

Writing Off Outstanding Debtor Accounts on SIMS FMS

Please note that debtor accounts can only be written off in the current financial year. If the account was raised in an earlier year it must first be copied forward into the current year.

This guide takes you through the process.

First, identify invoice to which the outstanding balance is to be written off. (An *Aged Debtor Report* will help identify the debtor. A debtor *Transaction Report* can then be run to pinpoint the invoice).

To Run an Aged Debtor Report

- Focus
- Accounts Receivable
- Reports
- Aged Debtor Report
- OK (leave all options blank for a full listing)

Aged Debtor Report

Selection:
Debtor: All
Sequence: Debtor Name
User: SYS
Establishment: Green Abbey School

Debtor	Number	Total Outstanding	Period of Outstanding Balance (days)			
			0 - 30	31 - 60	61 - 90	91+
Barton Choral Society	000017	763.75	0.00	0.00	0.00	763.75
Crafts & Pastimes	000042	575.00	0.00	0.00	0.00	575.00
Eagles Rugby Football Club	000026	1,400.00	0.00	0.00	0.00	1,400.00
East Town Model Cars	000048	630.00	0.00	0.00	0.00	630.00
East Inre Caravan Club	000021	1,471.88	0.00	0.00	0.00	1,471.88
East Inre Council	000007	9,400.00	0.00	0.00	0.00	9,400.00
East Inre Railway Club	000026	300.00	0.00	0.00	0.00	300.00
East Inre Football Club	000001	700.00	0.00	0.00	0.00	700.00
STARS Swimming Club	000019	1,762.50	0.00	0.00	0.00	1,762.50
Studio 7 Dance Academy	000037	1,000.00	0.00	0.00	0.00	1,000.00
Willow Cricket Club	000022	300.00	0.00	0.00	0.00	300.00
		18,723.13	0.00	0.00	0.00	18,723.13
			0%	0%	0%	100%

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2007 (1)

To Run a Transaction Report

- Focus
- Accounts Receivable
- Reports,
- Transaction Report
- Enter Date From as '01/01/1990'
- Select Debtor (use magnifying glass for list of debtors)
- OK

The screenshot shows the SIMS Accounts Receivable Module interface. The window title is "SIMS Accounts Receivable Module - [Transaction Report]". The menu bar includes Focus, Edit, Report, Tools, Window, and Help. The status bar indicates "Page 1 of 2".

Transaction Report

Selection:
 Date Range: 01/01/1990 to 21/09/2007
 Debtor: Barton Choral Society
 Transaction Type: All
 Status: All

Sequence By: Reference
 User: SYS
 Establishment: Green Abbey School

Date	Tran Type	Reference	Trans ID No.	Debtor	Recd From/ Bank A/C	Payment JY No. Type	Amount	Status	Pay In Slip. No.
13/07/2001	Inv	GAS000019	0000048	Barton Choral		011794	200.00	Printed	
23/01/2004	Inv	GAS000072	00000225	Barton Choral		019161	200.00	Printed	
23/11/2004	Inv	GAS000109	00000339	Barton Choral		023261	500.00	Printed	
26/11/2004	Cre	GAS000112 (GAS000109)	00000341	Barton Choral		023272	-250.00	Printed	
07/12/2004	Inv	GAS000120	00000356	Barton Choral		023675	120.00	Printed	
07/01/2005	Inv	GAS000128	00000369	Barton Choral		024088	400.00	Printed	
10/03/2005	Inv	GAS000153	00000419	Barton Choral		025077	20.00	Posted	
07/10/2005	Inv	GAS000185	00000543	Barton Choral		028049	750.00	Printed	
05/09/2006	Inv	GAS000226	00000693	Barton Choral		032831	763.75	Printed	
21/09/2001	P	PIB000010	00000063		Bank Account	012428	-680.00	Posted	
05/11/2001	P	PIB000012	00000073		Bank Account	013226	-150.00	Posted	
03/05/2002	P	PIB000017	00000096		Bank Account	015224	-600.00	Posted	
30/04/2004	P	PIB000057	00000254		Bank Account	020381	-1,100.00	Posted	
25/05/2004	P	PIB000038	00000259		Bank Account	020797	-400.00	Posted	
25/02/2005	P	PIB000082	00000406		Bank Account	024807	-1,375.00	Posted	
06/05/2005	P	PIB000088	00000458		Bank Account	026027	-630.00	Posted	
11/05/2005	P	PIB000089	00000465		Bank Account	026050	-745.00	Posted	

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From the Transaction Report identify both the invoice reference and the invoice date. The invoice date will tell you which year the invoice was raised.

If the invoice was raised in a previous financial year you must copy it forward into the current financial year. To do this select

- Select the financial year in which the invoice was raised (you must come out of Accounts Receivable to do this)
- Focus
- Accounts Receivable
- Focus
- Invoice / Credit Note
- Double click on the relevant invoice
- Click on 'Write Off' button (far right of tool bar)
- Confirm to copy into next financial year.
- Select the next financial year and repeat from Focus above until copied into current financial year

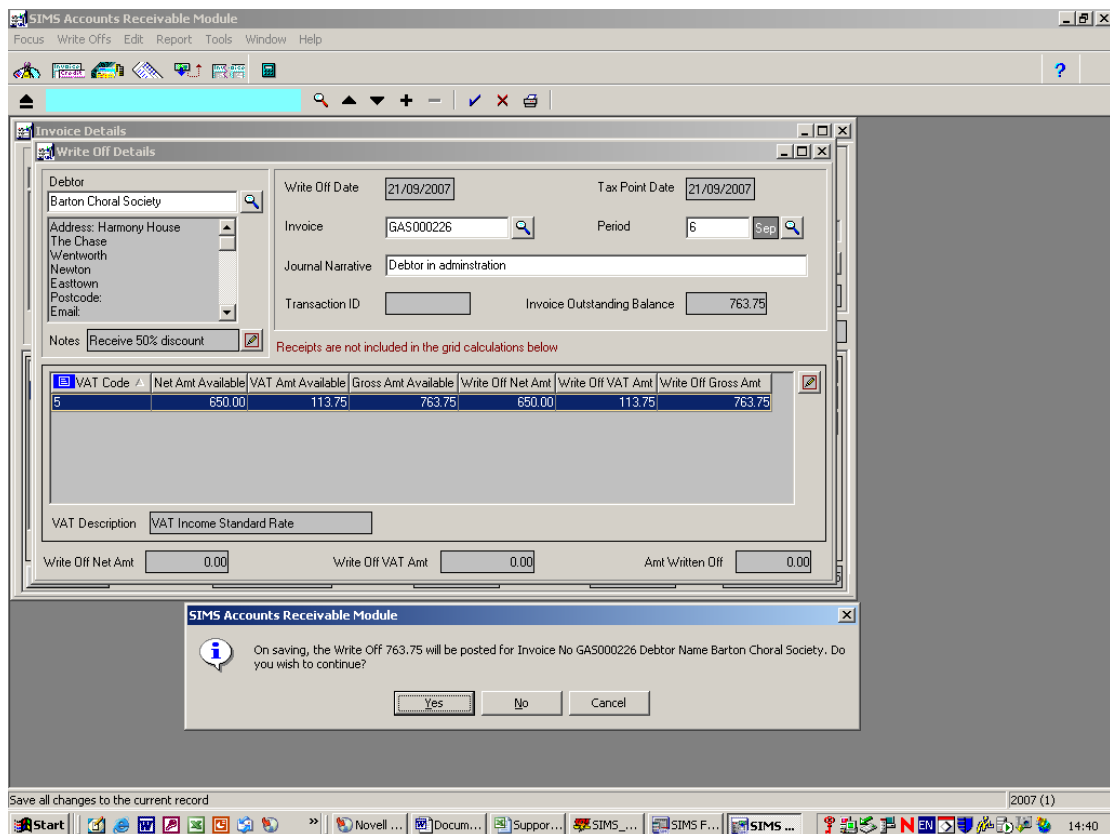
The screenshot displays the SIMS Accounts Receivable Module interface. The main window shows the 'Invoice Details' for invoice GAS000226, dated 05/09/2006. The debtor is Barton Choral Society, and the invoice is for 'Hire of School Premises - Autumn Term 2006'. A table below the details shows a single line item for 'LEHALL Letting of Hall' with a net amount of 650.00 and a VAT amount of 113.75. A 'VAT Summary' at the bottom indicates an outstanding amount of 763.75. A dialog box titled 'SIMS Accounts Receivable Module' is open, asking 'Are you sure you wish to copy GAS000226 into year 2007?' with 'Yes', 'No', and 'Cancel' buttons.

Code	Description	Unit	CC	Ledger	Fund	Price	Qty	% Disc	Net Amt	Vat Code	VAT Amt
LEHALL	Letting of Hall	Hour	701	0142	01	65.00	20	50.00	650.00	5	113.75

VAT Summary: Outstanding Amt 763.75, Net Amount 650.00, VAT Amount 113.75, Total 763.75

Once the invoice is in the current year.

- Focus
- Accounts Receivable
- Focus
- Invoice / Credit Note
- Double click on the relevant invoice
- Click on 'Write Off' button (far right of tool bar)
- If not writing off whole invoice value double click on line and change 'Write Off Gross Amount', then Save
- Enter description in 'Journal Narrative Field'
- Select 'tick' from tool bar
- Confirm 'Yes' when prompted



Congratulations! You have now written off the debtor balance from your SIMS FMS.

Schools Finance Team
September 2007