

## Overview

Occasionally it may be necessary to write off fees that won't be collected. You can simply void the fee charges in Member History. However, if you want a record of the uncollected fees, follow the procedure below.

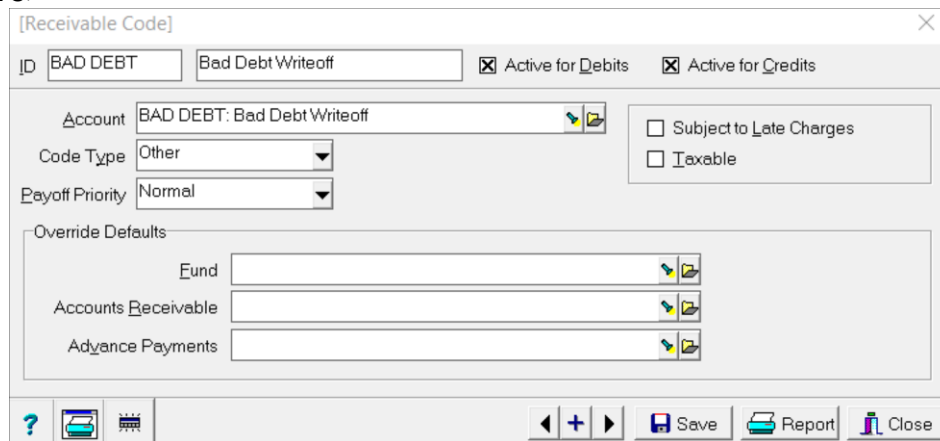
## One Time

Create an Account code called Bad Debt Writeoff or Uncollected Dues.

- Go to <<AR, Account Code>>
- Enter the [Short ID] and [Description].
- Enter a [Ledger Code].
- Choose Income as the [Account Type].
- <Save>

Create a Receivable Code that points to the new Account Code

- Go to <<AR, Receivable Code>>
- Enter the [Short ID] and [Description]
- Choose the Account Code created above.
- Click <Save>



## Each Time

Move money from association to member

- Go to <<AR, Adjust Open Credits>>
- Choose the [Unit] and [Member] from the drop down list.
- Select the Radio Button for Increase Member Balance
- Enter the [Amount].
- Choose the [Receivable Code] created above.

Adjust Open Credits

Date: 6/4/2019

Unit: 101: 161 Majestic Bay Ave #101

Member: VERDON: Gary & Cindy Verdon

Increase Open Credit Balance  
 Decrease Open Credit Balance

Amount: \$520.00

Code: BAD DEBT: Bad Debt Writeoff

Memo:

Starting Open Credits: \$520.00  
Amount Transferred: \$520.00  
Final Open Credits: \$520.00  
Unpaid Charges: \$520.00

+ New Post Cancel

Pay off charges - return money to member

- Go to <<AR, Member Receipt>>. Use the open credits to pay off the charges.

Member Receipt

Date: 6/4/2019 Receipt #: 290604KSPS  Currency

Unit: 101: 161 Majestic Bay Ave #101

Member: VERDON: Gary & Cindy Verdon

Bank: OPERATING: Majestic Bay Sunrise 2669

Payment:  Distribute  Apply Open Credits

Memo:

Current Charges Owed: \$520.00  
Starting Open Credits: \$520.00  
Current Charges Paid: \$520.00  
New Charges Paid: \$520.00  
Final Open Credits: \$520.00

Due Date	Code	Owed	Apply to Charge
5/1/2019	Dues/Monthly/Annual/Quart	\$520.00	Amount \$520.00 <input type="checkbox"/> Skip

1. Current Charges / 2. New Charges

+ New Post Print Cancel

At the end of this procedure the association will have a net balance change of \$0. On a Revenue and Expense report, the Bad Debt Write Off will show as negative income, offsetting the fees.