

## division of **Creating a Write Off (WO) Finance** FINET quick reference **guide**

## Introduction

The process of creating a Write Off **(WO)** transaction in FINET is the same, regardless of dollar amount. Anything over \$25 should be coordinated through Office of State Debt Collection **(OSDC)**.

Every WO transaction must be approved before the Receivable **(RE)** is written off. OSDC is responsible for all write-offs.

		Cr	eating a	WO			
1. From the hor	me page, cli	ck on the <b>Tr</b>	ansactio	n Cata	<b>log</b> tile.	1 Trans	action Catalog
2. Filter your se the <b>Search</b> b	arch for the outton.	e receivable <u>y</u>	you'd like	to write	e off, ther	n select	
Transaction Catalog	Ŷ						← Back Create
Search Transaction Code RE Transaction ID Show More	I R	insaction Dept insaction Phase	•	Transaction L	init tatus	· 2	Search Reset
<ul> <li>While in the RE,</li> <li>3. Click on the 3</li> <li>4. Select Copy</li> <li>Receivable (RE) ☆</li> </ul>	, verity that 8-dot menu Forward ui	it is the tran	saction yc oper-right <b>mary Ac</b> f	corner	olumn.	ОП.	Close
Department: 150   Unit: -   Transaction	n ID: 2500000002   Version: 1				Primary Actions	Other Actions	Research
Summary	Header	Customer ID (1)	Accounting (1)		Modify	Information	Transaction References
		Legal Name	Line Amount \$500.00	<b>■</b> ^	Collaborate	Schedule	Transaction History
~ Header					Comments	Send Page	Forms
Record Date		Transaction Name			Сору	Print	Posting Line Inquiry
Actual Amount		Outstanding Amount			Copy Forward	View PDF	
Closed Date		Sent to Collection Amou	int			Download Transaction	
- Written-off Amount		\$0.00 Collected Amount				Activate	
\$0.00 Late Fee Amount \$0.00		\$0.00 Admin Fee Amount \$0.00			QU.UU	Archive	

1-3 of SRecots View per Page: on 30 0 C C Page   Target Transaction Type Target Transaction Code ◆ Description   CR CR Collect Receivable   WO WO Withe Off Receivable   CL CL Send Receivable to Collection   In the Target Transaction section, enter your department number in the Transaction Department field. OSDC wants all WO transactions to have th Transaction ID number as the associated RE. Copy and paste the RE's number Transaction ID field.   Spy Forward ☆   Supre Transaction Type Target Transaction Code ◆   Supre Transaction Type   Target Transaction Code ◆   Spy Forward ☆   Supre Transaction Type	<pre></pre>
Target Transaction Type       Target Transaction Code ◆       Description         CR       CR       Collect Receivable         WO       Write-Off Receivable         CL       Send Receivable to Collection         In the Target Transaction section, enter your department number in the Transaction Department field. OSDC wants all WO transactions to have th Transaction ID number as the associated RE. Copy and paste the RE's number Transaction ID field.         oy Forward ☆       Imaget Transaction Code ◆       Description	tion Receivable f Receivable ceivable to Collection ent number in the ansactions to have the same baste the RE's number into t for a same constant of the same constant
CR       CR       Collect Receivable         WO       W0       Wite-Off Receivable         CL       CL       Send Receivable to Collection         In the Target Transaction section, enter your department number in the Transaction Department field. OSDC wants all WO transactions to have th Transaction ID number as the associated RE. Copy and paste the RE's number Transaction ID field.         Ny Forward ☆       Imaget Transaction Code Image Transaction Code Image Transaction Type         Target Transaction Type       Target Transaction Code Image Transaction Image Transaction Type	ent number in the ansactions to have the same baste the RE's number into t
NO       NO       Vite Of Receivable to Collection         CL       OL       Send Receivable to Collection         In the Target Transaction section, enter your department number in the Transaction Department field. OSDC wants all WO transactions to have th Transaction ID number as the associated RE. Copy and paste the RE's number Transaction ID field.          Y Forward ☆             arget Transaction Type          Yer per Page ② 10             ource Transaction          Description	ent number in the ansactions to have the same baste the RE's number into t vert and the same baste the RE's number into t
In the <b>Target Transaction</b> section, enter your department number in the <b>Transaction Department</b> field. OSDC wants all WO transactions to have th Transaction ID number as the associated RE. Copy and paste the RE's number <b>Transaction ID</b> field.	ent number in the ansactions to have the same baste the RE's number into the construction of the same baste the RE's number into the same construction of the same baste th
Lef 3 Records     View per Page 20     50     100     <	<pre></pre>
arget Transaction Type Target Transaction Code  Description	
Source Transaction	Description
gory Transaction Dept Type 150 RE	Type RE
RE 250000002	250000002 Transaction Description
Select Entire Transaction 1	-
arget Transaction	$\sim$
Transaction Dept * Transaction ID	•
	* Transaction ID
	* Transaction ID 250000002

ate. nit if there Draft []        on ID: 250000002   Version: Vendor (1) Legal Name TV SPECIALISTS INC ed On: 09/27/2024   Modified	e are no err rsion: 1 Accounting (1) Line Amount \$500.00 dified By: yourname2   Modifie Record Date	Summary	t.	89 Validate 🕞 Su	ubmit 🕞 Save & Close
Draft If there of Draft I I I I I I I I I I I I I I I I I I I	e are no err rsion: 1 Accounting (1) Line Amount S500.00 dified By: yourname2   Modifie Record Date	Summary	t.	89 Validate 🕞 Su	ubmit 🛱 Save Save & Close
Draft () () () () () () () () () () () () ()	e are no err rsion: 1  Accounting (1) Line Amount S500.00  dified By: yourname2   Modifie Record Date	Summary		89 Validate C Su	ubmit 🕞 Save Save & Close
Draft  Draft  Vendor (1) Legal Name TV SPECIALISTS INC	dified By: yourname2   Modifier	Summary E ied On: 09/27/2024		⊘ Validate 🕞 Su	ubmit 🛱 Save Save & Close
on ID: 250000002   Version: Vendor (1) Legal Name TV SPECIALISTS INC	rsion: 1 Accounting (1) Line Amount S500.00 dified By: yourname2   Modifie Record Date	E Summary	^		
Vendor (1) Legal Name TV SPECIALISTS INC	Accounting (1) Line Amount 5500.00 dified By: yourname2   Modified Record Date	Summary	^		
Legal Name TV SPECIALISTS INC	dified By: yourname2   Modifie	ed On: 09/27/2024	^		
tv specialists inc	SS00.00  dified By: yourname2   Modified  Record Date  NM//D0 000	ed On: 09/27/2024	^		
ed On: 09/27/2024   Modified	dified By: yourname2   Modifie Record Date	ied On: 09/27/2024			
2d On: 09/27/2024   Modified	dified By: yourname2   Modified Record Date	ied On: 09/27/2024			Attachments
od	Record Date				
od		te		Budget FY	
d	MM/DD/TT	ryyy 🛗			
	Transaction	n Description		Actual Amount \$500.00	
					\$500.00