



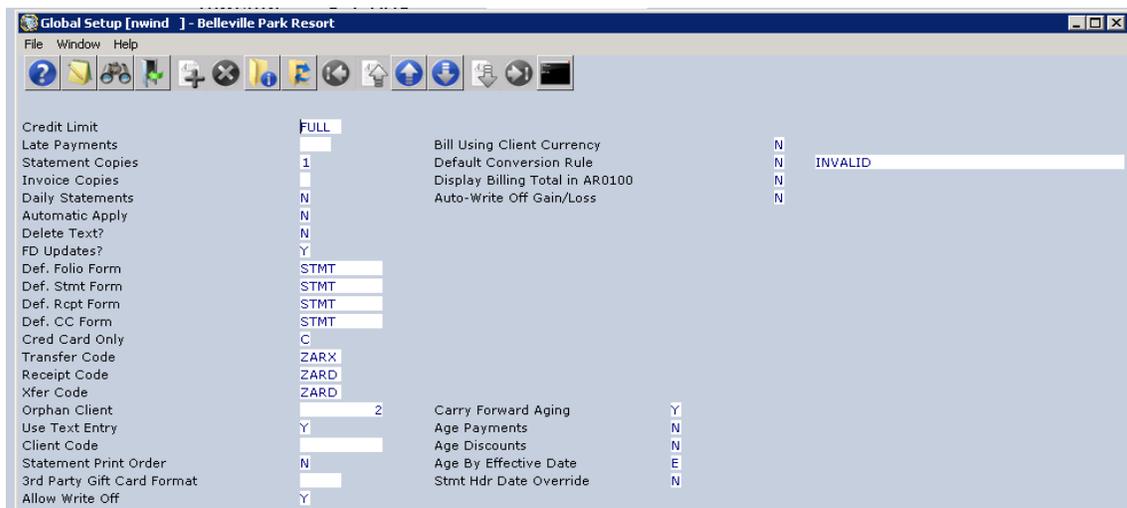
# Write Off

This function will allow you to write off balances from A/R accounts. You do not specify individual accounts, but rather select a criteria by last activity date and max. owing and max. credit balances. All A/R folio's that fit the criteria will be written off.

To prepare for this you will need a Posting Code set up as a 2/Settlement, set the High and Low to -.01 and .01, this will make sure no one uses it manually.

Global Security Function AR WO must be allowed for that clerk

AR Maint. must also have AR Write Off set to a Y in bottom left



The Write Off in the top right corner is specifically for Currency Write Off

From the AR module main screen, select the Write Off drop down menu tab





The “Write Off Accounts To” is the posting code you set up for the write off.

The other three fields on the left are the criteria to be used to identifying balances to be written off.

Once you press “Write Off A”, Maestro will apply the write off posting code to the folio that meet the stated criteria, balance the folio to Zero and close the folios. On the right side of the screen are three fields that will show you how many folios have been checked, the # of folios that have been written off and the total \$ value of the write off’s.

You will manually need to make accounts inactive if you no longer wish to use.

Shift Report or Posting Audit Report by posting code will show you all the balances that have been written off.

If a balance has been written off in error you will manually have to re-instate it. – No Undo