

# Writing Off Bad Debt in AlarmBiller

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Follow these instructions to write off a customer as bad debt in AlarmBiller

1. Click on the Setup tab up top and then click the GL accounts button.

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2. Create an account in your general ledger called “Bad Debt Expense” and make this account type an expense as shown below

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3. Click on the setup tab up top and then click on items button.

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4. Click the create Item button and create a “Bad Debt” item and link it to the GL you created in step 2.

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5. Go into the customers page that you wish to write off as bad debt and click the New Credit button.

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6. Click add Items select your Bad debt item and adjust the rate to how much you wish to write off and then push save.

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7. You will be taken to a screen where you will be able to apply the credit you just created. Double click on the ‘No’ in the apply credit column to turn this into a ‘Yes’ and then click the apply button and you will be all set.

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