Creating an AR 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**.
Creating an Adjustment

Enter Adjustment Information

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description/Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. ACTIVITY NAME</td>
<td>Adjustment.</td>
</tr>
<tr>
<td>5. TYPE</td>
<td>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.</td>
</tr>
<tr>
<td>Note:</td>
<td>If doing a line adjustment, you MUST enter the line # your adjusting in the Account, IDs tab.</td>
</tr>
<tr>
<td>6. AMOUNT</td>
<td>Enter the adjustment amount as a negative number.</td>
</tr>
<tr>
<td>7. Click on COMMENTS</td>
<td></td>
</tr>
</tbody>
</table>

For questions, please contact Kelly Flege, at 3-3420.
Updated 12/1/09 by ksp Revised 1/27/09 by pbw
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** ( agosto ) **to save your work.**