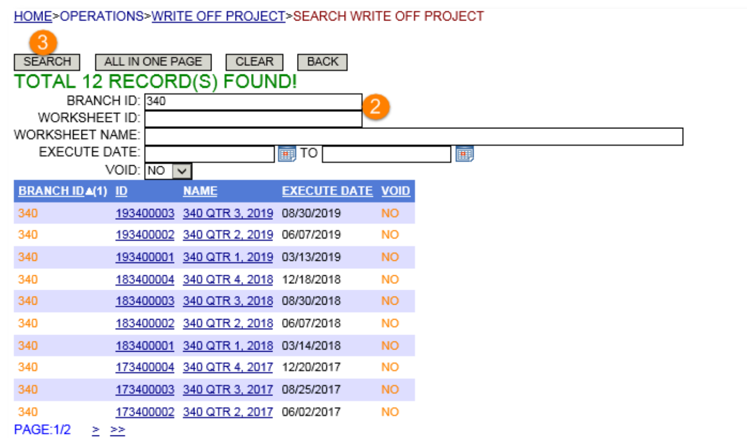
[Back to Table of Contents](#)

Write Off Project Search

Search for a current or previous write off project by using the write off project search module.

1. Navigate to the write off project page and click [SEARCH]
2. Enter the search criteria.
3. Click [SEARCH]
4. The search results will populate a grid. Click on either the [ID] or the [NAME] to go to the associated project.





Back to Table of Contents

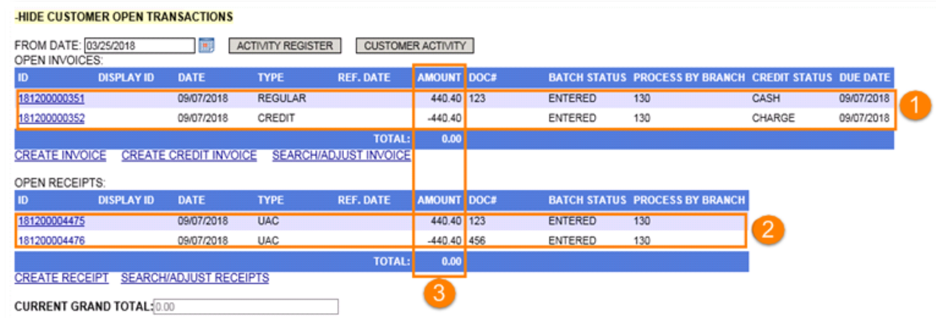
Transactions Not Qualified for Write Off

Certain transactions cannot be written off, and must be resolved through the customer module, by creating a new receipt for the transactions. The conditions listed below will disqualify the invoices/receipts from being added to the write off project:

1. Two or more invoices with the exact same opposite dollar amount. [440.40 & -440.40]

2. Two or more receipts with the exact same opposite dollar amount. [440.40 & -440.40]

3. There is at least one receipt and at least one invoice for the exact same dollar amount [440.40 & 440.40]



NOTE: If the customer you are trying to add ONLY has transactions that fall under one of those conditions that disqualify transactions, the customer will not be able to be added to the write off project until there is a qualifying transaction.

Customer deposits can be added directly to the write off project, but with certain limitations. The conditions listed below will disqualify a customer deposit from being added to the write off project:

1. If there is any machine installed to the customer, which is not a customer owned machine, none of the customer’s deposits will not appear as available in the write off project.

2. If the customer deposit has already begun the process of either a direct return or being converted to a UAC, then it will not appear as available in the write off project.

NOTE: If you start the process of converting the deposit into a receipt, you must complete the process by waiting for that receipt to be batched and loaded before it will appear as a receipt that is available for write off.

NOTE: If the customer you are trying to add ONLY has transactions that fall under one of the conditions that disqualify transactions, the customer will not be able to be added to the write off project until there is a qualifying transaction.