

QUICK REFERENCE GUIDE

ZERO BILLS/ WRITE OFFS

Zero Bills are used for writing off WIP that cannot be recovered, and in allocating Unallocated entries against Posted WIP.

Zero Bills can be drafted from the following locations:

- From the **Data Entry** section of the task pad in the **Client** menu.
- From the Client Dashboard click on the **New** button in the **Draft Bills and Credit Notes** dashlet. (If configured to show)

THE ZERO BILL WIZARD

- On the opening page of the Zero Bill wizard set the date for Entries Up To.
- Select whether to do a Group zero bill.
- Select the Services/ Jobs to be included in the Zero Bill.
- Click on **Create Draft Zero Bill** to open the Header Page.
- Set the date if required. The default will be the current day's date.
- Enter a reference for the zero bill. This is a mandatory field.
- Enter a memo for the zero bill. This is a mandatory field.
- Click on the **Analysis** tab.
- The Analysis tab will display a line for each job that has posted WIP available
- Remove any services that are not to be written off or allocated by clicking onto the red crosses to remove them from the Zero Bill.
- Jobs that have an allocation type of Manual Per Bill will allow the job to be expanded to view and select the individual WIP entries.
- By default, the bill type on each line will be Final. This means that the full WIP value will be written off.
- Adjust the **Write Off** amount as required. The Bill Type will need to be changed to Progress to allow this.
- Click on **Submit** and then **Confirm** to post the zero bill, **Abandon** to get rid of the zero bill or **Close** to save the zero bill as a draft.

Note: If any service has a value of zero then there is normally positive and negative entries that balance each other out.