



How to Write Off a Note Receivable

Software Development
RIMSS Business Systems Technology

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Loan ID: Loan Number: Customer: Transactions through: 8/20/2018

Create a new Loan Fee document for a negative amount equal to the Total Currently Due for that loan. See Loan Fee Doc next screen shot.

Fetch the Notes Receivable list using the Transactions Through date you would like to use as your write off date.

Loan ID	Status	Inactive	Payment Amount	Has Skipped Payments	Customer Name	Months To Maturity	Total Principal Outstanding	Current Accrued Interest	Unpaid Late Charges	Unpaid NSF Charges	Unpaid Other	Total Currently Due	Loan Number	Past Due Principal	Past Due 1-30	Past Due 31-90	Past Due 61-90
16	Funded	False	\$1,046.71	<input checked="" type="checkbox"/>	JMC Concrete, Inc.	60	\$41,082.96	\$6,190.64				\$47,273.60	56325	\$13,752.89	\$807.73	\$808.80	\$794.
17	Funded	False	\$1,207.15	<input checked="" type="checkbox"/>	Coast Guard	36	\$30,000.00	\$6,785.75				\$36,785.75		\$16,631.41	\$1,060.10	\$1,054.44	\$1,038.
18	Funded	False	\$1,605.52	<input checked="" type="checkbox"/>	Rick Carlson	120	\$98,427.36	\$21,195.59				\$119,622.95		\$5,091.60	\$647.66	\$671.93	\$634.
19	Funded	False	\$332.08	<input type="checkbox"/>	Killam Supply	36	\$9,671.21	\$2,082.62				\$11,753.83		\$5,067.27	\$282.28	\$281.11	\$276.
20	Funded	False	\$50,000.00	<input type="checkbox"/>	JR'S TRUCKING	60	\$45,258.46	\$4,275.37				\$49,533.83	R275	\$10,452.00	\$774.86	\$777.55	\$764.
21	Funded	False	\$50,000.00	<input type="checkbox"/>	Jerry Gonzalez	72	\$49,436.03	\$7,680.34				\$57,116.37	ASC123	\$12,264.80	\$604.48	\$609.89	\$594.
22	Funded	False	\$10,000.00	<input checked="" type="checkbox"/>	TOMMY JARRETT	36	\$9,442.25	\$2,471.02				\$11,913.27		\$6,755.48	\$639.01		\$626.
23	Funded	False	\$25,000.00	<input checked="" type="checkbox"/>	SMITH AUTOS	36	\$23,208.32	\$6,851.86				\$30,060.18		\$19,762.50		\$1,672.83	
24	Funded	False	\$10,000.00	<input type="checkbox"/>	FRANK JONES	6	\$1,725.69										
27	Funded	False	\$50,000.00	<input type="checkbox"/>	JOHNSON SUPPLY	36	\$47,236.18	\$11,320.69				\$58,556.87		\$23,028.00	\$1,384.10	\$1,378.91	\$1,356.
28	Funded	False	\$50,000.00	<input type="checkbox"/>	Jane Smith	36	\$1,660.33										
29	Funded	False	\$10,000.00	<input type="checkbox"/>	LEE CHESNUT	36	\$10,000.00	\$2,064.66				\$12,064.66		\$5,113.86	\$281.09	\$276.57	\$275.
41	Quote	False	\$19,369.85	<input type="checkbox"/>		17	\$1,299.34										
46	Funded	False	\$12,000.00	<input type="checkbox"/>	DALE TEAGUE	12	\$10,455.75	\$646.44				\$11,102.19		\$10,455.75			
50	Funded	False	\$29,468.14	<input type="checkbox"/>	REX REED & COMPANY, INC.	23	\$14,221.84	\$2,503.24				\$16,725.08	N50	\$9,997.47	\$1,380.30	\$1,368.97	\$1,353.
51	Quote	False	\$50,000.00	<input type="checkbox"/>	Tiffanye Hepburn, Inc.	36	\$1,664.26										
52	Funded	False	\$35,000.00	<input type="checkbox"/>	KMK TRUCKERS	36	\$36,703.24	\$8,441.78				\$45,145.02		\$20,568.22	\$988.11	\$983.98	\$967.
53	Quote	False	\$12,000.00	<input type="checkbox"/>	James Quinten	36	\$399.42										
54	Quote	False	\$42,500.00	<input type="checkbox"/>	LOUISE MOUSSEAU	36	\$1,414.62						4567				
55	Funded	False	\$23,000.00	<input type="checkbox"/>	Data SQL INC	36	\$21,923.77	\$4,033.97				\$25,957.74		\$10,675.31	\$646.36	\$635.82	\$633.
60	Funded	False	\$10,000.00	<input type="checkbox"/>	J. R. KIDD AND COMPANY	36	\$9,355.16	\$1,680.81				\$11,035.97		\$4,181.90	\$276.54	\$275.60	\$270.
61	Funded	False	\$25,000.00	<input type="checkbox"/>	Morgan Supply	36	\$22,626.22	\$4,374.40				\$27,000.62		\$11,101.21	\$705.79	\$702.84	\$691.
62	Funded	False	\$100,500.00	<input type="checkbox"/>	Berger West Coast	36	\$91,123.73	\$17,009.76				\$108,133.49		\$44,793.17	\$2,837.29	\$2,825.42	\$2,779.
67	Funded	False	\$10,000.00	<input type="checkbox"/>	Berger East Coast	36	\$10,000.00	\$1,740.00				\$11,740.00		\$4,271.01	\$271.05	\$270.35	\$265.
81	Funded	False	\$13,000.00	<input type="checkbox"/>	Lemone LLC	12	\$11,949.72	\$1,426.00				\$13,375.72		\$11,949.72			
82	Funded	False	\$100,000.00	<input type="checkbox"/>	JR'S TRUCKING	36	\$100,000.00	\$16,533.33				\$116,533.33		\$39,999.63	\$2,682.22	\$2,676.35	\$2,627.
83	Quote	False	\$100,000.00	<input type="checkbox"/>		72	\$1,860.28										
84	Quote	False	\$30,000.00	<input type="checkbox"/>		60	\$670.14										
85	Funded	False	\$25,000.00	<input type="checkbox"/>	ALBOR INDUSTRIES	48	\$24,789.64	\$774.25				\$25,563.89		\$2,937.97	\$463.76	\$465.48	\$457.
86	Funded	False	\$100,000.00	<input type="checkbox"/>	REX REED & COMPANY, INC.	36	\$100,000.00	\$4,633.33				\$104,633.33		\$9,397.63	\$2,369.56	\$2,376.78	\$2,321.
87	Funded	False	\$100,000.00	<input type="checkbox"/>	DALE TEAGUE	36											
							\$869,885.53	\$143,533.77	\$0.00	\$0.00	\$0.00	\$1,013,419.30		\$330,903.19	\$20,963.63	\$21,964.00	\$20,552.96

Document Number: 0 Note Receivable: (23) Note Receivable Created Date: 8/20/2018
 Document Date: 8/20/2018 Payment #: 4 Last Modified Date: 8/20/2018 1:17 PM
 Date Billed: Payment Due Date: 7/1/2016 Last Modified By: dale
 Status: Pending Customer: SMITH AUTOS (548)

Add Charge Description: Loan Write Off
 Amount: (\$30,060.18)
 Memo: Write off loan for returned bus

Note Receivable Charge

Add New Refresh Print Restore Layout

Drag a column header here to group by that column

Inactive	Description	Account To Credit	Category	Tax Status	Fixed Amount	Variable Amount	%	Charge Type
False	NSF Fee	SAT-7-70020-01 (OTHER INCOME)	NSF Fee	Never Taxable	\$15.00	\$0.0000	0.0000 %	Note Receivable
False	Late Fee	SAT-7-70020-01 (OTHER INCOME)	Late Fee	Never Taxable	\$25.00	\$0.0000	0.0000 %	Note Receivable
False	Other Loan Fee	SAT-7-70020-01 (OTHER INCOME)	Other Loan Fee	Never Taxable	\$0.00	\$0.0000	0.0000 %	Note Receivable
False	Loan Write Off	SAT-8-70030-01 (OTHER EXPENSE)	Other Loan Fee	Never Taxable	\$0.00	\$0.0000	0.0000 %	Note Receivable
False	RETURNED CHECKS	SAT-1-11001-01 (UNDEPOSITED FUN...)	Other Loan Fee	Never Taxable	\$0.00	\$0.0000	0.0000 %	Note Receivable

You may need to create a new charge for Loan Write Off if you do not already have one in your list. The general ledger account used can be adjusted later using a Journal Entry if this is not the final account. For instance, in the case of a returned piece of equipment, you would want to move those dollars out of the write off account into the cost of the equipment in used inventory. See next screen shot.

RIMSS.WinNetStar v8.0.0.710 Enterprise:The Enterprise Company:ACME EQUIPMENT COMPANY (46) Location:SAN ANTONIO (47)

File View Company Customer Notes Receivable CRM Suppliers Employees Payroll Banking Fixed Assets Inventory Service Whologoods Lease Rental Reports Web Links Windows Help

RIMSS WinNetStar Telephone **New Note Receipt**

Save Save and Close Save and New Void

Document #: 0 Date: 8/20/2018 Deposit Account: UNDEPOSITED FUNDS

Note Receivable: Note Receivable - 23 Payment Received: \$0.00 Reference:

Memo: Payment Method: Check Unused Payment: \$0.00

Select All

Selected	Doc #	Doc Date	Type	Description	Amount Due	Amount Applied
<input checked="" type="checkbox"/>		8/20/2018	Principal		\$19,762.50	\$23,208.32
<input checked="" type="checkbox"/>		8/20/2018	Interest		\$6,851.86	\$6,851.86
<input checked="" type="checkbox"/>	67	8/20/2018	Other Loan Fee	Loan Write Off	(\$30,060.18)	(\$30,060.18)

Loan Details
 Customer: SMITH AUTOS (548)
 Loan Amount: \$25,000.00

Document Type	Document Reference ID	Posted Date
Payment	160	11/3/2015
Note Receipt	102	1/1/2016
Note Receipt	103	3/5/2016
Note Receipt	104	11/4/2016

(\$3,445.82) \$0.00

Create a new Note Receipt dated the same date you used when generating your list in the first screen shot. In the Amount Applied column:

- 1 - key in the total outstanding principal for the loan as seen on the list in the first screen shot,
- 2 - key in the total amount of interest due,
- 3 - key in the amount of the loan fee you just created.

When entered correctly, the total for the Amount Applied column will be zero.

Loan ID: Loan Number: Customer: Transactions through: 8/20/2018

MainView

Drag a column header here to group by that column

Loan ID	Status	Inactive	Origination Date	First Payment Date	Maturity Date	Interest Rate	Loan Amount	Payment Amount	Has Skipped Payments	Customer Name	Months To Maturity	Total Principal Outstanding	Current Accrued Interest	Unpaid Late Charges	Unpaid NSF Charges	Unpaid Other	Total Currently Due	Loan Number	Past Due Principal	Past Due 1 - 30	Past Due 31 - 60	Past Due 61 - 90
5	Funded	False	10/19/2016	11/19/2016	4/19/2017	12.00 %	\$25,000.00	\$4,314.01	<input type="checkbox"/>	DALE TEAGUE	6											
8	Funded	False	10/26/2016	11/15/2016	10/15/2018	12.00 %	\$10,000.00	\$469.04	<input type="checkbox"/>	TAYLOR TEAGUE	24	\$6,902.72	\$978.11				\$7,880.83	YUW8873432	\$5,978.63	\$454.99	\$450.99	\$445.
9	Funded	False	10/1/2016	11/15/2016	10/15/2019	12.00 %	\$25,000.00	\$834.13	<input type="checkbox"/>	SAM ZIMMERER	36	\$19,540.46	\$2,576.13				\$22,116.59		\$8,694.26	\$716.29	\$713.06	\$701.
10	Funded	False	10/26/2016	12/15/2016	11/15/2017	12.00 %	\$5,000.00	\$447.05	<input type="checkbox"/>	ATLAS TRUCKING	12	\$3,934.49	\$617.01				\$4,551.50		\$3,934.49			
11	Funded	False	10/26/2016	12/1/2016	5/1/2017	12.00 %	\$2,500.00	\$432.13	<input type="checkbox"/>	BOYCE HART	6	\$1,686.71	\$330.50				\$2,017.21		\$1,686.71			
12	Funded	False	10/26/2016	12/1/2016	11/1/2019	12.00 %	\$3,600.00	\$119.78	<input type="checkbox"/>	BILL YOUNG	36	\$3,438.95	\$554.06				\$3,993.01		\$1,778.29	\$101.82	\$101.40	\$99.
13	Funded	False	11/1/2016	12/1/2016	11/1/2019	12.00 %	\$50,000.00	\$1,660.38	<input type="checkbox"/>	REX REED & COMPANY, INC.	36											
14	Funded	False	7/1/2016	8/1/2016	7/1/2019	12.00 %	\$15,000.00	\$498.33	<input type="checkbox"/>	DALE TEAGUE	36											
15	Funded	False	7/1/2016	8/1/2016	7/1/2019	12.00 %	\$20,000.00	\$664.44	<input type="checkbox"/>	DALE TEAGUE	36	\$17,470.36	\$3,762.11				\$21,232.47		\$10,582.01	\$588.24	\$584.93	\$576.
16	Funded	False	5/1/2016	6/15/2016	5/15/2021	10.00 %	\$45,000.00	\$1,046.71	<input type="checkbox"/>	JMC Concrete, Inc.	60	\$41,082.96	\$6,190.64				\$47,273.60	56325	\$13,752.89	\$807.73	\$808.80	\$794.
17	Funded	False	10/1/2016	11/1/2016	10/1/2019	12.00 %	\$30,000.00	\$1,207.15	<input checked="" type="checkbox"/>	Coast Guard	36	\$30,000.00	\$6,785.75				\$36,785.75		\$16,631.41	\$1,060.10	\$1,054.44	\$1,038.
18	Funded	False	11/2/2016	3/1/2017	2/1/2027	12.00 %	\$100,000.00	\$1,605.52	<input checked="" type="checkbox"/>	Rick Carlson	120	\$98,427.36	\$21,195.59				\$119,622.95		\$5,091.60	\$647.66	\$671.93	\$634.
19	Funded	False	11/2/2016	12/2/2016	11/2/2019	12.00 %	\$10,000.00	\$332.08	<input type="checkbox"/>	Killam Supply	36	\$9,671.21	\$2,082.62				\$11,753.83		\$5,067.27	\$282.28	\$281.11	\$276.
20	Funded	False	11/2/2016	12/15/2016	11/15/2021	8.00 %	\$50,000.00	\$1,016.62	<input type="checkbox"/>	JR'S TRUCKING	60	\$45,258.46	\$4,275.37				\$49,533.83	R235	\$10,452.00	\$774.86	\$777.55	\$764.
21	Funded	False	9/1/2016	10/1/2016	9/1/2022	10.00 %	\$50,000.00	\$929.77	<input type="checkbox"/>	Jerry Gonzalez	72	\$49,436.03	\$7,680.34				\$57,116.37	ABC123	\$12,264.80	\$604.48	\$609.89	\$594.
22	Funded	False	5/1/2016	6/1/2016	4/1/2019	12.00 %	\$10,000.00	\$705.70	<input checked="" type="checkbox"/>	TOMMY JARRETT	36	\$9,442.25	\$2,471.02				\$11,913.27		\$6,755.48	\$639.01		\$626.
23	Funded	False	11/3/2015	1/1/2016	11/1/2018	12.00 %	\$25,000.00	\$1,775.48	<input checked="" type="checkbox"/>	SMITH AUTOS	36											
24	Funded	False	6/1/2016	7/1/2016	12/1/2016	12.00 %	\$10,000.00	\$1,725.69	<input type="checkbox"/>	FRANK JONES	6											
27	Funded	False	1/13/2017	1/15/2017	12/15/2019	12.00 %	\$50,000.00												\$23,028.00	\$1,384.10	\$1,378.91	\$1,356.
28	Funded	False	11/29/2016	12/29/2016	11/29/2019	12.00 %	\$50,000.00												\$5,113.86	\$281.09	\$276.57	\$275.
29	Funded	False	11/30/2016	12/30/2016	11/30/2019	12.00 %	\$10,000.00												\$10,455.75			
41	Quote	False	12/1/2016	12/28/2016	4/28/2018	18.00 %	\$19,369.85												\$9,997.47	\$1,380.30	\$1,368.97	\$1,353.
46	Funded	False	1/4/2017	2/4/2017	1/4/2018	10.00 %	\$12,000.00															
50	Funded	False	12/1/2016	1/1/2017	11/1/2018	11.50 %	\$29,468.14															
51	Quote	False	1/12/2017	2/12/2017	1/12/2020	12.00 %	\$50,000.00	\$1,664.26	<input type="checkbox"/>	Tiffanye Hepburn, Inc.	36											
52	Funded	False	11/1/2016	12/1/2016	11/1/2019	12.00 %	\$35,000.00	\$1,165.05	<input type="checkbox"/>	KMK TRUCKERS	36	\$36,703.24	\$8,441.78				\$45,145.02		\$20,568.22	\$988.11	\$983.98	\$967.
53	Quote	False	1/17/2017	2/17/2017	1/17/2020	12.00 %	\$12,000.00	\$399.42	<input type="checkbox"/>	James Quinten	36											
54	Quote	False	1/17/2017	2/17/2017	1/17/2020	12.00 %	\$42,500.00	\$1,414.62	<input type="checkbox"/>	LOUISE MOUSSEAU	36							4567				
55	Funded	False	12/1/2016	12/30/2016	11/30/2019	12.00 %	\$23,000.00	\$765.31	<input type="checkbox"/>	Data SQL INC	36	\$21,923.77	\$4,033.97				\$25,957.74		\$10,675.31	\$646.36	\$635.82	\$633.
60	Funded	False	1/1/2017	2/1/2017	1/1/2020	12.00 %	\$10,000.00	\$332.85	<input type="checkbox"/>	J. R. KIDD AND COMPANY	36	\$9,355.16	\$1,680.81				\$11,035.97		\$4,181.90	\$276.54	\$275.60	\$270.
61	Funded	False	11/1/2016	12/1/2016	11/1/2019	12.00 %	\$25,000.00	\$832.18	<input type="checkbox"/>	Morgan Supply	36	\$22,626.22	\$4,374.40				\$27,000.62		\$11,101.21	\$705.79	\$702.84	\$691.
												\$846,677.21	\$136,681.91	\$0.00	\$0.00	\$0.00	\$983,359.12		\$311,140.69	\$20,963.63	\$20,291.17	\$20,552.96

After saving the Note Receipt document, your list should now reflect that no amounts are due for this loan.