

## WPS V3: WRITE OFF PROJECT

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### REFERENCE FILES:

[WPS: GENERAL FUNCTIONS](#)

## Write Off Project

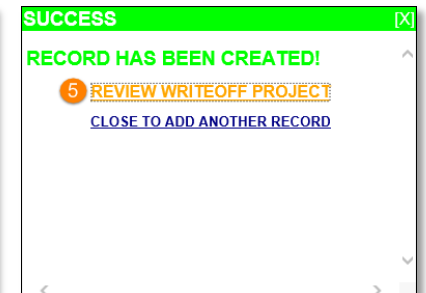
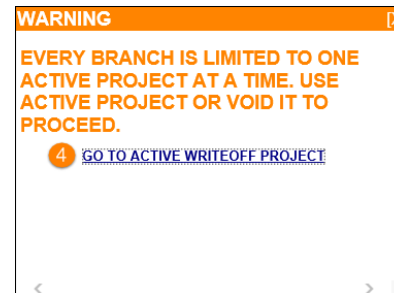
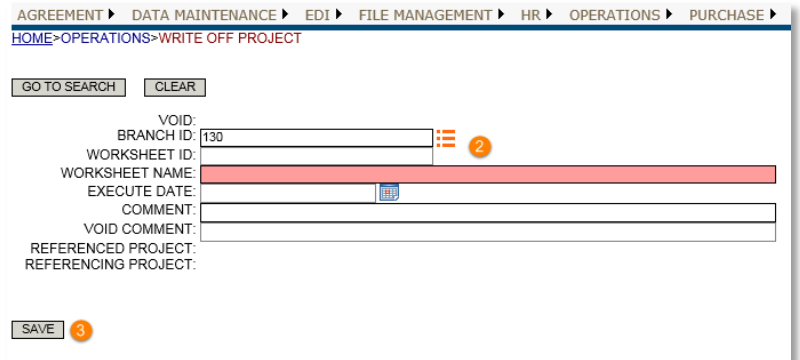
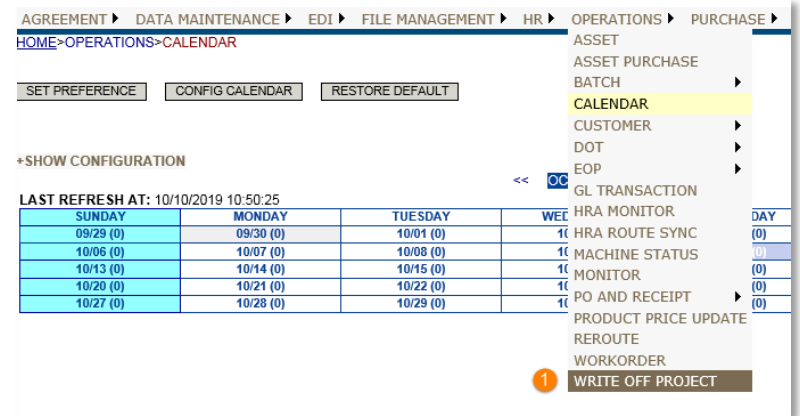
The write off project module allows you to build a collection of transactions to be written off. A transaction can be an invoice, receipt, or deposit.

### 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.

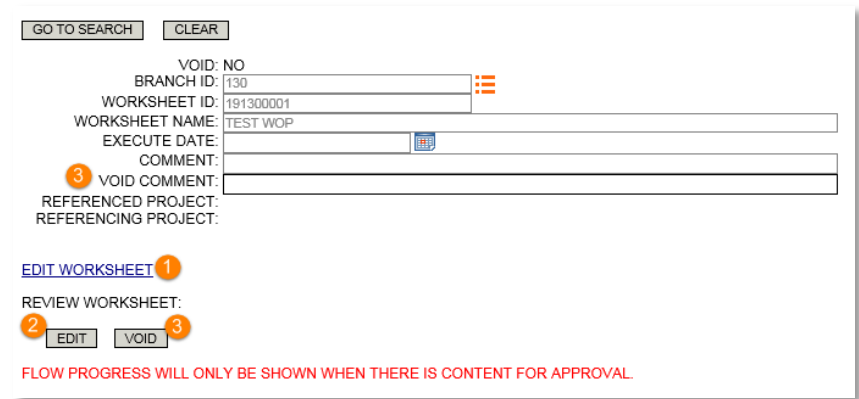


## View Project

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.

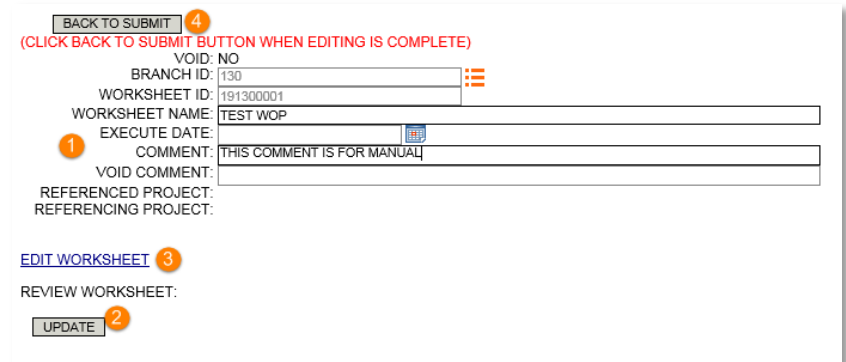


The screenshot shows the 'View Project' form. At the top are 'GO TO SEARCH' and 'CLEAR' buttons. The form contains the following fields: VOID: NO, BRANCH ID: 130, WORKSHEET ID: 191300001, WORKSHEET NAME: TEST WOP, EXECUTE DATE: (with a calendar icon), COMMENT: (empty), VOID COMMENT: (empty), REFERENCED PROJECT: (empty), and REFERENCING PROJECT: (empty). Below these fields is a blue 'EDIT WORKSHEET' button with a circled '1' next to it. Underneath is a 'REVIEW WORKSHEET:' section with 'EDIT' and 'VOID' buttons, each with a circled number '2' and '3' respectively. At the bottom, a red text line reads: 'FLOW PROGRESS WILL ONLY BE SHOWN WHEN THERE IS CONTENT 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.



The screenshot shows the 'Edit Project' form. At the top left is a 'BACK TO SUBMIT' button with a circled '4' next to it. Below it is a red text line: '(CLICK BACK TO SUBMIT BUTTON WHEN EDITING IS COMPLETE)'. The form contains the following fields: VOID: NO, BRANCH ID: 130, WORKSHEET ID: 191300001, WORKSHEET NAME: TEST WOP, EXECUTE DATE: (with a calendar icon), COMMENT: THIS COMMENT IS FOR MANUAL, VOID COMMENT: (empty), REFERENCED PROJECT: (empty), and REFERENCING PROJECT: (empty). Below these fields is a blue 'EDIT WORKSHEET' button with a circled '3' next to it. Underneath is a 'REVIEW WORKSHEET:' section with an 'UPDATE' button, which has a circled '2' next to it.

## 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].
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.

HOME>OPERATIONS>WRITE OFF PROJECT>DETAIL WRITE OFF PROJECT

BACK TO SUBMIT

VOID: NO  
BRANCH ID: 130  
WORKSHEET ID: 191300001  
WORKSHEET NAME: TEST WOP

**HIDE ALL WRITE OFF PROJECT DETAILS** 1  
**HIDE CUSTOMERS**  
CUSTOMERS: CLICK ON 'CLEAR' ON THE RIGHT TO EXCLUDE ANY CUSTOMERS YOU DO NOT WANT INCLUDED FOR WRITE OFF.

ADD CUSTOMERS: 2

CUST ID	CUST NAME	NO PULL DATE REASON	COMMENT	NOTE

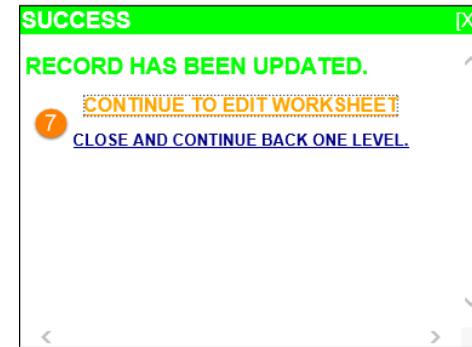
3 4 5

NEXT

**HIDE WORKSHEET**  
WORKSHEET:

UPDATE 6

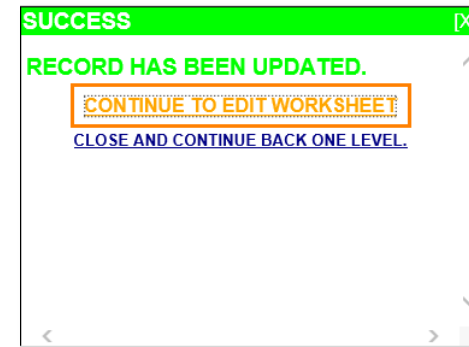
+SHOW DATA PROPERTIES



## 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.



BACK TO SUBMIT

VOID: NO  
BRANCH ID: 160  
WORKSHEET ID: 191600001  
WORKSHEET NAME: TEST WOP

[HIDE ALL WRITE OFF PROJECT DETAILS](#)

**HIDE CUSTOMERS**

CUSTOMERS: [CLICK ON 'CLEAR' ON THE RIGHT TO EXCLUDE ANY CUSTOMERS YOU DO NOT WANT INCLUDED FOR WRITE OFF.](#)

CUST ID	CUST NAME	RTE EQUIPMENT [PULL DATE]	NO PULL DATE REASON	COMMENT	NOTE
181600008	PIZZA HUT #10614	01 AC A4 - 00680X	CONTINUED EXISTING CUSTOMER	CHANGE OF OWNER	TEST

ADD CUSTOMERS:

CUST ID	CUST NAME	NO PULL DATE REASON	COMMENT	NOTE

[NEXT](#)

**HIDE WORKSHEET**

WORKSHEET:

[CLICK ON 'CLEAR' ON THE RIGHT TO EXCLUDE ANY TRANSACTIONS YOU DO NOT WANT INCLUDED FOR WRITE OFF.](#)

CUST ID	CUST NAME	RTE TYPE	DATE	ID	AMOUNT	TRANSACTION COMMENT	
181600008	PIZZA HUT #10614	01	INVOICE	09/19/2019	191600100470	284.71	
						TOTAL:	284.71

[CLEAR](#)

[UPDATE](#)

## 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.

BACK TO SUBMIT

VOID: NO

BRANCH ID: T60

WORKSHEET ID: 191600001

WORKSHEET NAME: TEST WOP

HIDE ALL WRITE OFF PROJECT DETAILS

HIDE CUSTOMERS

CUSTOMERS: CLICK ON 'CLEAR' ON THE RIGHT TO EXCLUDE ANY CUSTOMERS YOU DO NOT WANT INCLUDED FOR WRITE OFF.

CUST ID	CUST NAME	RTE EQUIPMENT [PULL DATE]	NO PULL DATE REASON	COMMENT	NOTE	DEPOSIT TOTAL
181600008	PIZZA HUT #10614	01 AC A4 - 00680X	CONTINUED EXISTING CUSTOMER	CHANGE OF OWNER	TEST	0 CLEAR
181600019	PIZZA HUT #32194	01 AC A4 - 02702	CONTINUED EXISTING CUSTOMER	CHANGE OF OWNER	TEST 2	0 CLEAR

ADD CUSTOMERS:

CUST ID	CUST NAME	NO PULL DATE REASON	COMMENT	NOTE

NEXT

HIDE WORKSHEET

WORKSHEET:

CLICK ON 'CLEAR' ON THE RIGHT TO EXCLUDE ANY TRANSACTIONS YOU DO NOT WANT INCLUDED FOR WRITE OFF.

CUST ID	CUST NAME	RTE TYPE	DATE	ID	AMOUNT	TRANSACTION	COMMENT
181600008	PIZZA HUT #10614	01	INVOICE	09/19/2019	191600100470	284.71	FIRST ITEM CLEAR
181600019	PIZZA HUT #32194	01	INVOICE	09/30/2019	191600100484	535.01	CLEAR
TOTAL:						819.72	

UPDATE

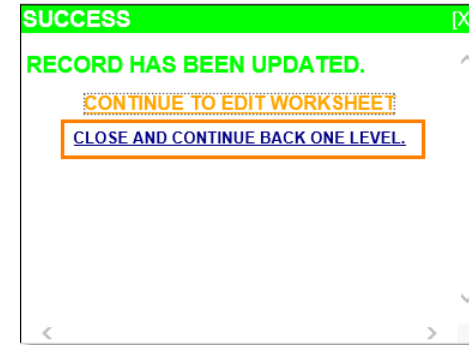
## Project Approval and Execution

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.



EDIT WORKSHEET 2

REVIEW WORKSHEET:  
COPY TABLE

CUST ID	CUST NAME	RTYPE	DATE	ID	AMOUNT	EQUIPMENT [PULL DATE]
181600008	PIZZA HUT #10614	01	INVOICE	09/19/2019	191600100470	284.71 AC A4 - 00680X
181600019	PIZZA HUT #32194	01	INVOICE	09/30/2019	191600100484	535.01 AC A4 - 02702
TOTAL:					819.72	

EDIT VOID

APPROVAL PROGRESS [STATUS:NOTSTARTED; FLOW ID:1600100001]

NOTE:

SUBMIT 3

EDIT VOID

APPROVAL PROGRESS [STATUS:NOTSTARTED; FLOW ID:1600100001]

YOU CAN ONLY VIEW THE APPROVAL PROCESS!

+SHOW DATA PROPERTIES

## 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.

APPROVAL PROGRESS [STATUS:IN PROGRESS; FLOW ID:1600100001]

POSITION	STATUS	BY	TIME	NOTE
BRANCH MANAGER	SUBMIT	CHRIS RICHARDSON	08/28/2018 14:23:33	SUBMIT PROJECT
REGIONAL MANAGER				
ACCOUNTING CLERK				

NOTE: REJECTING PROJECT

APPROVE REJECT 2

## 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.

APPROVAL PROGRESS [STATUS:IN PROGRESS; FLOW ID:1600100001]

POSITION	STATUS	BY	TIME	NOTE
BRANCH MANAGER	SUBMIT	CHRIS RICHARDSON	08/28/2018 14:23:33	SUBMIT PROJECT
REGIONAL MANAGER				
ACCOUNTING CLERK				

1

APPROVAL PROGRESS [STATUS:INPROGRESS; FLOW ID:1600100001]

POSITION	STATUS	BY	TIME	NOTE
BRANCH MANAGER	SUBMIT	JOSHUA SCHMITT	10/14/2019 08:27:39	
REGIONAL MANAGER				
ACCOUNTING CLERK				

NOTE: APPROVING PROJECT

2 APPROVE REJECT



## 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.

The screenshot shows the navigation menu for the 'WRITE OFF PROJECT' module. The path is: AGREEMENT > DATA MAINTENANCE > EDI > FILE MANAGEMENT > HR > OPERATIONS > PURCHASE > HOME > OPERATIONS > WRITE OFF PROJECT. A red circle with the number 1 is placed over the 'GO TO SEARCH' button. A sidebar on the right lists various modules, with 'WRITE OFF PROJECT' highlighted at the bottom, also marked with a red circle and the number 1.

The screenshot shows the search results page for 'WRITE OFF PROJECT'. The path is: HOME > OPERATIONS > WRITE OFF PROJECT > SEARCH WRITE OFF PROJECT. A red circle with the number 3 is placed over the 'SEARCH' button. A red circle with the number 2 is placed over the 'BRANCH ID' field, which contains the value '340'. Below the search criteria, it says 'TOTAL 12 RECORD(S) FOUND!'. A table displays the search results with columns: BRANCH ID, ID, NAME, EXECUTE DATE, and VOID. The table contains 12 rows of data. At the bottom, it says 'PAGE: 1/2' with navigation links for previous and next pages.

BRANCH ID	ID	NAME	EXECUTE DATE	VOID
340	193400003	340 QTR 3, 2019	08/30/2019	NO
340	193400002	340 QTR 2, 2019	06/07/2019	NO
340	193400001	340 QTR 1, 2019	03/13/2019	NO
340	183400004	340 QTR 4, 2018	12/18/2018	NO
340	183400003	340 QTR 3, 2018	08/30/2018	NO
340	183400002	340 QTR 2, 2018	06/07/2018	NO
340	183400001	340 QTR 1, 2018	03/14/2018	NO
340	173400004	340 QTR 4, 2017	12/20/2017	NO
340	173400003	340 QTR 3, 2017	08/25/2017	NO
340	173400002	340 QTR 2, 2017	06/02/2017	NO

## 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.

HIDE CUSTOMER OPEN TRANSACTIONS

FROM DATE: 03/25/2018

OPEN INVOICES:

ID	DISPLAY ID	DATE	TYPE	REF. DATE	AMOUNT	DOC#	BATCH STATUS	PROCESS BY BRANCH	CREDIT STATUS	DUE DATE
181200000351		09/07/2018	REGULAR		440.40	123	ENTERED	130	CASH	09/07/2018
181200000352		09/07/2018	CREDIT		-440.40		ENTERED	130	CHARGE	09/07/2018
TOTAL:					0.00					

[CREATE INVOICE](#) [CREATE CREDIT INVOICE](#) [SEARCH/ADJUST INVOICE](#)

OPEN RECEIPTS:

ID	DISPLAY ID	DATE	TYPE	REF. DATE	AMOUNT	DOC#	BATCH STATUS	PROCESS BY BRANCH
181200004475		09/07/2018	UAC		440.40	123	ENTERED	130
181200004476		09/07/2018	UAC		-440.40	456	ENTERED	130
TOTAL:					0.00			

[CREATE RECEIPT](#) [SEARCH/ADJUST RECEIPTS](#)

CURRENT GRAND TOTAL: 0.00

1 2 3

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.

#### -HIDE CUSTOMER DEPOSITS

DEPOSIT ID	CREATED	AMOUNT	BATCH STATUS
187200000012	08/22/2018	37.95	LOADED

[CREATE CUSTOMER DEPOSITS](#) [SEARCH CUSTOMER DEPOSIT](#)

+SHOW CUSTOMER HOURS

+SHOW CUSTOMER INTERBRANCH INFORMATION

-HIDE CUSTOMER MACHINES

CURRENT MACHINE:

MODEL	SERIAL	SALES GROUP	BASE RATE	MIN RACK
ILT1	11-18-0285	COMPANION DISPENSER	37.95	
AC A5	C05659	AUTO CHLOR DW BUNDLE	179.95	100

[ADD MACHINES](#)

DEPOSIT ID	CREATED	AMOUNT	BATCH STATUS
187200000012	08/22/2018	37.95	LOADED
187200000023	12/17/2018	-37.95	ENTERED

[CREATE CUSTOMER DEPOSITS](#) [SEARCH CUSTOMER DEPOSIT](#)

+SHOW CUSTOMER HOURS

+SHOW CUSTOMER INTERBRANCH INFORMATION

+SHOW CUSTOMER MACHINES

+SHOW CUSTOMER PRODUCTS

-HIDE CUSTOMER OPEN TRANSACTIONS

FROM DATE: 07/15/2018

[ACTIVITY REGISTER](#)

[CUSTOMER ACTIVITY](#)

OPEN INVOICES

[CREATE INVOICE](#)

[CREATE CREDIT INVOICE](#)

[SEARCH/ADJUST INVOICE](#)

OPEN RECEIPTS:

ID	DISPLAY ID	DATE	TYPE	REF. DATE	AMOUNT	DOC#	BATCH STATUS	PROCESS
1872000005722		12/17/2018	UAC	08/22/2018	37.95	1710	ENTERED	720

TOTAL: 37.95