



Step 4- POS balances that are uncollectable – request CO approval to write off. Follow local processes in place for requesting the write off. Once you have received approval to write off the balance. Use the Command Approved write of Pay code (72) to pay off the balance due through global sales. This must be done at the program on a cash drawer.

Step 5 – credits (neg signs in front of the number) – clean up using the Household Credit Balance Guide found at <https://public.militarychildcare.csd.disa.mil/mcc-central/X3h> .

Once completed pull the Global Household Trial Balance II again to ensure the report is as clean as possible.

Please reach out to Dawn Pimm @ [dawn.m.pimm.naf@us.navy.mil](mailto:dawn.m.pimm.naf@us.navy.mil) if you need any further guidance.