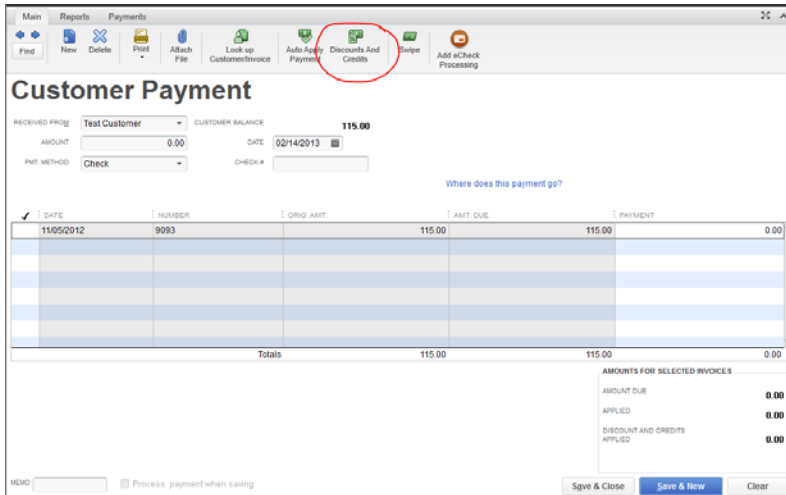


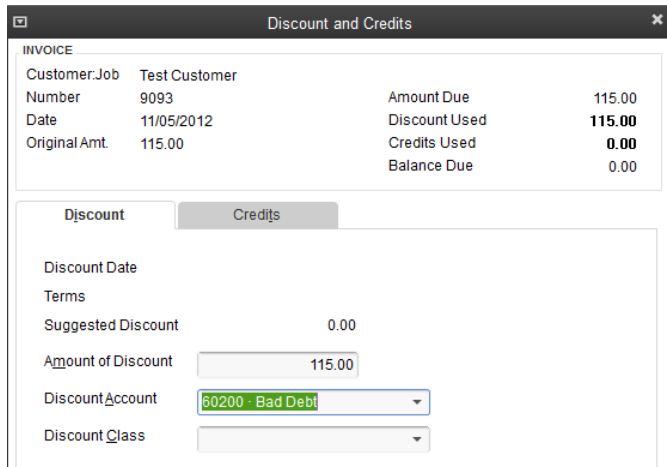
How To Write Off A Bad Debt – no Sales Tax involved

1. In the Receive Payments window, select the appropriate customer name from the Received From drop-down list and then click in the Payment column for the Invoice you are writing off. Then click the Discounts and Credit button.



DATE	NUMBER	ORIG AMT	AMT DUE	PAYMENT
11/05/2012	9093	115.00	115.00	0.00
Totals		115.00	115.00	0.00

2. In the Discount and Credits window, enter the amount of the invoice in the Amount of Discount field. Then, select your Bad Debt expense account and click Done.



Discount and Credits

INVOICE

Customer: Job Test Customer
 Number 9093 Amount Due 115.00
 Date 11/05/2012 Discount Used 115.00
 Original Amt. 115.00 Credits Used 0.00
 Balance Due 0.00

Discount Credits

Discount Date
 Terms
 Suggested Discount 0.00
 Amount of Discount 115.00
 Discount Account 60200 - Bad Debt
 Discount Class