

Writing Off AddonSoftware AR Invoices

1. Use a Cash Receipt Code with the AR/GL flag set to "Both." Enter a check# such as "WRTOFF" with a zero dollar amount. Credit the penny as if it were a payment, then select " GL Distribution"and put the penny in a miscellaneous over/short or other GL account.
2. Another option is to setup a Cash Receipt Code with the Cash and Discount flags set to "N." This eliminates the entry of a dollar amount and forces the user to distribute the write-off to an appropriate account rather than the default discount account.