



QNE OPTIMUM

Create bad debt recovery journal from knock-off screen

If bad debt relief has been declared to a customer's invoice(s) from the journal entry, the invoice is not allowed to be knocked-off unless the recovery of bad debt is generated first.

| Date | INV # | Customer | To | Agent | Currency | Taxable Amt | Tax | Net Total |
|-----------|-------------|----------|---------------------------|-------|----------|-------------|----------|------------|
| 1/6/2015 | INV1506/018 | 700-A001 | ADVANCE TRADING SDN. BHD. | CINDY | RM | 50,000.00 | 3,000.00 | 53,000.00 |
| 10/5/2015 | INV1502/018 | 700-A001 | ADVANCE TRADING SDN. BHD. | CINDY | RM | 5,000.00 | 300.00 | 5,300.00 |
| 5/5/2015 | INV1505/019 | 700-A001 | ADVANCE TRADING SDN. BHD. | CINDY | RM | 10,600.00 | 600.00 | 10,600.00 |
| 1/5/2015 | INV1505/018 | 700-A001 | ADVANCE TRADING SDN. BHD. | CINDY | RM | 100,000.00 | 6,000.00 | 106,000.00 |
| 1/4/2015 | INV1504/018 | 700-A001 | ADVANCE TRADING SDN. BHD. | CINDY | RM | 30,000.00 | 3,000.00 | 33,000.00 |
| 5/4/2014 | INV1504/005 | 700-C001 | DELL COMPUTER SDN. BHD. | SAM | RM | 1,000.00 | 60.00 | 1,060.00 |
| 4/4/2014 | INV1504/004 | 700-C001 | CARE SOFTWARE SOLUTIONS | CINDY | RM | 900.00 | 54.00 | 954.00 |

Pic 1: List of invoices for customer ADVANCE TRADING SDN. BHD.

| Date | Journal # | Description | Currency | Debit | Credit |
|------------|------------|---|----------|----------|----------|
| 31/12/2015 | JV1512/001 | Being bad debt relief for ADVANCE TRADING SDN. BHD. | RM | 300.00 | 300.00 |
| 30/11/2015 | JV1511/001 | Being bad debt relief for ADVANCE TRADING SDN. BHD. | RM | 6,600.00 | 6,600.00 |
| 31/10/2015 | JV1510/001 | Being bad debt relief for ADVANCE TRADING SDN. BHD. | RM | 3,000.00 | 3,000.00 |
| 31/3/2011 | JV 00004 | BEING CONTRA BETWEEN DEBTOR & CREDITOR A/C | RM | 2,000.00 | 2,000.00 |
| 31/3/2011 | JV 00005 | BEING CONTRA BETWEEN DEBTOR & CREDITOR A/C | RM | 1,000.00 | 1,000.00 |

Pic 2: List of bad debt relief transactions for customer ADVANCE TRADING SDN. BHD.

From the knock-off screen, the invoices which are still remain as bad debt relief will appear in **Red** and **Bold** font. The knock-off to those invoices is blocked and the validation error will appear on saving.

Receive Payments

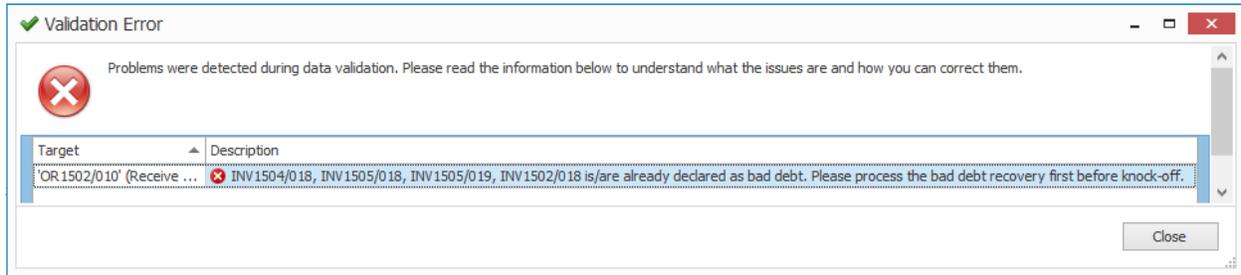
Customer: 700-A001 Currency: RM Rate: 1.000000 Doc Date: 17/2/2015
 GST Reg #: Agent: CINDY
 Receive: ADVANCE TRADING SDN. BHD. Receipt No.: OR15022015
 Description: PAYMENT FOR ACCOUNT Amount: 0.00 Pay All
 Bank Charges Acc: 400-0300 Bank Charges: Cheque/Ref No.:
 Deposit To: MAYBANK

Knockoff Notes Files

Auto Match Clear Match Create Bad Debt Recovery View Variants Diagnostic

| Recover | Type | Doc # | Date | Amount | Outstanding | Payment | Match | Forex Posting Date |
|-------------------------------------|------|--------------------|------------------|-------------------|-------------------|-------------|--------------------------|--------------------|
| <input checked="" type="checkbox"/> | INV | INV1504/018 | 1/4/2015 | 53,000.00 | 53,000.00 | 0.00 | <input type="checkbox"/> | |
| <input checked="" type="checkbox"/> | INV | INV1505/018 | 1/5/2015 | 106,000.00 | 106,000.00 | 0.00 | <input type="checkbox"/> | |
| <input checked="" type="checkbox"/> | INV | INV1505/019 | 5/5/2015 | 10,600.00 | 10,600.00 | 0.00 | <input type="checkbox"/> | |
| <input checked="" type="checkbox"/> | INV | INV1502/018 | 10/5/2015 | 5,300.00 | 5,300.00 | 0.00 | <input type="checkbox"/> | |
| <input type="checkbox"/> | INV | INV1506/018 | 1/6/2015 | 53,000.00 | 53,000.00 | 0.00 | <input type="checkbox"/> | |

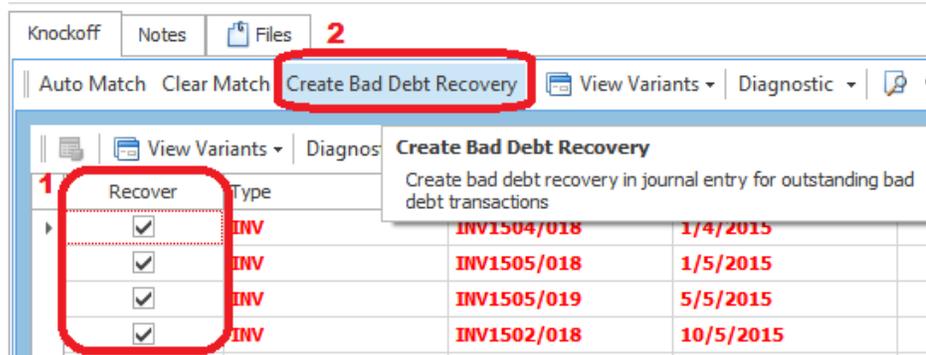
Pic 3: Invoices which are needed to be recovered before it's allowed to be knocked-off.



Pic 4: Validation error appears when knock off being made to the bad debt invoices.

To simplify the recovery process, bad debt recovery can be done from the knock-off screen (e.g.: **Receive Payment, Customer Credit Note, Customer Knock Off, Sales Credit Note, Pay Bill, Supplier Credit Note, Supplier Knock Off and Purchase Return**) without need to navigate into General Ledger -> Journal Entries. The following step will guide you on how to perform it:

1. Select the invoice to be recovered and click the menu action "Create Bad Debt Recovery".



2. Click "Yes" when prompted to proceed.
3. When done. You can preview the bad debt recovery journal and also you will notice the invoices are not in **Red** and **Bold** font anymore.
4. Continue to knock-off and save the payment.