

Adjust an Invoice - Process Help

Use these instructions to adjust the amount due on an Accounts Receivable (AR) invoice. Adjustments are frequently made when the invoice amount in AR differs from the amount being invoiced to the sponsor.

Prerequisites

- You must have the following responsibility to adjust an invoice:
 - o ORG AR Billing Specialist
- To facilitate adjusting an invoice, be sure the following information is already entered in the system:
 - The original invoice.
 - The award associated with the invoice.

To adjust an invoice:

- 1. From the **Collections** menu, select **Account Details** to open the **Find Account Details** form.
- 2. Enter the Award Number, Status, Award Invoice Number or Bill to Customer Name.
- 3. Click **Find** to go to the **Account Details** window.

Find Account Details (Th	e Research Foundatio	n for SUNY) - ORG AR-Billing S	oecialist @ TRAINX - 0 🗖 🔳 🛛
Award Number	70007]	
AR Invoice Number		Sequence	
Source		Class	•
Due Date		-	
Days Late		-	
Currency		Status	Open -
Sales Order]	
Bill To Customer Name Location		Number	
Amounts Original Balance Due		-	
		Clear	Find

- 4. Select the box to the left of the invoice that you need to adjust.
- 5. Click **Adjust** to go to the **Adjustments** window.

- 6. Click in the **Activity Name** field to populate Invoice Adjustment.
- 7. Choose the **Type** from the List of Values.
- 8. Enter the **Amount** of the adjustment.
- 9. Select File > Save and Proceed.

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70007	1851534	Open	Invoice	▼ 10-JAN-2	019	Medstar H	ealth Research In	1
70007	1856210	Open	Invoice	▼ 02-FEB-2	2019	Medstar H	ealth Research In	4
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