

C2M.CCB v2.6

4.3.2.6 C2M.CCB.v2.6.Write Off Uncollectible Receivables

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Brief Description

Business Process:	4.3.2.6 C2M.CCB.Write Off Uncollectible Receivable
Process Type:	Sub Process
Parent Process:	4.3.2 C2M.CCB.Perform Collection Activities
Sibling Processes:	4.3.2.1. C2M.CCB.Manage Collection process, 4.3.2.2 C2M.CCB.Manage Severance Process, 4.3.2.3a C2M.CCB.Manage Pay Plan, 4.3.2.4a C2M.CCB.Manage Payment Arrangement, 4.3.2.5a C2M.CCB.Manage LPC, 4.3.2.7 C2M.CCB.Manage Collection Agency Referral, 4.3.2.8. C2M.CCB.Manage Bankruptcy.

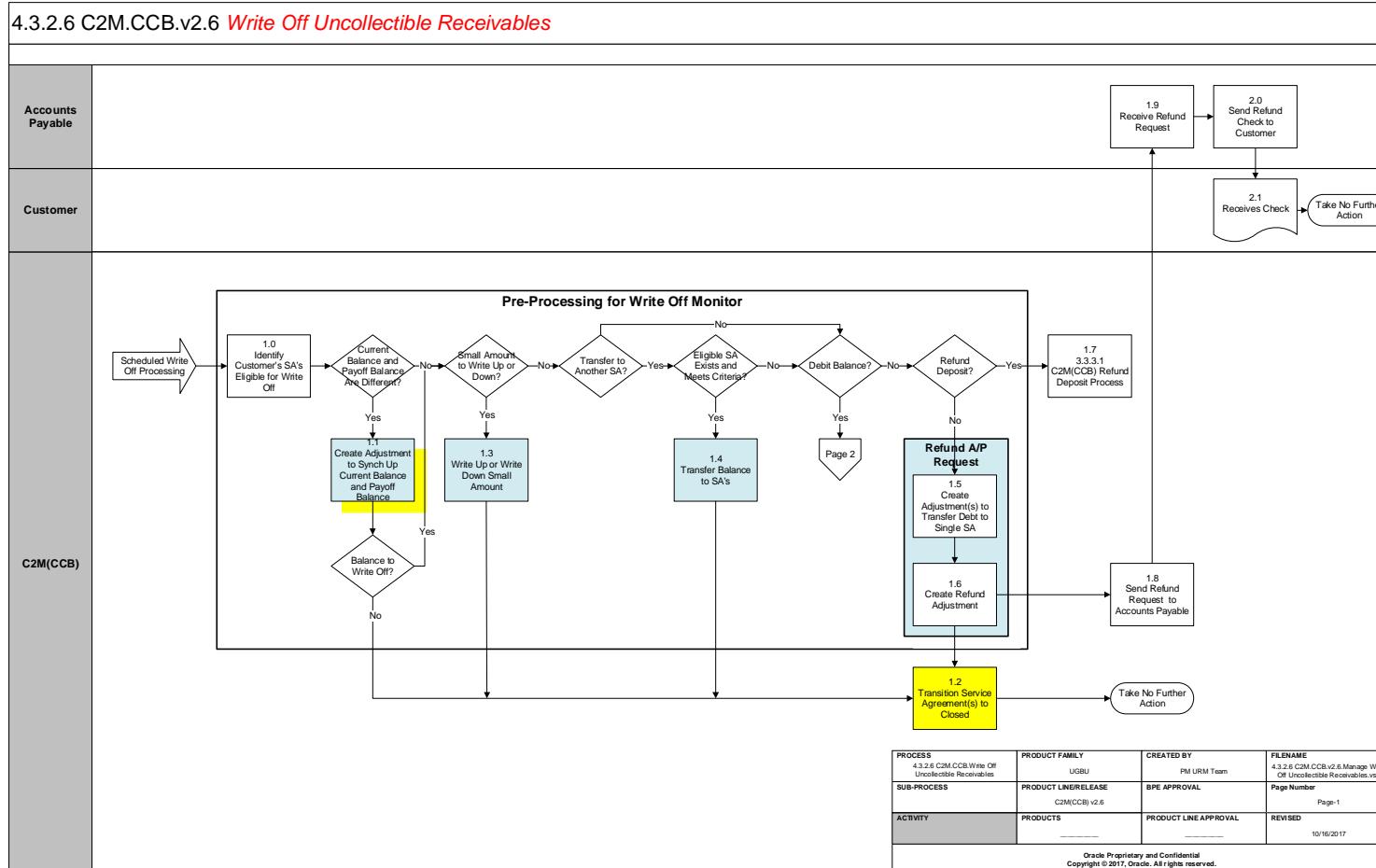
This process describes the management of writing off uncollectible debt. Most organizations have processes around attempting to collect past due bills. These processes and activities may vary based on the type of customer and amount of unpaid debt. Typically the customer is sent a final notification of unpaid debt and warned of pending actions. For a period of time the customer may be referred to a Collection Agency in an effort to collect the funds. The organization may want to impact the customer's Credit Rating for future risk assessment. Due to a large amount of unpaid debt or other sensitive nature of an Account, it may be necessary to review prior to write off. At some future date the debt is written off according to the organization's accounting rules.

These activities and business rules are incorporated in C2M(CCB). A [Write Off Process](#) is comprised of one or more of these activities called Write Off Events. A Write Off Process can be initiated automatically using background processes or online by a CSR or Authorized User. The CSR or Authorized User can intervene and make changes to Write Off Processes online.

In addition, based on established business rules, the CSR or Authorized User may manually [Write Off](#) specific debt online.

C2M(CCB) creates Write Off Service Agreements as part of the Write Off Process or when a CSR or Authorized User writes off debt online.

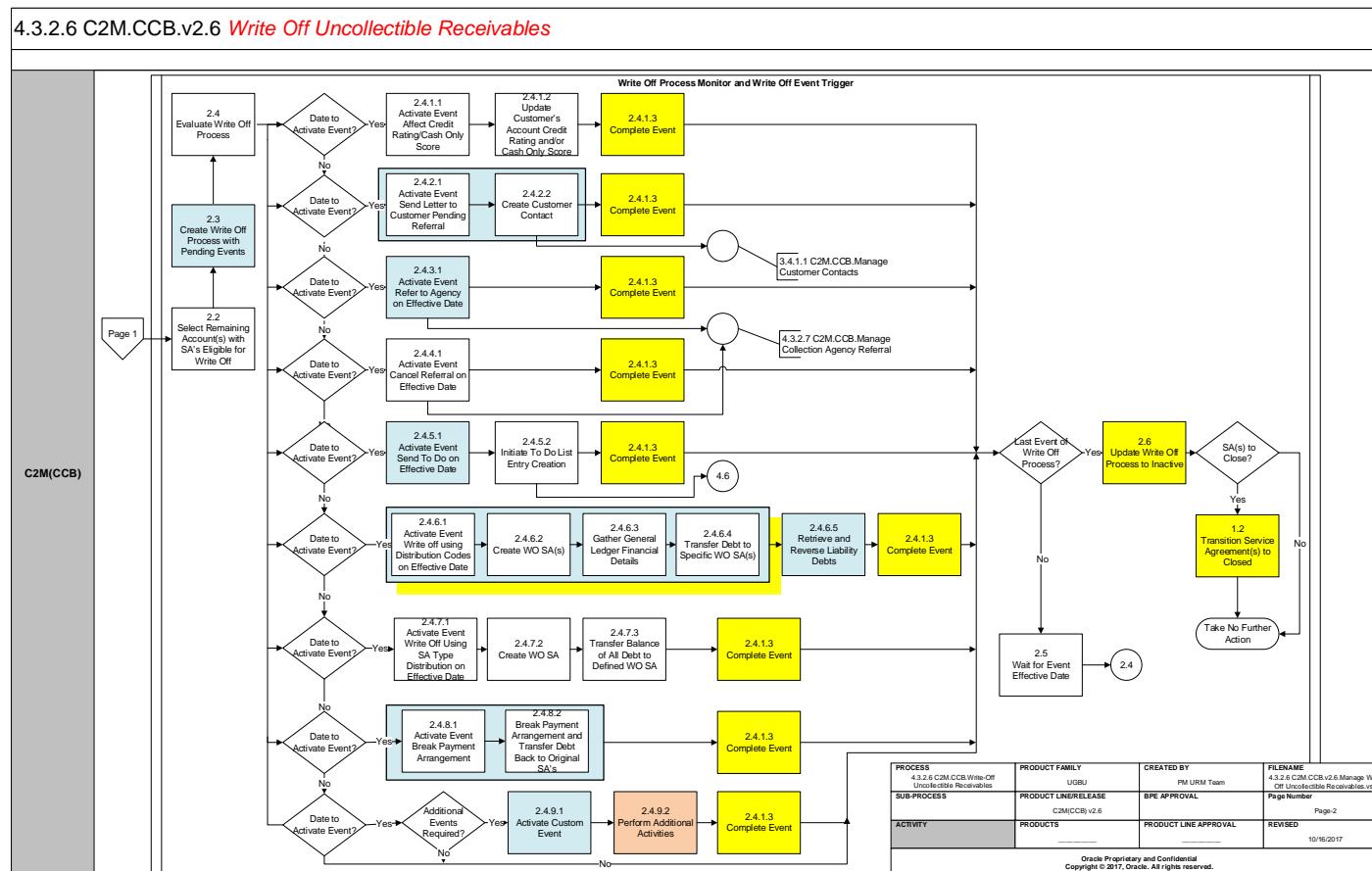
Business Process Model Page 1



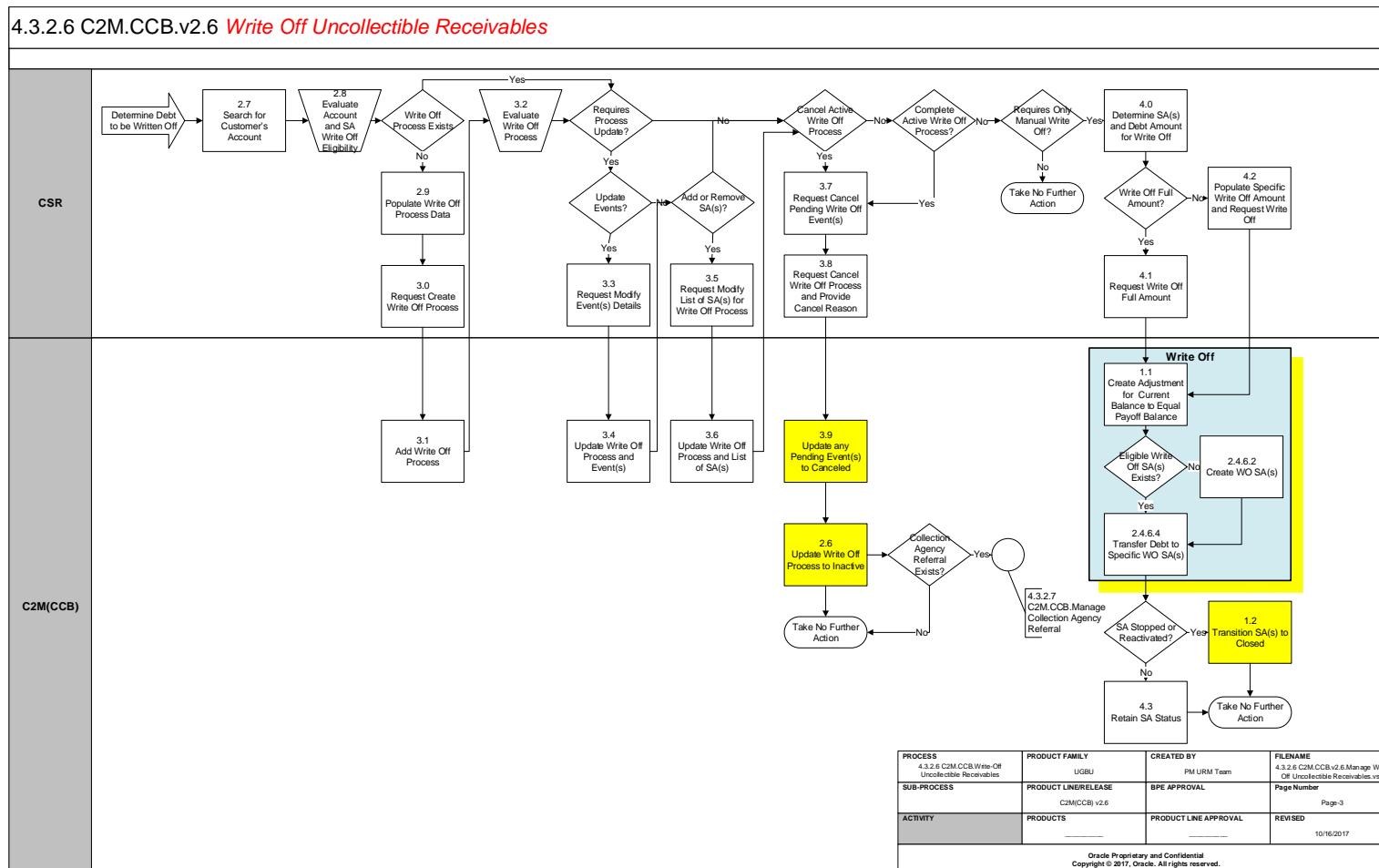
PROCESS	PRODUCT FAMILY	CREATED BY	FILENAME
4.3.2.6 C2M.CCB Write Off Uncollectible Receivables	UGBU	PM URM Team	4.3.2.6 C2M.CCB.v2.6 Manage Write Off Uncollectible Receivables.vnd
SUB-PROCESS	PRODUCT LINE/RELEASE	BPE APPROVAL	Page Number
	C2M(CCB) v2.6		Page:1
ACTIVITY	PRODUCTS	PRODUCT LINE APPROVAL	REVISED
			10/16/2017

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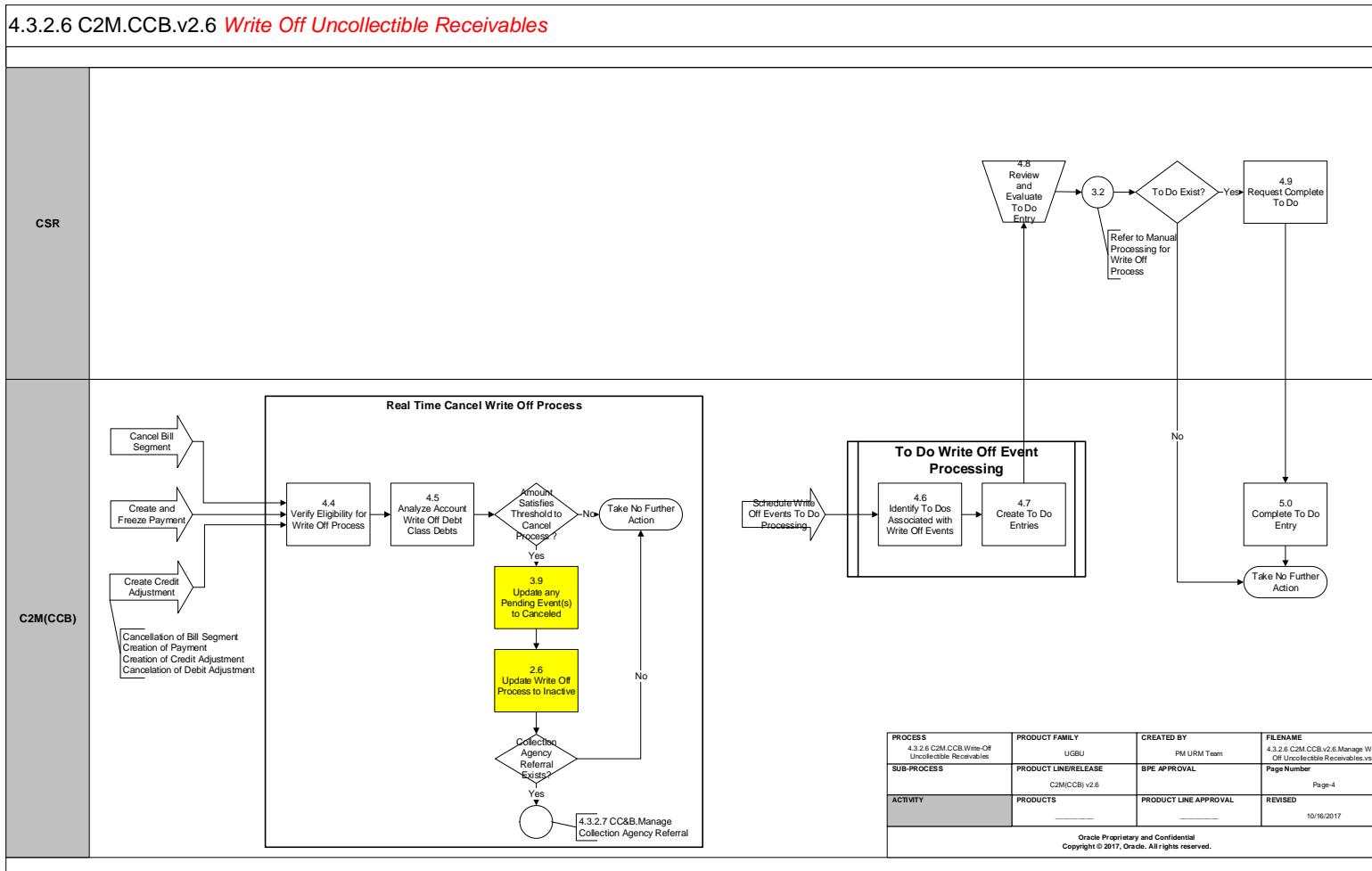
Business Process Model Page 2



Business Process Model Page 3



Business Process Model Page 4



Detail Business Process Model Description

1.0 Identify Customer's SA's Eligible for Write Off

Actor/Role: C2M(CCB)

Description:

The background process, Write Off Process Monitor (WPM) periodically reviews Accounts with stopped or reactivated Service Agreements. Accounts with Active Service Agreements are not included in this review. Based on configuration there is an established Due Date and Collection Grace Days in C2M(CCB). If the debt is overdue, the Write Off Process Monitor will attempt to close the affected Service Agreements through several preliminary activities.

The background process Write Off Monitor (C1-WPM) is the plug-in driven version for the existing WPM background process. The records to be retrieved for processing are determined by the 'Select Records for Write-off Monitor Process' (C1-WPMP-SR) algorithm configured in the Batch Control - Select Records plug-in spot.

Note: If your implementation requires processing of data by CIS Division the background process (C1-WPM) is provided that allows a CIS Division to be specified as an input parameter

Process Plug-in enabled	Y	Available Algorithm(s):	<p>C1-WPMP-SR - Select Records for Write-off Monitor Process</p> <p>This algorithm retrieves accounts that will be evaluated by the Write-off Process Monitor.</p>
Customizable process	N	Process Name:	<p>WPM - The write-off monitor analyzes all accounts with finalized, unpaid service agreements.</p> <p>C1-WPM - The write-off monitor analyzes all accounts with finalized, unpaid service agreements. Accounts to be processed are determined by the plugged in Select Records algorithm</p> <p>The CIS Division parameter limits the records based on the Account's CIS Division if supplied.</p>
Configuration required	Y	Entities to Configure:	<p>Write Off Control</p> <p>Work Calendar</p> <p>Feature Configuration</p>

1.1 Create Adjustment to Synch Up Current Balance and Payoff Balance Group: Pre-Processing for Write Off Monitor Group: Write Off

Actor/Role: C2M(CCB)

Description:

Some Service Agreements may have a Current Balance owing however the Payoff Balance may be zero. C2M(CCB) will align the Current Balance with the Payoff Balance by creating a synchronizing adjustment to bring the Current Balance to zero. Some Service Agreements may have a different Current and Payoff Balance. C2M(CCB) will align the Current Balance with the Payoff Balance by creating a synchronizing adjustment.

Process Plug-in enabled	Y	Available Algorithm(s):	WO SYNCH - Synch current and payoff balance (Algorithm Type)
Customizable process	N	Process Name:	<p>WPM - The write-off monitor analyzes all accounts with finalized, unpaid service agreements</p> <p>C1-WPM - The write-off monitor analyzes all accounts with finalized, unpaid service agreements. Accounts to be processed are determined by the plugged in Select Records algorithm</p> <p>The CIS Division parameter limits the records based on the Account's CIS Division if supplied.</p>
Configuration required	Y	Entities to Configure:	<p>Write Off Control</p> <p>Adjustment Type</p>

1.2 Transition Service Agreement(s) to Closed

Actor/Role: C2M(CCB)

Description:

When Service Agreement(s) are stopped or reactivated, final billed, and no longer have balances owing, C2M(CCB) automatically transitions the Service Agreement(s) to Closed status.

1.3 Write Up or Write Down Small Amount Group: Pre-Processing for Write Off Monitor

Actor/Role: C2M(CCB)

Description:

Based on configured business rules, C2M(CCB) will create adjustments for small amounts that do not warrant further attention through Write Off processing.

Process Plug-in enabled	Y	Available Algorithm(s):	CI_WO_WDOWN (WO WRITEDOWN) - Write down small debit or credit amounts
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Customizable process N	Process Name:	<p>WPM - The write-off monitor analyzes all accounts with finalized, unpaid service agreements</p> <p>C1-WPM - The write-off monitor analyzes all accounts with finalized, unpaid service agreements. Accounts to be processed are determined by the plugged in Select Records algorithm</p> <p>The CIS Division parameter limits the records based on the Account's CIS Division if supplied.</p>
Configuration required Y	Entities to Configure:	<p>Write Off Control</p> <p>Adjustment Type</p>

1.4 Transfer Balance to SA's Group: Pre-Processing for Write Off Monitor

Actor/Role: C2M(CCB)

Description:

C2M(CCB) determines if there are eligible SA's to transfer debt. With a Credit Balance, C2M(CCB) will first attempt to create an Adjustment to transfer debt to non-stopped, non-canceled SA's. If the SA is being written off has a Credit balance, C2M(CCB) attempts to transfer this balance to SAs in the same write-off debt class and account that have a debit balance. The SAs are reviewed in order of SA Type payment priority. If a non-stopped service agreement is found, the credit balance is transferred in total and processing stops. If a stopped SA is found, enough of the credit balance is transferred to bring the balance to zero. If more credit is left, the next SA is processed. If the SA being written off has a Debit balance, this balance is transferred in its entirety to a Pending Start or Active SA that is linked to the same write-off debt class and account. If multiple such service agreements exist, the service agreement with the highest payment priority on its SA type is selected.

Process Plug-in enabled Y	Available Algorithm(s):	<p>WO TRANSFER - This write off event algorithm looks at all service agreements that are subject to write-off processing and attempts to transfer unpaid debt to other eligible Service Agreements for the Account</p>
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Customizable process N	Process Name:	<p>WPM - The write-off monitor analyzes all accounts with finalized, unpaid service agreements.</p> <p>C1-WPM - The write-off monitor analyzes all accounts with finalized, unpaid service agreements. Accounts to be processed are determined by the plugged in Select Records algorithm</p> <p>The CIS Division parameter limits the records based on the Account's CIS Division if supplied.</p>
	Entities to Configure:	<p>Write Off Control</p>

Configuration required Y	Entities to Configure:	Adjustment Type
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1.5 Create Adjustment(s) to Transfer Debt to Single SA **Group: Refund A/P Request**
Group: Pre-Processing for Write Off Monitor

Actor/Role: C2M(CCB)

Description:

Adjustments are created to move debt to a single Service Agreement before requesting refund.

Process Plug-in enabled Y	Available Algorithm(s):	WO A/P ADJ - The system will evaluate whether or not the total SA balances within a debt class qualify for an A/P adjustment.
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Customizable process N	Process Name:	WPM - The write-off monitor analyzes all accounts with finalized, unpaid service agreements. C1-WPM - The write-off monitor analyzes all accounts with finalized, unpaid service agreements. Accounts to be processed are determined by the plugged in Select Records algorithm The CIS Division parameter limits the records based on the Account's CIS Division if supplied.
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Configuration required Y	Entities to Configure:	Write Off Control Adjustment Type
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1.6 Create Refund Adjustment Group: Refund A/P Request
Group: Pre-Processing for Write Off Monitor

Actor/Role: C2M(CCB)

Description:

C2M(CCB) creates a single refund adjustment to bring the customer's payoff balance to 0.

Process Plug-in enabled Y	Available Algorithm(s):	WO A/P ADJ - The system will evaluate whether or not the total SA balances within a debt class qualify for an A/P adjustment, a transfer all unpaid balances is made to one of the service agreements and then cut the check from it. WPM - The write-off monitor analyzes all accounts with finalized, unpaid service agreements. C1-WPM - The write-off monitor analyzes all
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Customizable process N	Process Name:	accounts with finalized, unpaid service agreements. Accounts to be processed are determined by the plugged in Select Records algorithm The CIS Division parameter limits the records based on the Account's CIS Division if supplied.
Configuration required Y	Entities to Configure:	Write Off Control Adjustment Type

1.7 3.3.3.1 C2M.CCB.Refund Deposit Process

Actor/Role: C2M(CCB)

Description:

If a deposit is associated with the Account to be refunded, refer to 3.3.3.1 C2M.CCB.Refund Deposit Process.

1.8 Send Refund Request to Accounts Payable

Actor/Role: C2M(CCB)

Description:

As part of the refund adjustment process a separate check request for the customer is sent to Accounts Payable.

1.9 Receive Refund Request

Actor/Role: C2M(CCB)

Description:

The refund check request is received in Accounts Payable.

2.0 Send Refund Check to Customer

Actor/Role: C2M(CCB)

Description:

Using separate check writing software Accounts Payable will create and send a refund check to the customer. This is a customized process.

2.1 Receives Check

Actor/Role: Customer

Description:

The customer receives the refund check.

2.2 Select Remaining Accounts with SA's Eligible for Write Off Group: Write Off Process Monitor and Write Off Event Trigger

Actor/Role: C2M(CCB)

Description:

Accounts that still meet criteria for Write Off are identified to start a [Write Off Process](#).

Customizable process N	Process Name:	WPM - The write-off monitor analyzes all accounts with finalized, unpaid service agreements.
Configuration required Y	Entities to Configure:	Write Off Control Write Off Process Template Write Off Event Template

2.3 Create Write Off Process with Pending Events Group: Write Off Process Monitor and Write Off Event Trigger

Actor/Role: C2M(CCB)

Description:

C2M(CCB) creates a [Write Off Process](#) as defined in the configurable business rules.

Process Plug-in enabled Y	Available Algorithm(s):	WO CRIT DFLT - This write-off criteria algorithm contains the default criteria used when no other criteria apply for a collection class and write-off debt class. Write-off criteria are used when the system determines how to write-off a service agreement. These criteria are defined on the write-off controls associated with your collection classes and write-off debt classes. C1-WOCRI-NCD (WO CRIT NCD) - This write-off criteria algorithm checks if a customer has a non-cash deposit. If so, it returns a value of true.
		WPM - The write-off monitor analyzes all accounts with finalized, unpaid service agreements. C1-WPM - The write-off monitor analyzes all accounts with finalized, unpaid service agreements. Accounts to be processed are determined by the plugged in Select Records algorithm The CIS Division parameter limits the records based

Customizable process N	Process Name:	on the Account's CIS Division if supplied. WET - Write off event trigger The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.
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Configuration required Y	Entities to Configure:	Work Calendar Write Off Control Write Off Process Template Write Off Event Template
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2.4 Evaluate Write Off Process Group: Write Off Process Monitor and Write Off Event Trigger

Actor/Role: C2M(CCB)

Description:

Write Off processes are reviewed by C2M(CCB) to determine if a Write Off Event can be activated.

2.4.1.1 Activate Event Affect Credit Rating /Cash Only Score Group: Write Off Process Monitor and Write Off Event Trigger

Actor/Role: C2M(CCB)

Description:

The customer's credit rating is initially established as a configurable business rule on Installation Options. C2M(CCB) has a Write Off Event type that impacts the customer's Credit Rating as defined for this Event type.

Customizable process N	Process Name:	WET - Write Off Event Activator - The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.
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Configuration required Y	Entities to Configure:	Installation Options - Credit & Collection Write Off Event Template Feature Configuration
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2.4.1.2 Update Customer's Account Credit Rating and/or Cash Only Score Group: Write Off Process Monitor and Write Off Event Trigger

Actor/Role: C2M(CCB)

Description:

C2M(CCB) will upon activation of this event, automatically update the customer's [Credit Rating](#) and/or [Cash Only Score](#) as defined on this Event Type. Two separate Events are configured if both Credit Rating and Cash Only Score impact the Customer for varying time periods.

Customizable process N	Process Name:	<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> WET - Write Off Event Activator - The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date. </div>
Configuration required Y	Entities to Configure:	Write Off Event Template

2.4.1.3 Complete Event Group: Write Off Process Monitor and Write Off Event Trigger

Actor/Role: C2M(CCB)

Description:

The system completes the specific event after successful execution of the event.

Customizable process N	Process Name:	<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> WET - Write Off Event Activator - The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date. </div>
Configuration required Y	Entities to Configure:	Write Off Event Template

2.4.2.1 Activate Event Send Letter to Customer for Pending Referral on Effective Date

Group: Write Off Process Monitor and Write Off Event Trigger

Actor/Role: C2M(CCB)

Description:

This event creates a [Customer Contact](#). If configured, the Customer Contact can initiate a letter to the Customer.

Customizable process N	Process Name:	<div style="border: 1px solid black; padding: 5px; min-height: 100px;"> WET - Write Off Event Activator - The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date. </div>
Configuration required Y	Entities to Configure:	Write Off Event Template

2.4.2.2 Create Customer Contact Group: Write Off Process Monitor and Write Off Event Trigger

Actor/Role: C2M(CCB)

Description:

This event creates a Customer Contact. Refer to 3.4.1.1 Customer Contact Process.

Process Plug-in enabled Y	Available Algorithm(s):
	WO EVT LTR - This write-off event algorithm creates a customer contact (which in turn is used to generate a letter) if the WO's outstanding debt equals or exceeds the Debt Threshold.
	C1-LTEX-WO (LTEX-WO) - Create write-off event letter extract records

Configuration required Y	Entities to Configure:
	Customer Contact Class
	Customer Contact Type
	Letter Template

2.4.3.1 Activate Event Refer to Agency on Effective Date Group: Write Off Process Monitor and Write Off Event Trigger

Actor/Role: C2M(CCB)

Description:

C2M(CCB) can refer a customer to a Collection Agency. Distribution of the referral to different agencies and write down of liabilities can be accomplished through configuration of this Event. Refer to 4.3.2.7 C2M.CCB.Manage Collection Agency Referral.

Process Plug-in enabled Y	Available Algorithm(s):
	WOEVT AGYRF - This write-off event algorithm writes down liabilities and creates a collection agency referral for Collection Agency ID if the outstanding debt equals or exceeds the Debt Threshold Amount.
	C1-AGREF-EQU (AGYREF EQUAL) - Return collection agency with the least debt
WET - Write Off Event Activator - The write-off	

Customizable process N	Process Name:	event trigger activates all write-off events whose trigger date is on or before the supplied business date.
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Configuration required Y	Entities to Configure:	Collection Agency Adjustment Type Write Off Event Template
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2.4.4.1 Activate Event Cancel Referral on Effective Date Group: Write Off Process Monitor and Write Off Event Trigger

Actor/Role: C2M(CCB)

Description:

This event will cancel referral activity with a Collection Agency. The Collection Agency will be notified.

Customizable process N	Process Name:	WET – Write Off Event Activator – The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.
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Configuration required Y	Entities to Configure:	Write Off Event Template
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2.4.5.1 Activate Event Send To Do on Effective Date Group: Write Off Process Monitor and Write Off Event Trigger

Actor/Role: C2M(CCB)

Description:

This event will create a To Do Entry.

Process Plug-in enabled Y	Available Algorithm(s):	WO EVT TODO – This write off event algorithm creates a To Do entry if the outstanding debt of the service agreements on the write-off process equals or exceeds the Debt Threshold Amount.
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Customizable process N	Process Name:	WET – Write Off Event Activator – The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.
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Configuration required Y Entities to Configure:

To Do Type
To Do Role
Write Off Event Template

2.4.5.2 Initiate To Do List Entry Creation Group: Write Off Process Monitor and Write Off Event Trigger

Actor/Role: C2M(CCB)

Description:

The To Do Entry is created by the corresponding Event. When the associated To Do background process is executed, the To Do Entry becomes available for review by a CSR or Authorized User. Refer to [Step 4.6](#) To Do Processing later in this document.

Customizable process N

Process Name:

WET - Write Off Event Activator - The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.

Configuration required Y

Entities to Configure:

Write Off Event Template
To Do Type
To Do Role

2.4.6.1 Activate Event Write Off Using Distribution Codes on Effective Date Group: Write Off Process Monitor and Write Off Event Trigger

Actor/Role: C2M(CCB)

Description:

This event allows the configured Distribution Codes accumulated from associated Financial Transactions to be used for determining the specific Write Off Service Agreements created during the [Write Off Process](#).

Process Plug-in enabled Y

Available Algorithm(s):

CCWO-DST - This customer class write off method will create write off service agreements for each unique SA Type identified from the distribution codes of the financial transactions' GL details being written off.
--

Customizable process N

Process Name:

WET - Write Off Event Activator - The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.

Configuration required Y	Entities to Configure:	<table border="1"> <tr><td>Distribution Code</td></tr> <tr><td>SA Type</td></tr> <tr><td>Customer Class</td></tr> <tr><td>Adjustment Type</td></tr> <tr><td>Write Off Event Template</td></tr> </table>	Distribution Code	SA Type	Customer Class	Adjustment Type	Write Off Event Template
Distribution Code							
SA Type							
Customer Class							
Adjustment Type							
Write Off Event Template							

2.4.6.2 Create WO SA(s) Group: Write Off
Group: Write Off Process Monitor and Write Off Event Trigger

Actor/Role: C2M(CCB)

Description:

C2M(CCB) will use the defined method of the Event to determine required Write Off SA Types. Write Off using Distribution Codes or Write Off using SA Type is available.

Customizable process N	Process Name:	<table border="1"> <tr><td>WET - Write Off Event Activator - The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.</td></tr> </table>	WET - Write Off Event Activator - The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.
WET - Write Off Event Activator - The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.			

Configuration required Y	Entities to Configure:	<table border="1"> <tr><td>Write Off Event Template</td></tr> <tr><td>SA Type</td></tr> <tr><td>Adjustment Type</td></tr> </table>	Write Off Event Template	SA Type	Adjustment Type
Write Off Event Template					
SA Type					
Adjustment Type					

2.4.6.3 Gather General Ledger Financial Details Group: Write Off Process Monitor and Write Off Event Trigger

Actor/Role: C2M(CCB)

Description:

C2M(CCB) accumulates the distribution codes from GL details associated with recent financial transactions linked to the service agreement being written-off. When C2M(CCB) has accumulated enough distribution codes and the amount associated with the distribution code equals or exceeds the amount to write off, the debt will be transferred to a new or existing write-off service agreement(s). The number and type of service agreements the bad debt is transferred is defined on the distribution codes.

Customizable process N	Process Name:	<table border="1"> <tr><td>WET - Write Off Event Activator - The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.</td></tr> </table>	WET - Write Off Event Activator - The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.
WET - Write Off Event Activator - The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.			

Configuration required Y	Entities to Configure:	<table border="1"> <tr><td>Write Off Event Template</td></tr> </table>	Write Off Event Template
Write Off Event Template			

2.4.6.4 Transfer Debt to Specific Defined WO SA Types Defined on Distribution Codes**Group: Write Off Process Monitor and Write Off Event Trigger****Group: Write Off****Actor/Role: C2M(CCB)****Description:**

When using Write Off for Distribution Codes associated with revenue, the system will create a transfer adjustment from the normal service agreement to the write-off revenue service agreement. This will reduce (credit) the receivable on the normal service agreement and increase (debit) the expense account defined on the write-off revenue service agreement. For those Distribution Codes associated with liabilities, an organization can override the distribution code on the "transfer to" side of the transfer adjustment with the Distribution Code / Characteristic Type / Characteristic Value that was originally booked.

Customizable process N**Process Name:**

WET - Write Off Event Activator - The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.

Configuration required Y**Entities to Configure:**

Write Off Event Template

2.4.6.5 Retrieve and Reverse Liability Debt Group: Write Off Process Monitor and Write Off Event Trigger**Actor/Role: C2M(CCB)****Description:**

Any liabilities to be reversed are accomplished with Events of this type.

Process Plug-in enabled Y**Available Algorithm(s):**

WO EVT REVLB - This write-off event algorithm retrieves the liabilities (typically taxes) associated with the write-off process's SA's and reverses them using the adjustment type provided as a parameter.

Customizable process N**Process name:**

WET - Write Off Event Activator - The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.

Configuration required Y	Entities to Configure:	<table border="1"> <tr><td>Write Off Event Template</td></tr> <tr><td>Adjustment Type</td></tr> <tr><td>SA Type</td></tr> </table>	Write Off Event Template	Adjustment Type	SA Type
Write Off Event Template					
Adjustment Type					
SA Type					

2.4.7.1 Activate Event Write Off using SA Type Distribution on Effective Date Group: Write Off Process Monitor and Write Off Event Trigger

Actor/Role: C2M(CCB)

Description:

With this Event type the service agreements linked to the process will be written-off by transferring their debt to a new or existing write-off service agreement.

Customizable process N	Process Name:	<table border="1"> <tr><td>WET – Write Off Event Activator – The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.</td></tr> </table>	WET – Write Off Event Activator – The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.
WET – Write Off Event Activator – The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.			

Configuration required Y	Entities to Configure:	<table border="1"> <tr><td>Write Off Event Template</td></tr> <tr><td>SA Type</td></tr> <tr><td>Adjustment Type</td></tr> </table>	Write Off Event Template	SA Type	Adjustment Type
Write Off Event Template					
SA Type					
Adjustment Type					

2.4.7.2 Create WO SA Group: Write Off Process Monitor and Write Off Event Trigger

Actor/Role: C2M(CCB)

Description:

With this Event type C2M(CCB) creates a specifically defined Write Off Service Agreement for all debt to be transferred.

Customizable process N	Process Name:	<table border="1"> <tr><td>WET – Write Off Event Activator – The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.</td></tr> </table>	WET – Write Off Event Activator – The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.
WET – Write Off Event Activator – The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.			

Configuration required Y	Entities to Configure:	<table border="1"> <tr><td>Write Off Event Template</td></tr> <tr><td>SA Type</td></tr> <tr><td>Adjustment Type</td></tr> </table>	Write Off Event Template	SA Type	Adjustment Type
Write Off Event Template					
SA Type					
Adjustment Type					

2.4.7.3 Transfer Balance of All Debt to Defined WO SA Type Group: Write Off Process Monitor and Write Off Event Trigger**Actor/Role:** C2M(CCB)**Description:**

With this Event type the balance of all debt will be transferred to one Write Off Service Agreement

Customizable process N**Process Name:**

WET - Write Off Event Activator - The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.

Configuration required Y**Entities to Configure:**

Write Off Event Template

SA Type

Adjustment Type

2.4.8.1 Activate Event Break Payment Arrangement Group: Write Off Process Monitor and Write Off Event Trigger**Actor/Role:** C2M(CCB)**Description:**

When this Event type is activated C2M(CCB) will break a Payment Arrangement if one exists.

Process Plug-in enabled Y**Available Algorithm(s):**

WO BREAK PA - This write off event break payment algorithm contains the logic that should be executed when a payment arrangement is broken. This algorithm should be specified on write-off event types that are used to break a payment arrangement.

Customizable process N**Process Name:**

WET - Write Off Event Activator - The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.

Configuration required Y**Entities to Configure:**

Adjustment Type

Characteristic Type

Characteristic Value

Adjustment Cancel Reason

Write Off Event Type

2.4.8.2 Break Payment Arrangement and Transfer Debt Back to Original SA's Group: Write Off Process Monitor and Write Off Event Trigger**Actor/Role:** C2M(CCB)**Description:**

When a Payment Arrangement is broken, debt on the Payment Arrangement is transferred back to the original Service Agreement(s). The Service Agreement has a broken payment arrangement Characteristic and can be identified for special Credit and Collection processing.

Customizable process N	Process Name:	WET - Write Off Event Activator - The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.
Configuration required Y	Entities to Configure:	Adjustment Type Characteristic Type Characteristic Value Adjustment Cancel Reason Write Off Event Template

2.4.9.1 Activate Custom Event Group: Write Off Process Monitor and Write Off Event Trigger**Actor/Role:** C2M(CCB)**Description:**

C2M(CCB) has placeholder logic for an organization to define other Event type functionality as required. These algorithms would be completely customized.

Process Plug-in enabled Y	Available Algorithm(s):	WO EVT GENER - Generic Algorithm - This write off event algorithm is a "dummy" algorithm that should be used as a sample when needed to create ad hoc write off event functions.
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Customizable process N	Process Name:	WET - Write Off Event Activator - The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.
Configuration required Y	Entities to Configure:	Write Off Event Template

2.4.9.2 Perform Additional Activities Group: Write Off Process Monitor and Write Off Event Trigger**Actor/Role:** C2M(CCB)**Description:**

When additional functionality is required, the Generic Algorithm Event type can be used to customize needed activities.

Process Plug-in enabled Y	Available Algorithm(s):	WO EVT SMALL) – Write down if debt > -\$10 and < \$10
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Customizable process N	Process Name:	WET - Write Off Event Activator - The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.
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Configuration required Y	Entities to Configure:	Write Off Event Template
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2.5 Wait for Event Effective Date Group: Write Off Process Monitor and Write Off Event Trigger**Actor/Role:** C2M(CCB)**Description:**

The Write Off Event Trigger background process is executed periodically and activates [Write Off Events](#) on the defined effective date. Until such date the Write Off Event remains in Pending status.

Customizable process N	Process Name	WET - Write Off Event Activator - The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business date.
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2.6 Update Write Off Process to Inactive Group: Write Off Process Monitor and Write Off Event Trigger**Group:** Real Time Cancel Write Off Process**Actor/Role:** C2M(CCB)**Description:**

When all events have been completed or canceled, the [Write Off Process](#) is transitioned to Inactive.

WET - Write Off Event Activator - The write-off event trigger activates all write-off events whose trigger date is on or before the supplied business

Customizable process N

Process Name:

date.

2.7 Search for Customer's Account

Actor/Role: CSR

Description:

The CSR or Authorized User accesses Control Central Search to locate the customer in C2M(CCB).

2.8 Evaluate Account and SA Write Off Eligibility

Actor/Role: CSR

Description:

Based on established business rules, the CSR or Authorized User evaluates the customer's account and associated Service Agreement(s) to determine if Write Off is required. Control Central Alerts, and other Dashboard information assist the CSR or Authorized User. The CSR or Authorized User will review and consider [Service Agreement Status](#), [Customer Contacts](#), [Account Financial History](#), [Credit and Collection Activities](#) and other pertinent information.

Process Plug-in enabled Y

Available Algorithm(s):

Control Central Alerts
C1-ADJ-INFO) - Write Off Adjustment Description

Configuration required Y

Entities to Configure:

[Installation Options – Control Central Alerts](#)**2.9 Populate Write Off Process Data**

Actor/Role: CSR

Description:

When creating a new [Write Off Process](#) online the CSR or Authorized User chooses the specific Write Off Control and Write Off Process Template. The eligible Service Agreement(s) are selected. The CSR or Authorized User may need to add, subtract or modify events within the Write Off Process Template.

3.0 Request Create Write Off Process

Actor/Role: CSR

Description:

When the CSR or Authorized User has determined the specific Write Off Process and associated Write Off Events, he/she requests to create the new Write Off Process.

3.1 Add Write Off Process

Actor/Role: C2M(CCB)

Description:

The Write Off Process is added in C2M(CCB).

Configuration required Y**Entities to Configure:**

Write Off Control
Write Off Process Template
Write Off Event Template

3.2 Evaluate Write Off Process

Actor/Role: CSR

Description:

The CSR or Authorized User evaluates the [Write Off Process](#) to determine if updates are required. It is possible to make changes throughout the life cycle of a Write Off Process.

3.3 Request Modify Event(s) Details

Actor/Role: CSR

Description:

CSR or Authorized User reviews the existing [Write Off Process](#) to determine if changes to Events are required. It is possible to add, remove or cancel Pending Events for an Active Write Off Process. Future dated Events may also be changed postponing

3.4 Update Write Off Process and Event(s)

Actor/Role: C2M(CCB)

Description:

Changes to Write Off Process and/or Events are updated in C2M(CCB).

3.5 Request Modify List of SA(s) for Write Off Process

Actor/Role: CSR

Description:

The CSR or Authorized User reviews the Service Agreements included in the [Write Off Process](#). At times it is necessary to exclude a specific Service Agreement from a Write Off Process. The CSR or Authorized User removes a given Service Agreement(s) from the Write Off Process.

3.6 Update Write Off Process and List of SA(s)

Actor/Role: C2M(CCB)

Description:

The Write Off Process is updated to exclude the given Service Agreement(s).

3.7 Request Cancel Pending Write Off Event(s)

Actor/Role: CSR

Description:

The CSR or Authorized User determines to cancel remaining Pending Events in order to Cancel or Complete the Write Off Process.

3.8 Request Cancel Write Off Process and Provide Cancel Reason

Actor/Role: CSR

Description:

At times it is necessary to cancel a Write Off Process. The CSR or Authorized User cancels the Write Off Process and enters a cancel reason. Pertinent comments can be included.

3.9 Update any Pending Event(s) to Canceled Group: Real Time Cancel Write Off Process

Actor/Role: C2M(CCB)

Description:

Existing Pending Events are transitioned to canceled.

4.0 Determine SA(s) and Debt Amount for Write Off

Actor/Role: CSR

Description:

At times it is necessary to expedite Write Off of particular debt without creating or waiting for a [Write Off Process](#) to be initiated. The CSR or Authorized User will decide the specific Service Agreements to include and the amount to Write Off. It is possible to Write Off all or a portion of the unpaid debt. The Write Off may be for an Active Service Agreement. There is separate functionality in C2M(CCB) for online [Write Off](#).

4.1 Request Write Off Full Amount

Actor/Role: CSR

Description:

Based on established business rules, the CSR or Authorized User has determined to [Write Off](#) the full amount of debt.

4.2 Populate Specific Write Off Amount and Request Write Off

Actor/Role: CSR

Description:

Based on established business rules, the CSR or Authorized User has determined to [Write Off](#) a portion of debt.

4.3 Retain SA Status

Actor/Role: C2M(CCB)

Description:

If all debt is not transferred to Write Off Service Agreement(s) a balance exists for the original Service Agreement(s). The original Service Agreement(s) will not close until stopped and the balance is 0.

4.4 Verify Eligibility for Write Off Process Group: Real Time Cancel Write Off Process

Actor/Role: C2M(CCB)

Description:

When a payment is received or other Financial Transaction reduces debt for the customer's balance, a Write Off Process' Events may be canceled and the Write Off Process transitioned to Inactive. This task is the first step process that takes place when the system detects a reduced balance for the Account's Service Agreement(s).

4.5 Analyze Account Write Off Debt Class Debts Group: Real Time Cancel Write Off Process

Actor/Role: C2M(CCB)

Description:

After calculation of Account's Write Off Debt Class configured criteria (one or more Account's Service Agreement(s) included in the Write Off Process is analyzed to determine if the Service Agreement's debt is paid to cancel the Write Off Process.

4.6 Identify To Do's Associated with Write Off Events Group: To Do Write Off Event Processing

Actor/Role: C2M(CCB)

Description:

C2M(CCB) identifies and highlights Write Off Events that request To Do Entries.

Process Plug-in enabled Y **Available Algorithm(s):**

WO EVT TODO)- This write off event algorithm creates a To Do entry if the outstanding debt of the service agreements on the write-off process equals or exceeds the Debt Threshold Amount.

Customizable process N

Process Name:

TD-WOEVT To Do's for Write Off Events - This background process creates a To Do entry for write-off events that should generate a To Do entry.

Configuration required Y	Entities to Configure:	<table border="1"> <tr><td>Write Off Event Template</td></tr> <tr><td>To Do Type</td></tr> <tr><td>To Do Role</td></tr> <tr><td>Feature Configuration</td></tr> </table>	Write Off Event Template	To Do Type	To Do Role	Feature Configuration
Write Off Event Template						
To Do Type						
To Do Role						
Feature Configuration						

4.7 Create To Do Entries Group: To Do Write Off Event Processing

Actor/Role: C2M(CCB)

Description:

Process Plug-in enabled Y	Available Algorithm(s):	<table border="1"> <tr><td>WO EVT TODO - This write off event algorithm creates a To Do entry if the outstanding debt of the service agreements on the write-off process equals or exceeds the Debt Threshold Amount.</td></tr> </table>	WO EVT TODO - This write off event algorithm creates a To Do entry if the outstanding debt of the service agreements on the write-off process equals or exceeds the Debt Threshold Amount.
WO EVT TODO - This write off event algorithm creates a To Do entry if the outstanding debt of the service agreements on the write-off process equals or exceeds the Debt Threshold Amount.			

Customizable process N	Process Name:	<table border="1"> <tr><td>TD-WOEVT - This background process creates To Do Entries for associated Write Off Event</td></tr> </table>	TD-WOEVT - This background process creates To Do Entries for associated Write Off Event
TD-WOEVT - This background process creates To Do Entries for associated Write Off Event			

Configuration required Y	Entities to Configure:	<table border="1"> <tr><td>To Do Type</td></tr> <tr><td>To Do Role</td></tr> </table>	To Do Type	To Do Role
To Do Type				
To Do Role				

4.8 Review and Evaluate Errors

Actor/Role: CSR

Description:

The CSR or Authorized User reviews To Do Entry. Based on established business rules, the CSR or Authorized User determines the next course of action related to the Write Off Event and Write Off Process.

4.9 Request Complete To Do

Actor/Role: CSR

Description:

The CSR or Authorized User marks the To Do Entry as complete and requests completion of the To Do Entry. The CSR or Authorized User may add comments or a log entry for future reference.

Configuration required Y	Entities to Configure:	<table border="1"> <tr><td>To Do Type</td></tr> <tr><td>To Do Role</td></tr> </table>	To Do Type	To Do Role
To Do Type				
To Do Role				

5.0 Complete To Do Entry

Actor/Role: C2M(CCB)

Description:

The To Do Entry is updated to Complete status in C2M(CCB).

Test Documentation related to the Current Process

ID	Document Name	Test Type

Document Control

Change Record

Date	Author	Version	Change Reference
7/13/09	Colleen King	Draft 1a	No Previous Document
7/15/09	Colleen King		After Review
7/16/09	Colleen King		After Review
7/17/09	Colleen King		After Review
9/8/09	Colleen King		After Review
10/22/10	Geir Hedman		Updated Title and Content page
11/23/10	Yoko Iwahiro		Framework updates.
12/23/10	Ayelet Lavee		Review before migration document editing
2/10/11	Geir Hedman		Updated Document and Visio
10/3/13	Mel Bachmeier	V2.4	Updated Document and Visio
11/01/2013	Galina Polonsky		Reviewed, Approved
08/31/17	Joshua Piccott		Updated Document and Visio to v2.6
10/06/2017	Genti Kondili		Update for C2M.Update document and minor detail in visio. Include details of the new plug-in driven process. Update screenshots.
10/10/2017	Galina Polonsky		Reviewed, Approved

Attachments:

Write Off Process



Write Off
Process.docx

Write Off



Write Off.docx

Account Financial History



Account Financial
History.docx

Service Agreement



Service
Agreement.docx

Control Central Alerts



Installation
Options Alert.docx

Dashboard



Dashboard.docx

Account - Credit Rating



Dashboard.docx

Customer Contact



Customer
Contact.docx