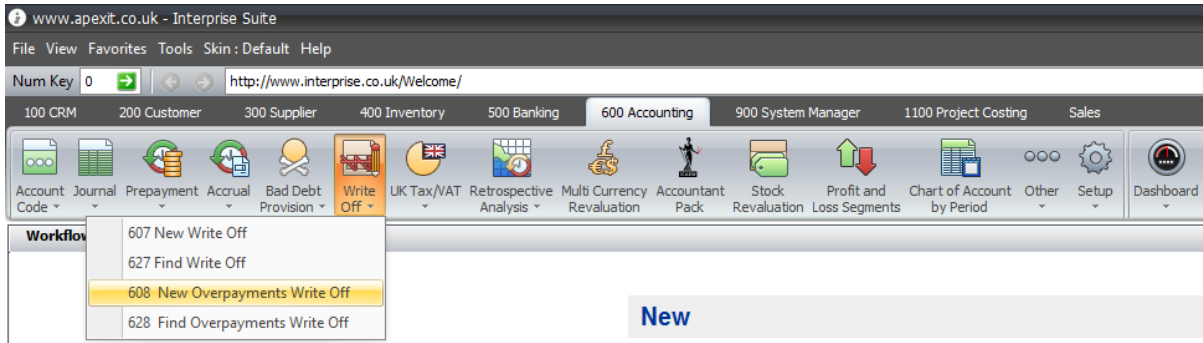




Overpayment Write off

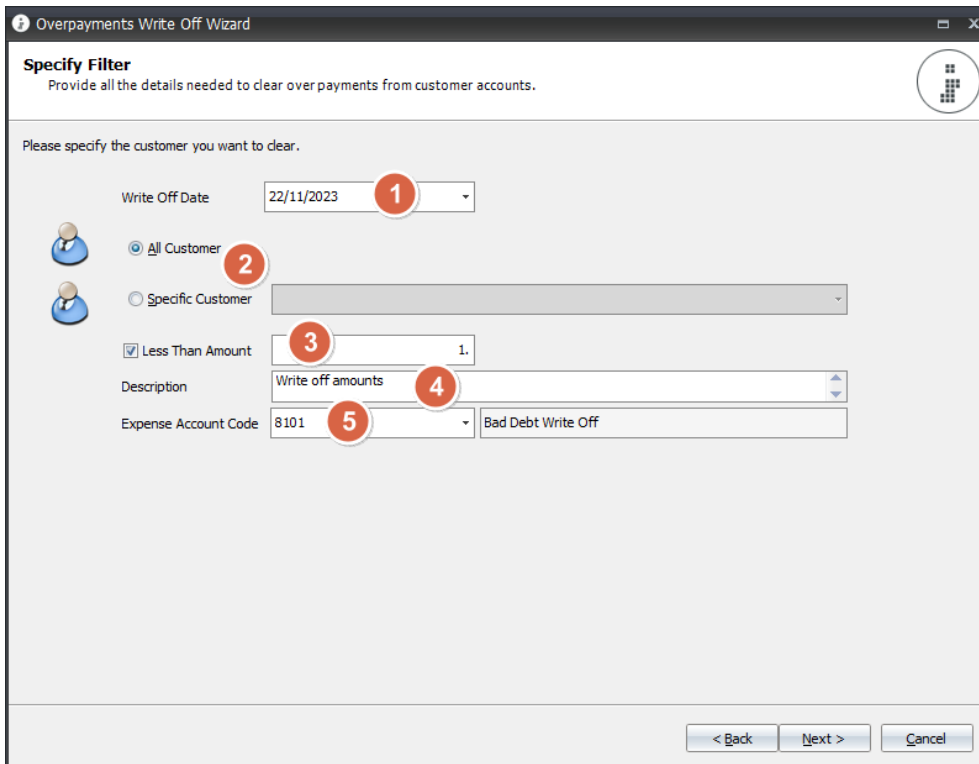
When a customer overpays and there are amounts outstanding on the receipt(s) there is now a new routine to be able to write off these small amounts off. This is only for receipts, not Credit Notes.

Accounting – Write off – New Overpayments Write off



This works in the same way as the bad debt write off.

- 1) You can specify a date for the journal
- 2) It can be run for all customers or a single customer
- 3) If running for all customer's, the amount must be specified (Less than XX amount)





Overpayment Write off

In this example it has been run for all customers where the amount is less than 1.00

Select the receipts to be written off.

Write Off Small Amounts
Below is the list of available payments with small outstanding balances that can be cleared.

Outstanding Payments

Selected	Type	Date Paid	Receivable Code	Customer	Balance Rate	Base Amount	Exchange Rate
Currency Code: GBP							
Customer Code: CUST-000029							
<input type="checkbox"/>	Receipt	22/11/2023	RCV-000147	Plastic Power	£ 0.01	£ 0.01	1.00
Customer Code: CUST-000081							
<input type="checkbox"/>	Receipt	22/11/2023	RCV-000146	Bicycle Brothers	£ 0.01	£ 0.01	1.00

£ 0.02

< Back Next > Cancel

This will show a summary of the transactions that are being written off before its finalised.

Write Off
This is the payment write off to be generated.

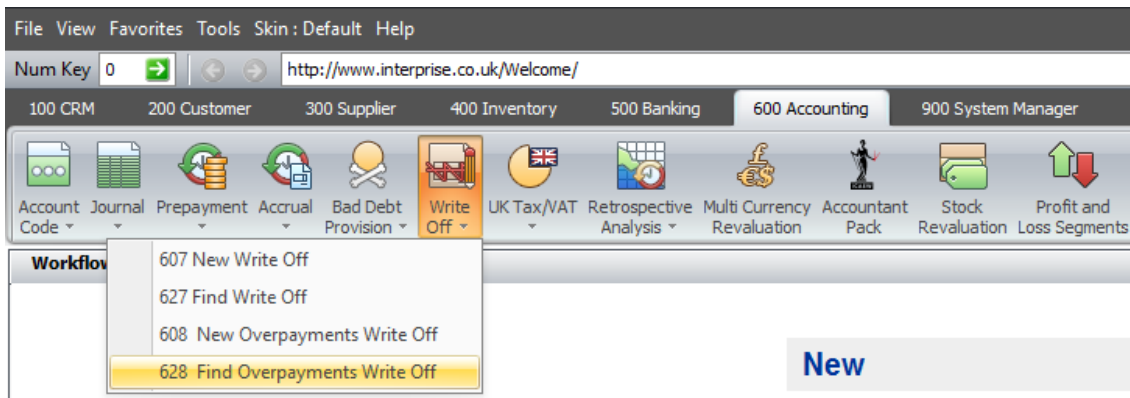
Credit Write Off Code	Reference Code	Reference Date	Reference Type	Customer	Base Amount
[To be generated]	RCV-000146	22/11/2023	Receipt	Bicycle Brothers	£ 0.01
[To be generated]	RCV-000147	22/11/2023	Receipt	Plastic Power	£ 0.01

< Back Next > Cancel

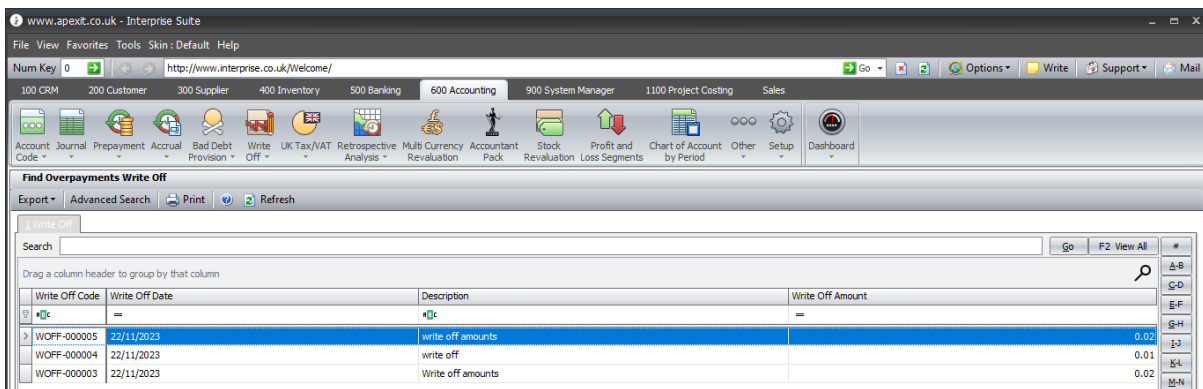


Overpayment Write off

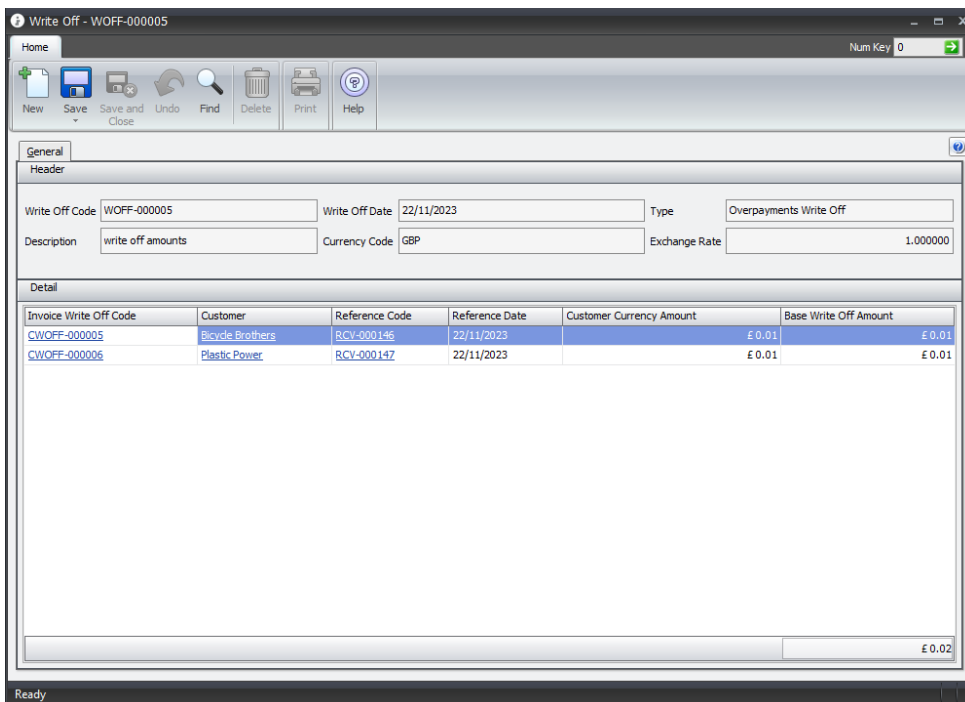
There is a separate option to view the Overpayment write offs.



This will show as a WOFF transaction, same as the bad debt write off as it is a write off.



The individual transactions will be a CWOFF (Credit write off) the screen below shows the individual write offs for each customer.



NB. Bad debts are an IWOFF (Invoice write off)



Overpayment Write off

Drilling into the transaction shows this as a Batch Credit with a type of Credit Write off. It has posted to the nominal code selected in the wizard.

The screenshot shows the 'Batch Invoice' window for 'Bicycle Brothers' with ID 'CWOFF-000005'. The 'Order' tab is active, showing details for a 'Credit Write Off' transaction dated 22/11/2023. The net total is £0.01 and the tax amount is £0.00. The 'Sales' tab is also visible, showing a table with one entry: GL Account 8101, Description 'Bad Debt Write Off', Net Total £0.01, Tax £0.00, and Tax Amount £0.00.

GL Account	GL Account Description	Notes	Net Total	Tax	Tax Amount
8101	Bad Debt Write Off		£ 0.01	UK 20 Std Rate Sales	£ 0.00

The journal generated has a type of Credit Write Off. Posting to Debtors & Bad Debt.

The screenshot shows the 'Journal' window for 'GJRN-000918' dated 22/11/2023. The journal type is 'Credit Write Off'. The 'Items' table shows two entries: a debit to account 8101 'Bad Debt Write Off' for £0.00 and a credit to account 1100 'Debtors Control / Account...' for £0.01. The total debit is £0.00 and the total credit is £0.01.

Account	Account Description	Debit	Credit	Detail Description	Tax Type	Tax Code
8101	Bad Debt Write Off	£ 0.00	£ 0.01	WOFF-000005/CWOFF-000005/RCV-000146/CUST-000081	Output Goods	UK 20 Std Rate S...
1100	Debtors Control / Account...	£ 0.01	£ 0.00	WOFF-000005/CWOFF-000005/RCV-000146/CUST-000081	NA	NA



Overpayment Write off

In the customer account we can see the CWOFF

Customer - CUST-000081 - Bicycle Brothers

Home

Num Key 0

General | Setup | Contact | Pricing | Analysis | Transactions | Recent Sales | Credit / Receivables | Ship To List | Relations | Service Contracts | Csignment | Head Office Lookup

Quotes | Orders | Invoices | RMAs | Credit Memos | Receipts | Refund | Void Receipt | Ledger

View Option All Date All Dates - Paging is Annu...

Document Code	Type	Document Date	Due Date	Reference	Reference 2	Total	Base Curre...	Outstanding	Base Outst...	Discount	Attachments	In Dispute	Re
INV-000337	Invoice	08/02/2023	10/03/2023			£ 144.00	£ 144.00	£ 0.00	£ 0.00	£ 0.00			
INV-000370	Invoice	18/08/2023	17/09/2023	Test credit ...	SO-000358	£ 360.00	£ 360.00	£ 0.00	£ 0.00	£ 0.00			
CCNOTE-000016	Credit Memo	18/08/2023	18/08/2023	Test credit ...	INV-000370	(£ 72.00)	(£ 72.00)	£ 0.00	£ 0.00	£ 0.00			
CCNOTE-000017	Credit Memo	12/09/2023	12/09/2023	Test credit ...	INV-000370	(£ 180.00)	(£ 180.00)	£ 0.00	£ 0.00	£ 0.00			
CWOFF-000005	Credit Write Off	22/11/2023				£ 0.01	£ 0.01	£ 0.00	£ 0.00	£ 0.00			
RCV-000146	Receipt	22/11/2023	22/11/2023			(£ 252.01)	(£ 252.01)	£ 0.00	£ 0.00	£ 0.00			
						£ 0.00	£ 0.00	£ 0.00	£ 0.00	£ 0.00			

Ready

This is allocated to the receipt.

Document Allocation Reference

Num Key 0

View Journal

Document Details

Document Code: CWOFF-000005 Total Amount: £ 0.01 Coupon Disc: £ 0.00 Write Off: £ 0.00 Potential Disc: £ 0.00 Total Allocated: £ 0.01 Outstanding Balance: £ 0.00

Document Date: 22/11/2023

Allocation Details

Document Code	Allocation Date	Total	Previous Payment	Credits Applied	Balance	Potential Discount	Write Off	Allocated	Outstanding
Allocation Code: CALLOC-000123									
Document Type: Credits									
RCV-000146	22/11/2023	(£ 252.01)	(£ 250.00)	£ 0.00	(£ 0.01)	£ 0.00	£ 0.00	(£ 0.01)	£ 0.00
								-0.01	
Document Type: Receivables									
CWOFF-0000...	22/11/2023	£ 0.01	£ 0.00	£ 0.00	£ 0.01	£ 0.00	£ 0.00	£ 0.01	£ 0.00
								0.01	
								0.00	

Ready