



Creating a Write Off (WO) 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.

Creating a WO

1. From the home page, click on the **Transaction Catalog** tile.
2. Filter your search for the receivable you'd like to write off, then select the **Search** button.



Transaction Catalog ☆

← Back Create ⋮

Search

Transaction Code RE	Transaction Dept	Transaction Unit
Transaction ID	Transaction Phase	Transaction Status

Show More

Search Reset

While in the RE, verify that it is the transaction you want to write off.

3. Click on the **3-dot menu** in the upper-right corner.
4. Select **Copy Forward** under the **Primary Actions** column.

Receivable (RE) ☆ Final



Department: 150 | Unit: - | Transaction ID: 2500000002 | Version: 1

Summary	Header	Customer ID (1)	Accounting (1)
	Legal Name TV SPECIALISTS INC		Line Amount \$500.00

<p>Record Date 09/27/2024</p> <p>Actual Amount \$500.00</p> <p>Closed Date -</p> <p>Written-off Amount \$0.00</p> <p>Late Fee Amount \$0.00</p>	<p>Transaction Name -</p> <p>Outstanding Amount \$500.00</p> <p>Sent to Collection Amount \$0.00</p> <p>Collected Amount \$0.00</p> <p>Admin Fee Amount \$0.00</p>
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Primary Actions	Other Actions	Research
Modify	Additional Transaction Information	Transaction References
Cancel	Future Transaction Triggering	Track Work In Progress
Collaborate	Schedule	Transaction History
Comments	Send Page	Forms
Copy	Print	Posting Line Inquiry
Copy Forward	View PDF	
	Download Transaction	
	Activate	
	Deactivate	
	Archive	

5. On the Copy Forward page, highlight the **WO** line from the Target Transaction list, then scroll further down.

Copy Forward ☆

OK Cancel

* Required fields

Target Transaction Type	Target Transaction Code	Description
CR	CR	Collect Receivable
WO	WO	Write-Off Receivable
CL	CL	Send Receivable to Collection

6. In the **Target Transaction** section, enter your department number in the **Transaction Department** field. OSDC wants all WO transactions to have the same Transaction ID number as the associated RE. Copy and paste the RE's number into the **Transaction ID** field.

Copy Forward ☆

7
OK Cancel

Target Transaction Type	Target Transaction Code	Description

Source Transaction

Category AR	Transaction Dept 150	Type RE
Transaction Unit -	Transaction Code RE	Transaction ID 2500000002
<input checked="" type="checkbox"/> Select Entire Transaction	Version 1	Transaction Description -

Target Transaction

* Transaction Dept 150	Transaction Unit 	* Transaction ID 2500000002
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Auto Numbering

7. Click the **OK** button if the department and ID are entered.

8. Click **Validate**.

9. Click **Submit** if there are no errors to adjust.



Write-Off (WO) ☆ Draft

Department: 150 | Unit: - | Transaction ID: 2500000002 | Version: 1

Header	Vendor (1)	Accounting (1)	Summary
	Legal Name TV SPECIALISTS INC	Line Amount \$500.00	

Attachments

Created By: yourname2 | Created On: 09/27/2024 | Modified By: yourname2 | Modified On: 09/27/2024

Transaction Name	Record Date	Budget FY
<input type="text"/>	MM/DD/YYYY <input type="text"/>	<input type="text"/>
Fiscal Year	Period	Transaction Description
<input type="text"/>	<input type="text"/>	<input type="text"/>

Actual Amount
\$500.00