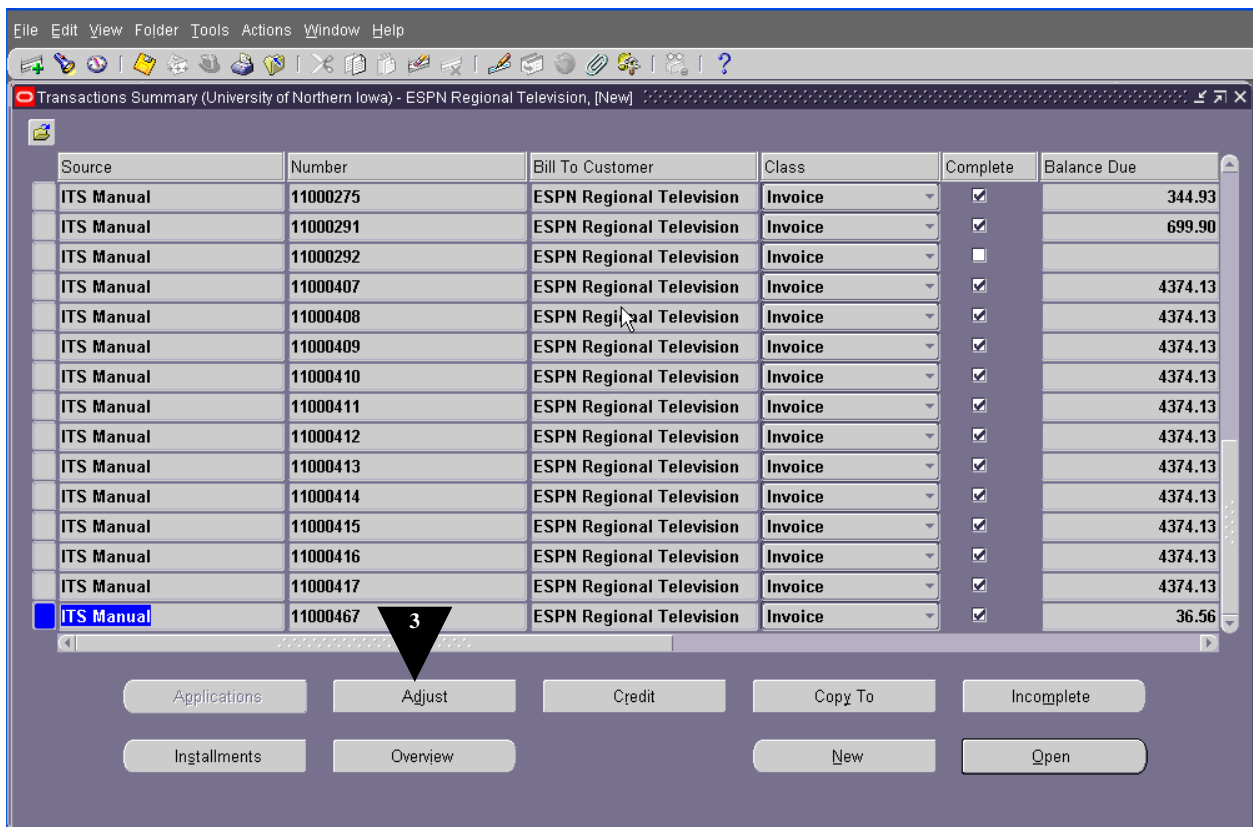


Quick Reference Guide
Creating an AR Adjustment
UNI e-Business Suite

Creating an Adjustment

Path: FIN-XXXXXXXX > AR Transactions Summary
Window Name: Transactions Summary

- Adjustments should be completed if you want to reduce the amount due on an invoice.
- Adjustments for more than (\$1,000) must be approved by OBO
- If you want to increase the amount due on an invoice, create a new invoice for the additional amount OR adjust or delete the initial invoice and create a new invoice for the full amount.
- Departments can do a partial adjustment for any line on the invoice up to the amount due for that line.
- Adjustments applied at the invoice level must be for the full amount due.



1. Locate the invoice to be adjusted.
2. Select the Invoice by clicking to the left of the line.
3. Click on **ADJUST**.

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 UNI e-Business Suite

Creating an Adjustment

Enter Adjustment Information

Installment

	Line	Tax	Freight	Charges	Total
Original	28.12	3.44	5.00		36.56
Balance	0.00	0.00	0.00	0.00	0.00

Adjustments: **-36.56** Pending Adjustments: **0.00**

Adjustments

Main Account, IDs **Comments** (7)

Number	Activity Name	Type	Amount	Includes Tax	GL Date	Adjustment Date
	Adjustment	Invoice	-36.56	<input type="checkbox"/>	07-DEC-2009	07-DEC-2009
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

Description: _____

Field Name

Description/Action

4. ACTIVITY NAME

Adjustment.

5. TYPE

Choose Invoice if you are adjusting the invoice for the balance due. Choose Line if you are adjusting the invoice for less than the balance due.

Note:

If doing a line adjustment, you MUST enter the line # your adjusting in the Account, IDs tab.

6. AMOUNT

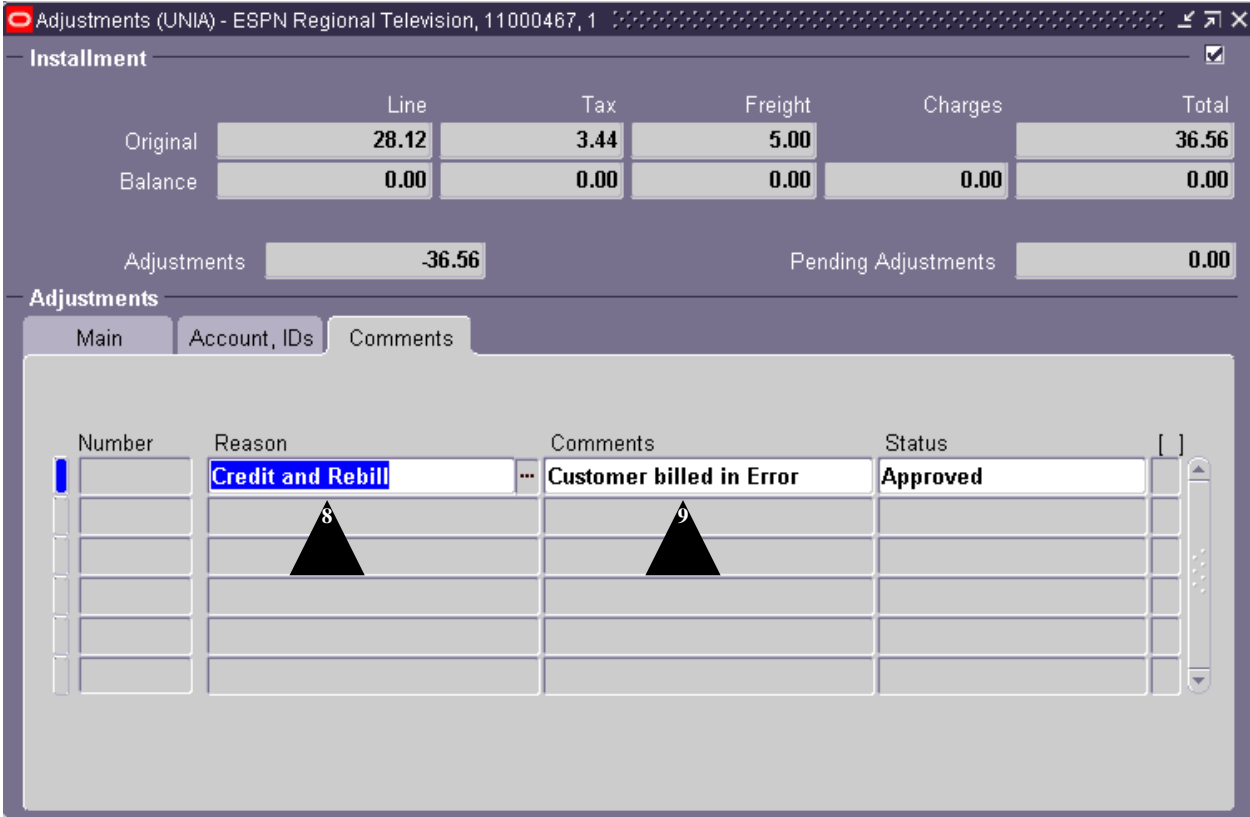
Enter the adjustment amount as a negative number.

7. Click on COMMENTS

Quick Reference Guide
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Creating an Adjustment

Enter Adjustment Reason



- | Field Name | Description/Action |
|---------------------|--|
| 8. REASON | Use the List of Values to select a Reason for the Adjustment. |
| 9. COMMENTS | Add comments or additional justification for making the adjustments. |
| 10. Click on | to save your work. |