

New World ERP

Miscellaneous Billing Adjustments

1. Navigate to Financial Management>Miscellaneous Billing>Adjustments
2. Click New

Validated	Department	Customer	Invoice Type	Invoice Number	Adjustment Date	Adjustment G/L Date	Adjustment Type	Adjustment Total
	FIN-COMP - Finance.Comptroller	Alcaraz, Army M	TEST RECURRING	2007-0000001	2/13/2007	2/13/2007	Billing Adjustment	\$10.00

3. Enter the following Fields then Click Next
 - a. **Adjustment Date/GL Date:** Enter adjustment date, will default to current date
 - b. **Responsible Department:** Enter department that is making the adjustment
 - c. **Adjustment Type:** Select type of adjustment you wish to create
 - d. **Adjustment Method:** Select method of adjustment
 - i. **Reverse Transaction:** Allows you to search for specific customers/invoices and reverse any portion of a transaction that has been applied
 - ii. **Adjust Invoice Billed Amount:** Performs adjustment to the amount billed
 - iii. **Adjust Invoice Paid Amount:** Performs adjustment to amount paid
 - iv. **Adjust Customer Undesignated Balance:** Performs adjustment to outstanding undesignated balance. The undesignated balance represents the amount of credit the customer has to apply to future invoices.
 - v. **Refund Customer Undesignated Balance:** Performs adjustment to create an AP check to refund a customers undesignated balance.
 - e. **Comment:** Enter a comment to validate why the adjustment was made

New World ERP

Miscellaneous Billing Adjustments

- Select the Customer and Invoice that you wish to adjust then Click Next

Add Adjustment - Adjust Invoice Billed Amount

Customer: 2 - Alcaraz, Amy M

Invoice: TEST - 2007-00000001 - Open - 02/13/2007

< Back Next > Finish

- Find the billing code line you wish to adjust the amount billed for, and click the “D” detail icon next to it. This will pop up the “Adjust Invoice Billing Detail” screen and you can enter the revised billing amount and quantity. Click “OK” once you’ve entered the adjusted amount. Adjust additional billing code lines and click “Finish” once you are done making adjustments.

Add Adjustment - Adjust Invoice Billed Amount - 2 - Alcaraz, Amy M

Invoice Summary

Type	TEST - TEST RECURRING	Status	Open
Number	2007-00000001	Revised Total Billed	\$30.00
Billing Date	2/13/2007	Current Total Paid	\$0.00
Due Date	2/13/2007	Current Balance	\$30.00

Billing Code	Balance Type	Current Billed	Revised Billed	Detail	Billing Net Change
CODE 2	Invoice	\$30.00	\$30.00	D	\$0.00
CODE 3	Invoice	\$0.00	\$0.00	D	\$0.00
CODE CODE	Invoice	\$0.00	\$0.00	D	\$0.00

Logos.NET - Web Page Dialog

Adjust Invoice Billing Detail - 2, Alcaraz, Amy M

Invoice Billing Code Summary

Type	TEST - TEST RECURRING	Billing Code	CODE 2 - DESC 2
Number	2007-00000001	Unit of Measure	EA
Billing Date	2/13/2007	Current Quantity	1.0000
Due Date		Original Billing Rate/Unit	30.0000
Status	Open	Current Override Rate/Unit	

Revised Quantity:

Revised Override Rate/Unit:

OK Cancel

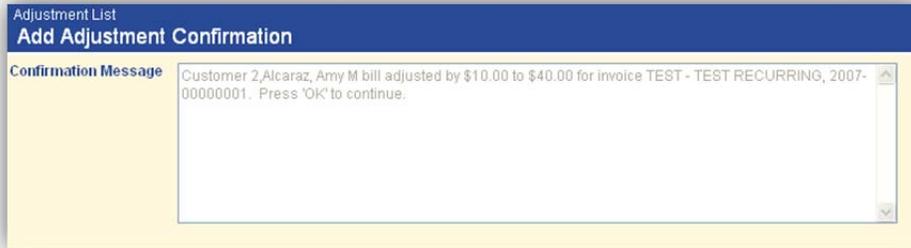
< Back Next > Finish

Copyright 2007, ManiSoft Systems, Inc. All rights reserved.

New World ERP

Miscellaneous Billing Adjustments

- Review the confirmation to make sure the adjustment you created is correct and click the OK button in the button left part of the screen to verify. This will create the adjustment and place it in the Adjustments List screen until it is taken thru the workflow buttons.



Adjustment List
Add Adjustment Confirmation

Confirmation Message: Customer 2, Alcaraz, Amy M bill adjusted by \$10.00 to \$40.00 for invoice TEST - TEST RECURRING, 2007-00000001. Press 'OK' to continue.

- Navigate Back to the Adjustment list to finish processing the transaction (Validate, Approve, Post)



Adjustment List

Validated Department Customer Invoice Type Invoice Number Adjustment Date Adjustment

Validated	Department	Customer	Invoice Type	Invoice Number	Adjustment Date	Adjustment
	FIN-COMP - Finance Comptroller	Alcaraz, Amy M	TEST RECURRING	2007-00000001	2/13/2007	2/13/2007

New Delete Refresh Create Refund Payment Register

Copyright 2007, New World Systems, Inc. All rights reserved.