## WRITE- OFF ‘s – Running the Security Deposit Report

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While preparing for the write offs, the entire aged receivables report is to be reviewed as a team, with the Office Administrator, Branch Manager, Regional Manager and/or Regional VP.

Always review accounts to determine if a security deposit needs to be applied during the write off process. To search for open security deposits you can run the ‘Customer Deposit’ Report. Hint: In order to see all open deposits on the Customer Deposit Report clear the beginning date and leave this box blank.

