

# Bad Debt Write-offs

From the Main Menu choose the following options:

- #8 Daily Activities
- #1 Main Financial Software
- #2 Accounts Receivable
- #3 Convert Current Invoices to Bad Debt

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South Point Systems Inc.                               Program: AR015M
Date---: 8/11/03
Time---: 16:38:59
User---: SARAH
BAD DEBT MARKOFFS
CHANGE INVOICES FROM CURRENT ACCOUNTS RECEIVABLE TO BAD DEBT

Enter Batch Number-----: ..... (Optional)
Enter Customer Number-----: ..... (Optional)
Enter Check/Receipt Number-----: ..... (Optional)

Date these Receipts were Deposited: Monday August 11, 2003
Records in KEYCASHR File-----: 0
Julian Date-----: 03223

MAKE YOUR ENTRIES AND PRESS ENTER TO CONTINUE (+)
F1 - ENTER MISCELLANEOUS ENTRY
F3 - EXIT PROGRAM WITH NO EDIT
F5 - MAINTENANCE TO INDIVIDUAL RECORD
F7 - EDIT ENTRIES
F18 - SEARCH FOR PARTICULAR INVOICE OR CUSTOMER BALANCE
F20 - WORK WITH BAD CHECK FILE
F22 - TRANSFER ACCOUNTS RECEIVABLE BETWEEN LOCATIONS
F23 - MAINTENANCE TO ACCOUNTS RECEIVABLE INVOICE
F24 - CUSTOMER MASTER MAINTENANCE
F8 - DISPLAY PAYMENT HISTORY
F11 - REVIEW TOTALS BY CUSTOMER
F15 - DISPLAY CUSTOMERS BY NAME
    
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Enter Customer Number to work with for Bad Debt Write-off

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CHANGE INVOICES FROM CURRENT ACCOUNTS RECEIVABLE TO BAD DEBT
110 A.C., INC. AL
Invoice  Invc Amnt  Invc Blnce  A Amnt Paid  Amnt Adjst  GL Acct  A/R Balnce
AA 73345    75.00    75.00
    2003/07/18  Cust P.O.: .....

Due Last Statement--: 75.00    Paid/Adjusted Total-----: .00

ENTER TO CONTINUE  F4 - DISPLAY HELP  F3 - ENTER TOTAL AMOUNT TO APPLY
F1 - UPDATE SCREEN  F5 - FIRST SCREEN  F6 - MARK OFF INVOICES ON SCREEN
F2 - PAGE BACK (-)  F8 - VIEW TOTALS  F10 - APPLY DISCOUNT TO PAID INV.
                    F15 - DISPLAY G.L. ACCOUNTS
    
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F6 to Mark off all Invoices on Screen to Bad Debt

When you have worked with all customers for Bad Debt Write-off,

F7 Edit/Update Totals