

Writing off un-applied Cash via a Journal Entry

Navigate to the **Accounts Receivable Main Menu** > under **Manual Receipts**, click "Standard Receipts Entry"



Inquire on the Receipt number, #111513 for the \$2.00 and the \$1.00 receipt number is 070513, **highlight** the line and **click** the **green** check mark.



On the **Receipt Entry** screen you will see the unapplied amount, make sure to change the G/L Date, then **click** on the Row exit and select General Ledger (see below)

Receipt Entry

Company: **Favorites** Bank Account: 2801.1006.80A2972 G/L Date: 11/15/2013
 Payor: **Form** JWPJ Engador Watershed Receipt Date: 11/15/2013
 Customer: **Additional Info** JWPJ Engador Watershed Batch: 2341706
 Receipt Number: **Regional** Previous: G/L Receipt:
 Receipt Amount: **Customer Ledger** Remark: Foreign:
 Currency: **General Ledger** Exchange Rate: Base: USD
 Amount Applied: **Load** Amount Pending: Amount Unapplied: 2.00
 Select
 Remittance

Records 1 - 3 Stand-alone

T	1	Payment Amount	Discount Taken	OS CD	Write-Off Amount	WO CD	Chargeback Amount	CB CD	Deduction Amount	DD CD	Transaction Open Amount	Transaction Disc Avail	Trail
X	10	1,377,620.00											
X	10	1,853,264.00											
X	10	1,853,264.00											

You will get a new batch number for the Journal Entry for the write off amount. Input your G/L account number then *click* save. Once you click "save" you must save on the next screen as well in order for this to create the batch. Then approve and post the batch and you should be good to go.

J/L Receipts Entry

Company: 02801 Perini Management Services Inc G/L Date: 08/26/2016 Batch: 2341706
 Bank Account: 2801.1006.80A2972 Receipt Date: 11/15/2013
 Receipt Number: 111313 Remark:
 Amount Available: 2.00 Amount Distributed: 2.00 Foreign:
 Currency: USD Exchange Rate: Base: USD

Records 1 - 2

G/L Account Number	Payment Amount	Remark	Sub Type	Sub Ledger	Asset Number	Business Unit	P C	G/L Date	WL CD	Void Date
2801000.8503	2.00					2801000				

A Batch Posting example:

R09801 Tutor Perini Corporation 9/29/2016 10:03:03
 General Ledger Post Page - 1

Batch Ty/Number	RB	2341707	Post Out of Balance	N	Offset Method	Y	Multi-Currency Conversion	Y				
Batch Date		9/29/2016	InterCo Settlement Mthd	2			Multi-Currency InterCo JE	Y				
Document Ty Number Co	G/L Co	R Date	Co	Account Number Description	Cur Cod	Debit	Credit	Units	Sub-ledger	T y	Asset Number	Explanation Remark
RC 57556 02801	9/29/2016	02801	2801000.8503	Miscellaneous Income/Expense	USD		2.00-					AE 1.0
AE 57556 02801	9/29/2016	02801	2801.1202	A/R - Contracts	USD	2.00						Offset By Document RC 0057556 AE 1.0
Ledger Type Totals					AA	2.00	2.00-					