

Write-off of Sponsor Invoice

Use this procedure to write off all or part of a customer/sponsor invoice.

1. Navigate to the customer invoice that needs the write off. On the related actions select Customer Invoice<Write Off Bad Debt.

The screenshot shows the Workday interface for viewing a customer invoice. At the top, there is a search bar with the invoice ID 'awd-02-00000301' and the Workday logo. Below the search bar, the page title is 'View Customer Invoice CI-HIST-AWD-02-00000301-Open' with an 'Actions' button. The main content area is divided into two columns. The left column displays invoice details: 'Invoice Status: Approved' and 'Payment Status: Unpaid'. Below this is a section titled 'Invoice Information' with a dropdown arrow, containing fields for 'Company: University of Nevada, Las Vegas', 'Bill-To Customer: Amonix', 'Sold-To Customer: Amonix', 'Invoice Number: CI-HIST-AWD-02-00000301-Open', 'Invoice Type: Award - Conversion', 'Invoice Date: 09/30/2017', and 'Accounting Date: (empty)'. The right column is titled 'Customer Invoice' and contains an 'Actions' menu. The 'Customer Invoice' option in the menu is highlighted in yellow, and its sub-menu is open, showing various actions. The 'Write Off Bad Debt' option in the sub-menu is also highlighted in yellow.

Invoice Status: Approved
Payment Status: Unpaid

Invoice Information

Company: University of Nevada, Las Vegas
Bill-To Customer: Amonix
Sold-To Customer: Amonix
Invoice Number: CI-HIST-AWD-02-00000301-Open
Invoice Type: Award - Conversion
Invoice Date: 09/30/2017
Accounting Date: (empty)

Actions

Customer Invoice >
Accounting >
Audits >
Business Process >
Customer Payment >
Effective Stating >
Favorite >
Instance >
Integration IDs >
Navigate >

Customer Invoice

Change
Update Invoice Lines
Create Credit and Rebill
Create Adjustment
Cancel
Add Note
Add Attachment
Edit Approved Invoice
Maintain Dispute
Maintain Collection
Maintain Dunning Letter Exclusion
Write Off Bad Debt
Print Customer Invoice

2. Select the Write off Date of the invoice and select 'Uncollectible' as the reason in the header.

Write Off Bad Debt On Customer Invoice

Customer Invoice Information

Company: University of Nevada, Las Vegas

Currency: USD

Customer: Amonix

Writeoff Date: * 06 / 26 / 2018

Default Writeoff Reason: X Uncollectable

Total Writeoff Amount: 118,100.20

Select All

3. In the "Invoices" section at the bottom, the Invoice Number will auto populate for you. Hit the "+" to add lines so that the write off can be distributed (optional) to several worktags to divide the cost of the write off. Enter the same 'Balancing Worktag' and distribute the total invoice that should equal the 'Total Invoice Amount' in the middle of the screen.

Invoices | Totals by Writeoff Reason | Attachments

Invoices 1 item

									Writeoff Information			
Select	Invoice Number	Invoice Type	Due Date	Days Late	Total Invoice Amount	Amount Due	Total Writeoff Amount		Balancing Worktag	Writeoff Amount	Writeoff Reason	*Unit
<input checked="" type="checkbox"/>	CI-HIST-AWD-02-00000284-Open	Award - Conversion	10/30/2017	288	6,707.18	6,707.18	6,707.18					
									CI-HIST-AWD-02-00000284-Open - FD501 Grants and Contracts-Federal : \$6,707.18	2,000.00	Uncollectable	UNLV25 Provost
									CI-HIST-AWD-02-00000284-Open - FD501 Grants and Contracts-Federal : \$6,707.18	2,000.00	Uncollectable	UNLV05 VP Research and Economic Development
									X CI-HIST-AWD-02-00000284-Open - FD501 Grants and Contracts-Federal : \$6,707.18	2,707.18	X Uncollectable	X UNLV03 College of Engineering

- Scrolling to the right of this screen, you can see by adding the 'Additional Worktags', the rest of the data auto populates. When completely filled out, hit the OK at the bottom.

Invoices | Totals by Writeoff Reason | Attachments

Invoices 1 item

Amount Due	Total Writeoff Amount		Writeoff Information							
			Balancing Worktag	Writeoff Amount	Writeoff Reason	*Unit	*Cost Center	*Function	*Additional Worktags	
6,707.18	6,707.18	+								
		-	CI-HIST-AWD-02-00000284-Open - FD501 Grants and Contracts-Federal : \$6,707.18	2,000.00	Uncollectable	UNLV25 Provost	CC1204 Provost Administration	FN40 Academic Support		Program: PG07715 Idr Provost
		-	CI-HIST-AWD-02-00000284-Open - FD501 Grants and Contracts-Federal : \$6,707.18	2,000.00	Uncollectable	UNLV05 VP Research and Economic Development	CC0837 VP for Research and Economic Development	FN40 Academic Support		Program: PG08948 Idr Vp Research
		-	X CI-HIST-AWD-02-00000284-Open - FD501 Grants and Contracts-Federal : \$6,707.18	2,707.18	X Uncollectable	X UNLV03 College of Engineering	X CC0795 Engineering Dean Administration	X FN40 Academic Support		X Program: PG06953 Idr Howard Hughes College

- After approval, navigate back to the invoice and you will see that the 'Amount Due' is zero. However, the 'Payment Status' indicates Paid even though it has not been paid but written off.

View Customer Invoice CI-HIST-AWD-02-00000284-Open Actions

Invoice Status: Approved

Payment Status: Paid

Total Invoice Amount: 6,707.18 USD Amount Due: 0.00 USD

- Process Complete