5.35 WRITEOFFS – INDIVIDUAL STUDENT ACCOUNTS

Overview
These procedures document the writeoff process for charges on an individual student account.

Key Points
When a student has uncollectible accounts in the Student Information System, the college may desire to writeoff the student’s account. Because the writeoff may affect multiple detail FRS Revenue Accounts, there is a one-to-one relationship between the Writeoff Item Types and the Student Charge Item Types.

The recording of the writeoff should be reflected in the financial statement system at year-end when beginning receivables are restored and ending receivables posted. In addition, the writeoff should be reflected on the quarterly receivable summary report.

Part 1 – Writeoff Charges

Detailed Directions

Navigation
Main Menu > Student Financials > Collections > Post Student Writeoff

Step 1.1
Navigate to the Student Writeoff page. A dialog window displays.

Step 1.2
Click ADD. The following page displays.
Step 1.3 Enter the EmplID.
Step 1.4 In the Writeoff Section of the page, click the ☐ next to Writeoff Items.
Step 1.5 Click Items to Writeoff. Remember that if you are writing off In-State Tuition, use the In-State Tuition Writeoff Item type.

The page will gray out when the writeoff has been successfully posted.

Step 1.7 Click and follow Steps 2 through 6 to post writeoffs for the Student Activity Fee and the Technology Fee for the same student using the appropriate matching writeoff item types.

View the Customer Account following this navigation to ensure the writeoffs were posted correctly:
Main Menu > Student Financials > View Customer Account

Part 2 – Writeoff Reversals

Detailed Directions Use these directions to reverse a posted writeoff.
Navigation Main Menu > Student Financials > Collections > Reverse Student Writeoff
Step 2.1 Navigate to the Reverse Student Writeoff page. The following dialog window appears.
Step 2.2

Click **Search**. The following page displays.

![Writeoff Reversal](image)

**Step 2.3**

Enter the student’s EmplID. Tab out of the field and the page will populate with student specific data.

![Writeoff Reversal](image)

Find the row that you wish to reverse. Click once on the “Reverse” pushbutton.

Enter the date in which you want the reversal to be effective and click **OK**.

![Writeoff Reversal](image)

**Step 2.4**

Find the row that you wish to reverse. Click **Reverse**.

**Step 2.5**

Enter the date for which you want the reversal to be effective and click **OK**.

![Writeoff Reversal](image)

**Step 2.6**

View the Customer Account following this navigation to ensure that the reversal posted correctly:

*Main Menu > Student Financials > View Customer Account*