

# PSCD – Write Offs

Module: PSCD // Process: Write Offs

Transactions Used: FP04

## Write Off Items

### Selection details

Business Partner	529378
Contract Account	
Contract	
Document Number	
Reference	

### Specifications for Write-Off

Posting Date	03/16/2016	
Company Code		
Currency	USD	US Dollar
Clearing Reason	04	Write-Off
Write-Off Reason	01	
Document Type	WO	Write offs
CO Acct Assignment		
Reconciliation Key	160316-001	
Resubmission date		

### Further Details

- Do not use write-off rules
- Release Items for Submission to Collection Agencies
- Write Off Down Payment + Pmt Requests

## Overview

The write-off transaction in PSCD serves several purposes; it is used to write-off uncollectable receivables, to waive penalty, interest, and return fees, and to transfer overpayments to SAP AP for refunds.

1. Enter transaction code **FP04**.
2. Complete the following:
  - a. Business Partner: Enter the business partner for the item to be written off.
  - b. Contract Account: Enter the contract account number or leave blank
  - c. Contract: Enter the contract object number or leave blank
  - d. Posting date: Today's date
  - e. Company code: COP1
  - f. Currency: USD
  - g. Write-Off Reason: Select the appropriate reason from the drop-down list
    - 01 Uncollectable
    - 02 Waiving Penalty & Interest
    - 03 Waiving Return Fee
    - 04 Transfer to A/R-A/P—this is used to transfer payment to AP for refund
  - h. Document Type: WO
  - i. Reconciliation Key: Leave as default unless the key has been closed.
3. In the Further Details sections: DO NOT check any item.

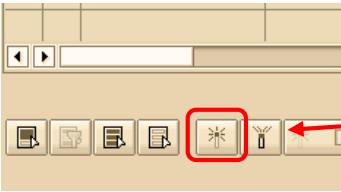
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## Write Off: Process Open Items

S...	St...	Document Numb...	Business Partn...	Contract Acct	Contract	Main	Subtr	Explanato...	Gross amount	Gross Clearing
<input type="checkbox"/>		1000000000032	529378	191020434	91020350	SYPA	9060		333.00-	
<input checked="" type="checkbox"/>		5000000000059	529378	191020434	91020350	FARR	RVOR		444.00	



4. Click the green check mark  or hit *Enter* key.
5. In the new screen, select the items to be written off by checking the check boxes in the first column.

6. Click the *Activate Item* button at the bottom of the screen.

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<input type="checkbox"/>		1000000000032	529378	191020434	91020350	SYPA	9060		333.00-	
<input type="checkbox"/>		5000000000059	529378	191020434	91020350	FARR	RVOR		444.00	444.00

7. The check marks will disappear, and the Gross amount for each item to be written off will be copied over to the Gross Clearing field.

8. Click *Post*. 

9. The document number will appear at the bottom of the screen.

➤ The Write Off Process is Complete.

 Document posted under the number 1000000000032