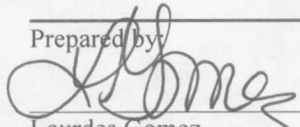
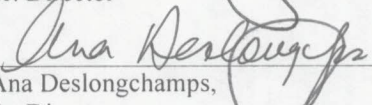

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
POLICY AND PROCEDURE**

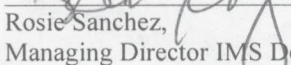
Revised Date: 02/24/2020

Effective Date: 02/24/2020

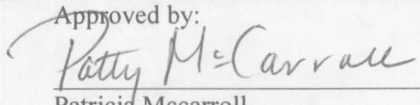
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TITLE: Centricity Business (CB) Write Offs

Policy#: ACC 8

Policy: The purpose of this policy is to document the guidelines for write off procedures in the GE Centricity Business program. The write offs option in GE Centricity Business is used to quickly write off a large quantity of invoices that meet specific criteria.

Procedure:

1. The Senior Director of Accounts Receivable is responsible for overseeing the global write offs. The Scripting of Global Write-offs is handling by a member of the Information Technology Department. There are a few several types of write offs done by the campus analyst.
2. Weekly write off are performed for invoices that meet a specific dunning and last payment date criteria. These invoices are sent to the collection agency.
 - a. In the character based (CC) system, first find collection agency invoices with a balance greater than 0.00 with the query ERAIDER_COLLECTION_AGENCY_INVS_WITH_BAL and change the FSC to self.
 - b. Run WEEKLY_WRITE_OFFS_OLD_CLS_QUERY.
 - c. Change FSC to either CRI or DSI depending on which placement is next with Automatic Write Offs Function 6 Activity 2.
 - d. The FSC transfer and automatic write off function is located on the BAR module, under function 6 and activity 2.
 - e. Run ERAIDER_MPIP_COLLECTION_AGENCY_LEDGERS_1 to find the invoices in the previous batch.
 - f. Run the auto-write offs using functions 6 activity 2.
 - g. Run MPIP_COLLECTION_AGENCY_CRI_V_DSI_1
 - h. Run LIST query to download invoices and send to collection agency via SFTP.
 - i. Close all batches.

3. There are additional notes on how these are run located on the shared documents' Analyst W-O folder
(<https://sharepoint.ttuhs.edu/sites/TTUHSC/elpaso/mpip/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsites%2fTTUHSC%2felpaso%2fmpip%2fShared%20Documents%2fAnalyst%20W%2dO&FolderCTID=&View=%7b729DEB58%2dAEE5%2d4443%2dA0CD%2d8150F8D93C3A%7d>)

4. Monthly write offs based on bad address financial status classification (FSC) are also performed. They follow similar steps as the weekly ones, with the exception of steps a, b, c, e and g. Also the queries are different to match FSC 7. Also the detailed instructions for those steps are located on the shared documents' analyst W-O folder
(<https://sharepoint.ttuhs.edu/sites/TTUHSC/elpaso/mpip/Shared%20Documents/Forms/AllItems.aspx?RootFolder=%2fsites%2fTTUHSC%2felpaso%2fmpip%2fShared%20Documents%2fAnalyst%20W%2dO&FolderCTID=&View=%7b729DEB58%2dAEE5%2d4443%2dA0CD%2d8150F8D93C3A%7d>)