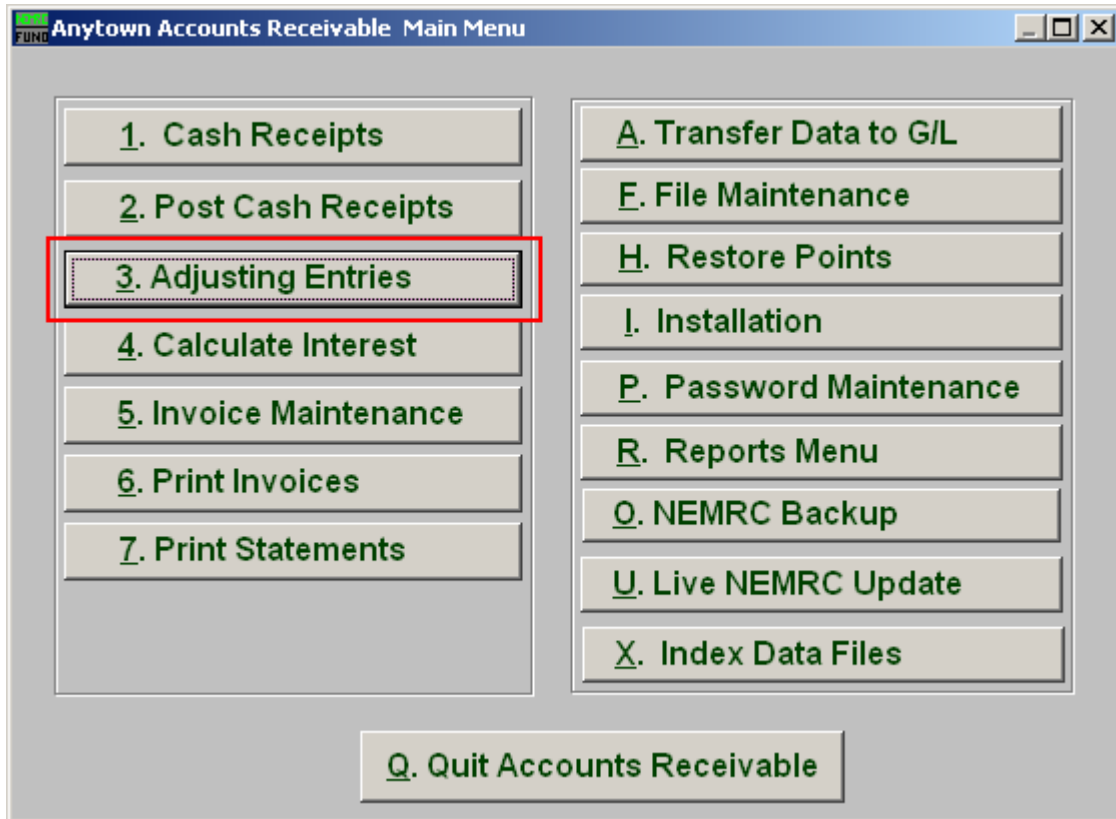
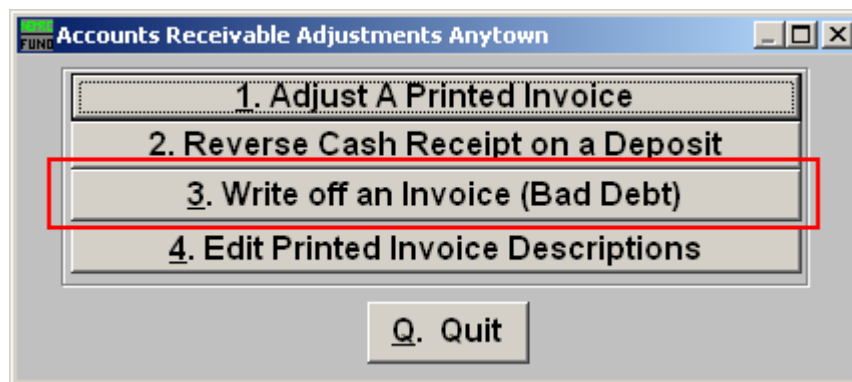


## Accounts Receivable

### 3. Adjusting Entries: 3. Write off an Invoice (Bad Debt)



Click on “3. Adjusting Entries” from the Main Menu and the following window will appear:



Click on “3. Write off an Invoice (Bad Debt)” from the Adjusting Entries Menu and the following window will appear:

# Accounts Receivable

## Write off an Invoice (Bad Debt)

**Write off a bad debt**

**FIND**

**1**  
Customer  -  **Find**

Name  **Find**

**OK** **Cancel**

- 1. Find:** Enter the Customer number or Name or click “Find” and locate the Customer from the list.

## Accounts Receivable

**Write off a bad debt**

Customer: HB - Find

Name: ANY UTILITY Find

Invoice Number: 2 438

The current amount due for this invoice is: 288.00

Reason: 4

OK Cancel

2. **Invoice Number:** Type in the Invoice Number or click on the drop down arrow and select from there.
3. **The current amount due:** After selecting the Invoice Number, the current amount due will appear here.
4. **Reason:** Type in a reason for writing off the above amount.
5. **OK:** Click “OK” to save and record the transactions.
6. **Cancel:** Click “Cancel” to cancel and return to the previous screen.