

Financial- How to write off bad debt

Last Modified on 12/07/2020 7:17 am EST

The Charge/Reduce Revenue section allows administrators the ability to simplify adjustments made to financial ledgers for families in the system.

- Using this method, administrators can select what Type - Fee Valid Values can be setup in the system to have a write off adjustment.
- For a Type - Fee Valid Value to be used to write off, Write-Off Family Bad Debt must be selected in the Revenue Adjustment Type drop down list.

Here are the directions for how to add a [type > fee valid value](#)

Go to the family's financial ledger ([how to search for a family](#))

Then on the family's financial ledger select the Actions menu, then select Charge/Reduce revenue.

Baggins Family
Family ID 323500
Internal Note:

2 Student(s)

Regular Statement Type

440.00 Balance Outstanding
[Add/View Journal Notes](#)

Summary Family Children Parents Third Party Volunteers Communication Auto-Pay Vacation Financials Receipts Merge

Year: 2018

Total Outstanding: \$ 440.00

Actions

Statement List

User	Post Date	Description
Statement ID: 4389696 - Date Range: 01/01/2018 to 12/31/2018		
	01/01/2018	Normal Fee Previous Balance Owed - 01/01/2017 - 12/31/2017
dcw keass	01/04/2018	Late Pickup Fee

Adjustments/Add Fee
Charge/Reduce Revenue
Make Payment
Deposit Correction
Coupons
Pickup Fee

Select the option- Write Off Family Bad Debt from the I WANT TO field.

Charge/Reduce Revenue

Family: **Baggins Family**

I WANT TO: *

\$ Write-Off Family Bad Debt

Please select an Adjustment Category

Charge Revenue

Reduce Revenue

Write-Off Family Bad Debt

Adjustment Type: *

\$ Payment Write Off

Post Date: *

Under the adjustment type menu select the Payment Write Off valid value.

Charge/Reduce Revenue

Family: **Baggins Family** I WANT TO: *
 \$ Write-Off Family Bad Debt

Adjustment Type: * Adjustment Amount: *

\$ Payment Write Off
 Please select an Adjustment Type

\$ 0

Notes:

Enter the adjustment amount, post date and any related note, then press Save.

Charge/Reduce Revenue

Family: **Baggins Family** I WANT TO: *
 \$ Write-Off Family Bad Debt

Adjustment Type: * Adjustment Amount: *

\$ Payment Write Off \$ -44

Post Date: *
 03/08/2018

Notes:
 Bad Debt

Period - show on current period (mm/dd/yyyy):
 From Date: 03/08/2018 To Date: 03/08/2018

Summary

Balance before Adjustment:	440.00
Adjustment:	-44.00
Balance after Adjustment:	396.00

Save