State of Tennessee



Maintenance Worksheet Write-Off Procedure

for the

State of Tennessee Edison Project

September 1, 2021

Instructions for the User to Write Off a Debit in Edison

Creating the Maintenance Worksheet

- 1. Navigate to FSCM > Accounts Receivable > Receivables Maintenance > Create Worksheet > Add a New Value tab.
- 2. The BU should default. Leave the Worksheet ID set to NEXT and click the Add button.

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Worksheet Business Unit 24201 Q. Worksheet ID NEXT			
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3. On the Worksheet Selection page enter the Cust ID and your Business Unit in the Customer Criteria Section. If known, enter your invoice number in the Item Reference area along with "I" in the Qual Code.

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- 4. Click the Build button in the bottom left-hand corner.
- 5. On the Worksheet Application page, in the Entry Type dropdown select Write-Off a Debit.

Worksheet Selection		Worksheet Application		Â	≡	٢
Worksheet Application		Anchor Information	New Window	Help	Personaliz	.e Page
Unit 34301 Worksheet ID 50335	Currency Accounting Date 08/27/2021	Reason Code Q				
Item Action	Row Selection	Display Control				
Entry Type Offset an Item 🗸	Choice Select Range	Display All Items V Go S				
Reason Offset an Item	Range Go					
Write-off A Debit						
	Absolute	Value Sort				

6. Select the Sel checkbox for the item you intend to write off and click the Save button. Validate the Type field updated to WO and the WO total field updated to the amount of the item you are writing off.

< Workshe	et Selectio	n					Worl	sheet Applica	tion				a =	٥
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View Detail	Seq Nbr	Sel	Item Balance	Currency	Item ID	Line	Туре	Reason	Unit	Customer	Service Purchase ID	Installment Number	Tax Status	
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-	35		110.20	USD	0001031831		wo Q	٩	34301	GR00000000027			Not Applicable	
-	36		65,587.52	USD	0001031832		Q	٩	34301	GR00000000027			Not Applicable	
-	37		5,210.53	USD	0001031833		٩	٩	34301	GR00000000027			Not Applicable	
-	38		4,133.00	USD	0001031835		٩	٩	34301	GR00000000027			Not Applicable	
-	39		1,955.89	USD	0001031838		٩	٩	34301	GR000000000027			Not Applicable	
-	40		5,652.74	USD	0001031840		٩	٩	34301	GR000000000027			Not Applicable	
2	41		242.30	USD	0001031841		٩	٩	34301	GR00000000027			Not Applicable	
-	42		37,452.32	USD	0001031842		٩	٩	34301	GR000000000027			Not Applicable	
-	43		722.15	USD	0001031843		٩	٩	34301	GR000000000027			Not Applicable	
-	44		1,089.07	USD	0001031949		٩	٩	34301	GR00000000027			Not Applicable	
-	45		40,957.70	USD	0001031950		٩	٩	34301	GR00000000027			Not Applicable	
-	46		597.82	USD	0001031952		٩	٩	34301	GR000000000027			Not Applicable	
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- 7. Click the Worksheet Action hyperlink at the bottom of the page.
- 8. On the Worksheet Action page change the Action dropdown to Batch Standard and hit the OK button.

< Update Worksheet		Worksheet Action	∧ ≡ Ø
Worksheet Action			New Window Help Personalize Page
Unit 34301	Worksheet ID 50334	Accounting Date 08/27/2021	
· · · · · · · · · · · · · · · · · · ·	Status Do Not Post		
Worksheet Action	Posting Action	Accounting Entry Action	
Delete Worksheet	Action: Batch Standard V OK	Create/Review Entries	
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Comments			
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		//	
Save Comments	Comments		
Winderhant Selection	Mindreheast Application		
	workaneet Application	Worksheet Action	
Save Return to Search Notify			

9. Run AR Update or wait for the worksheet to pick up in the nightly batch job.

Verifying that the Accounting has taken place:

- 1. The invoice was fed from Billing to Accounts Receivable.
- 2. Item Activity has taken place against the item.
 - a. FSCM > Accounts Receivable > Customer Accounts > Item Information > Item List > Advanced Search tab.

Finalize Worksheet			Item List	↑ ≡ Ø
Item List Advanced Search				New Window Help Personalize Page 👞
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*Status All 🗸	Search Prefe	erences Q		
Search Cancel	Clear	Save Delete		
 Item Responsible Parties 				
AR Special	st = 🗸	Q		
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Item	ID = 🗸 0	0001031831		

b. Once the search criteria is entered hit the Search button.

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ltem List Ad	vanced Search																

c. From the Item List results that pull from the criteria search, click the hyperlink of the Item Id you are researching followed by the Item Activity tab.

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Detail 1	Detail 2 Deta	i 3 Item	Activity	Item Accountin	g <u>E</u> ntries Ite	em Audit <u>H</u> istory					He
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Item ID:	0001031831	Li	ne:	Days Late	466	Status:	Closed				
Balance	0.00 U	SD									
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	Sequence	1		A	ccounting Date	04/16/2020	Posted Date	04/16/2020			
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	Document		Conver ID				Amount		110.20 USD		
	Group Unit	34301	Group ID	50324 Bill	ing						
	Sequence	2		A	ccounting Date	08/27/2021	Posted Date	08/27/2021			
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	Group Unit	34301	Group ID	50334 Ma	int						
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Detail 1 De	etail 2 Detail 3 Ite	m Activity	tem Account	ing Entries Item	n Audit History						

- d. This page shows all the activity that has occurred against an item. In this example the IN (invoice) was sent to Accounts Receivable from Billing and the WO is the write off entry.
- e. Click the Item Accounting Entries tab.

State of Tennessee – Edison Project End User Training Material – AR Write Off

Detail 1	Detail 2 Detail 3	Item <u>A</u> ctivity	Item Acc	ounting Entries	s Item Audit <u>H</u> isto	pry						
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	1 ACTUALS	ACTUALS	34301 1	11000		12000001						
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Split OK	Cancel Apply	Add Conversation							View /	Audit Logs		Refresh

f. When that page opens, scroll to the far right and click the View All link on the Dark Blue outermost box (Item Activity bar).

Detail 1	Detail 2 Detai	I 3 Item <u>A</u> ctivity	/ Item Acc	ounting Entries	Item Audit <u>H</u> ist	ory				
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	2									08/27/2021
1	100									08/27/2021
	4									Þ
Split		Add Conversation							Vie	w Audit Logs

g. This shows the entry crediting the AR and debiting the Write Off clearing account.