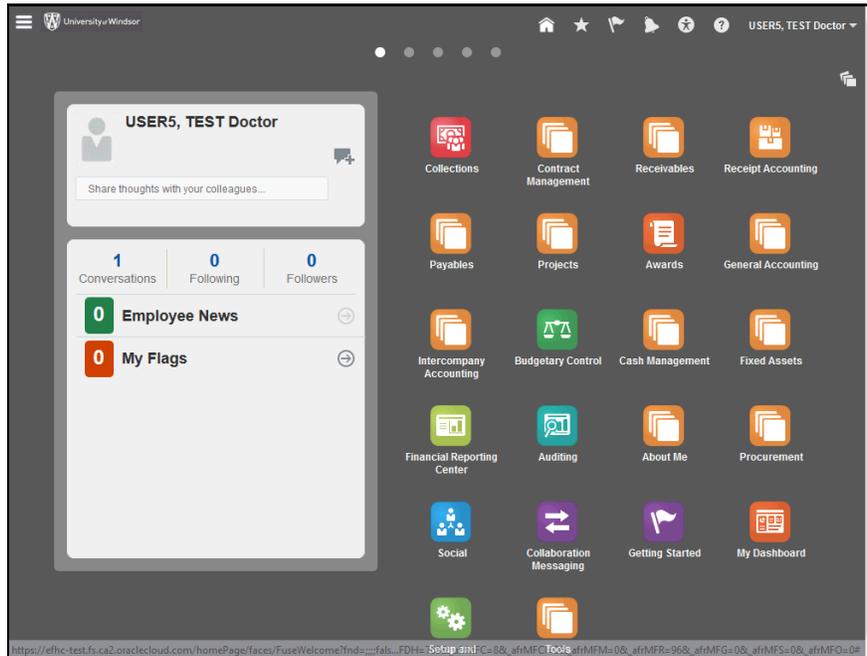


AR 05: Edit or adjust an invoice
Created on 3/2/2018

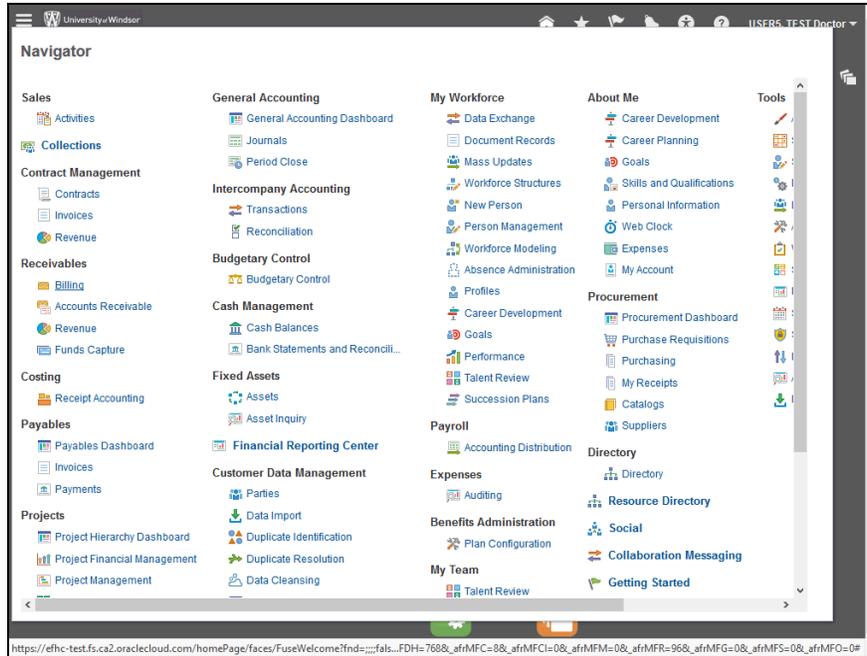
AR 05: Edit or adjust an invoice

Procedure

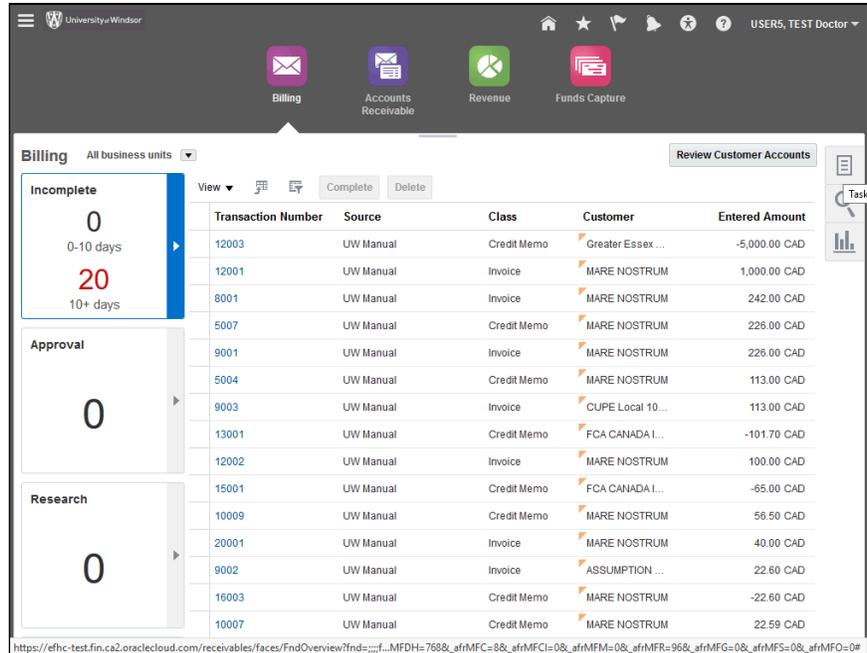
This User Guide outlines the steps required to edit or adjust an invoice.



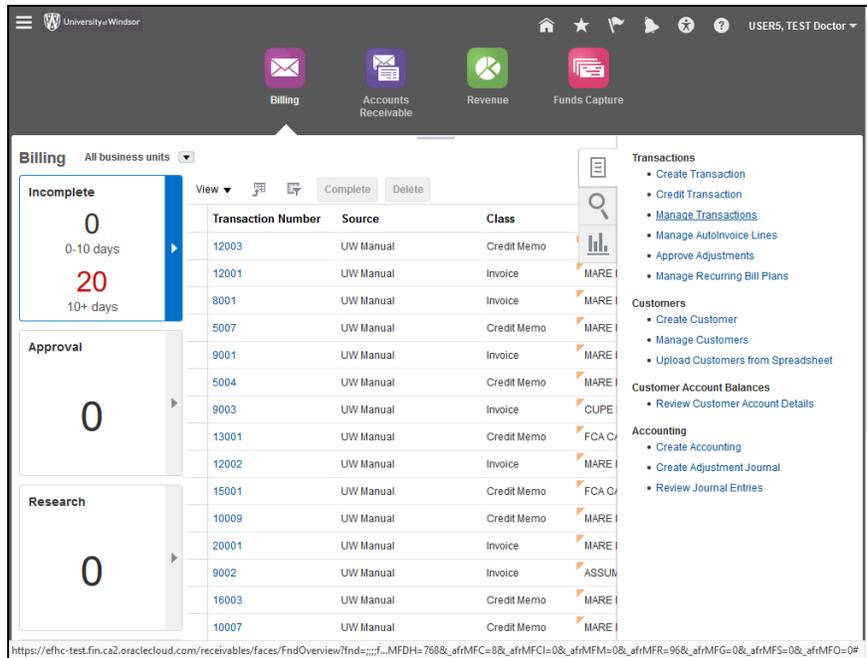
Step	Action
1.	Click the Navigator button. 



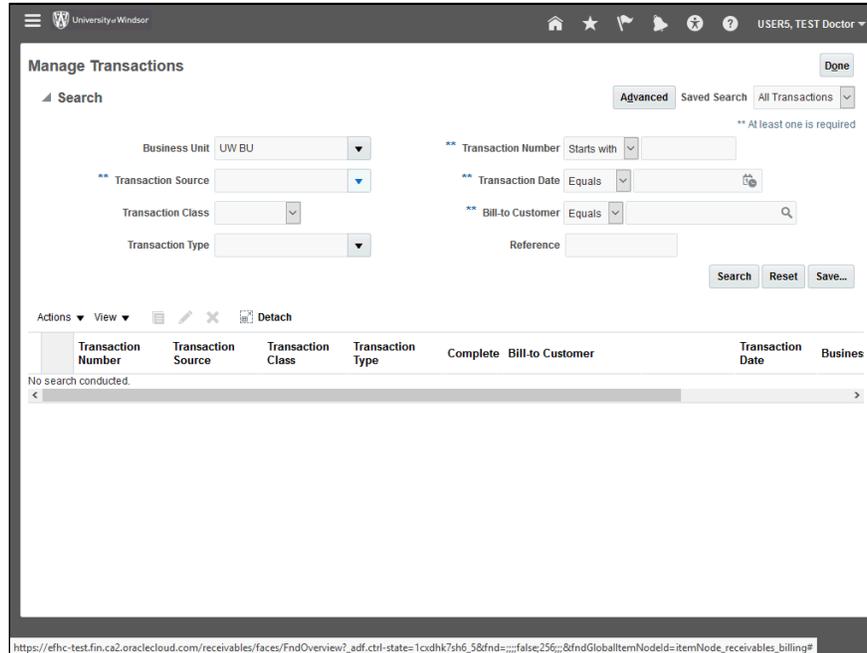
Step	Action
2.	Click the Billing link. Billing



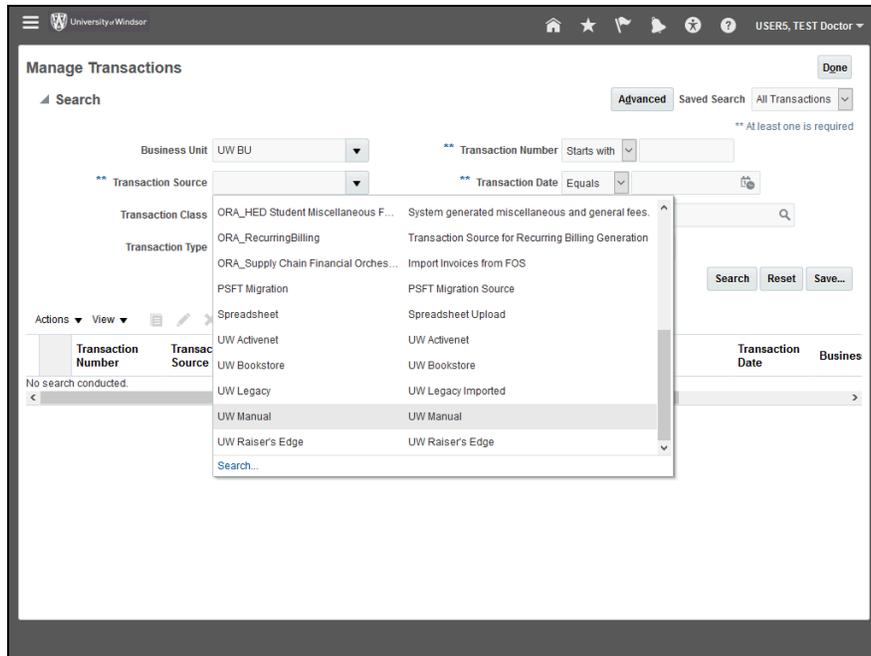
Step	Action
3.	Click the Tasks button. 



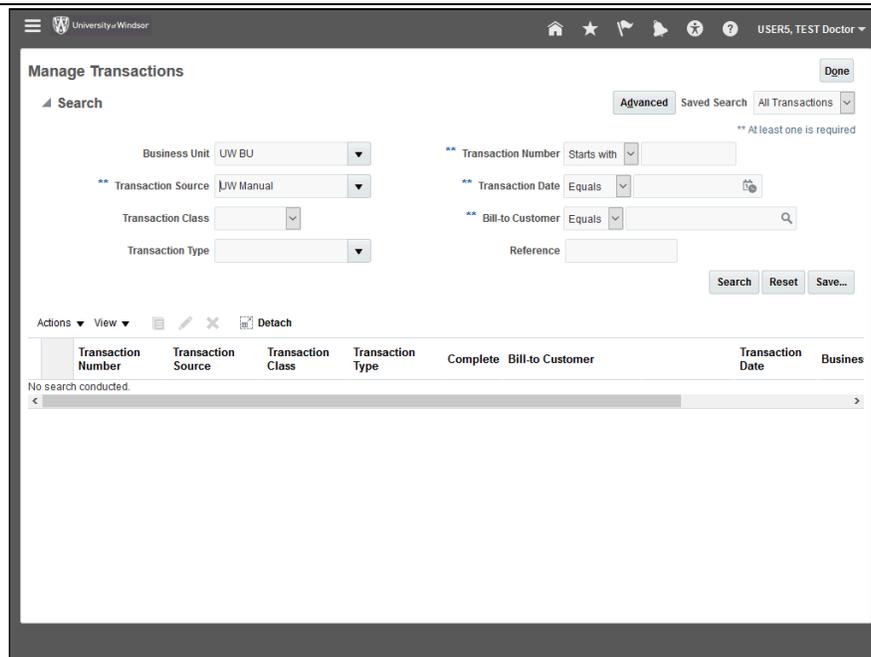
Step	Action
4.	Click the Manage Transactions link. Manage Transactions



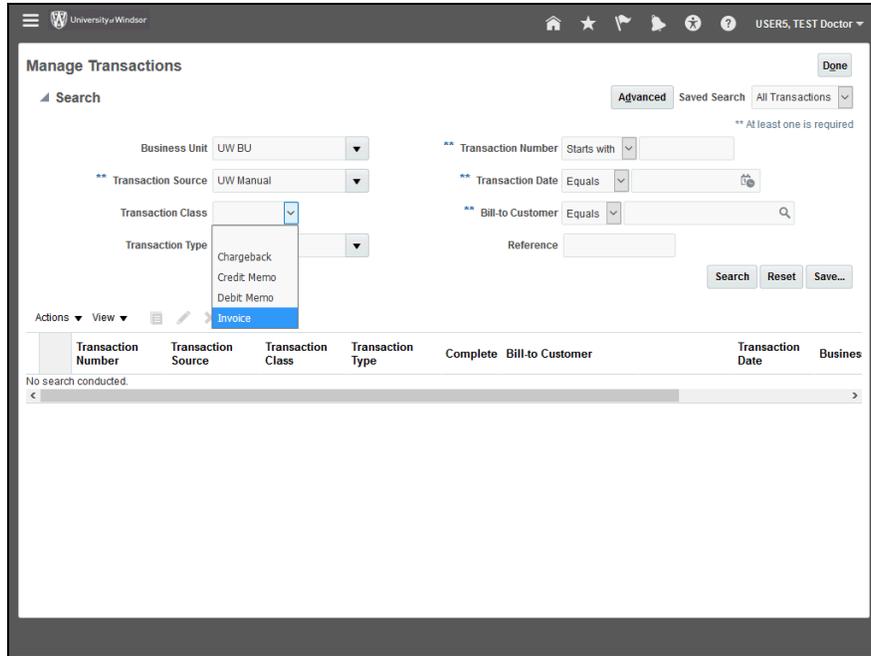
Step	Action
5.	Click the Transaction Source drop-down button. 



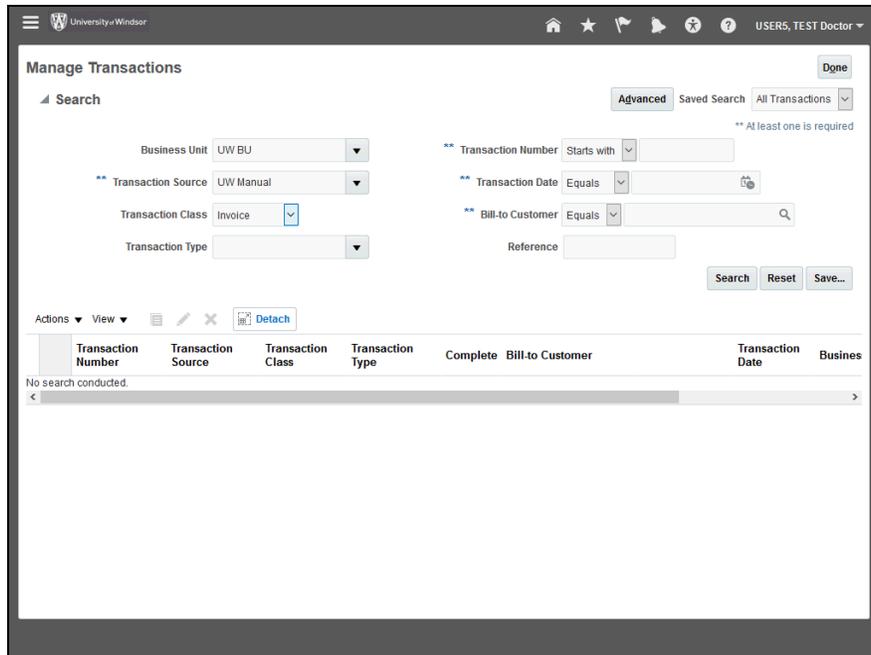
Step	Action
6.	Select the UW Manual option from the drop-down list.



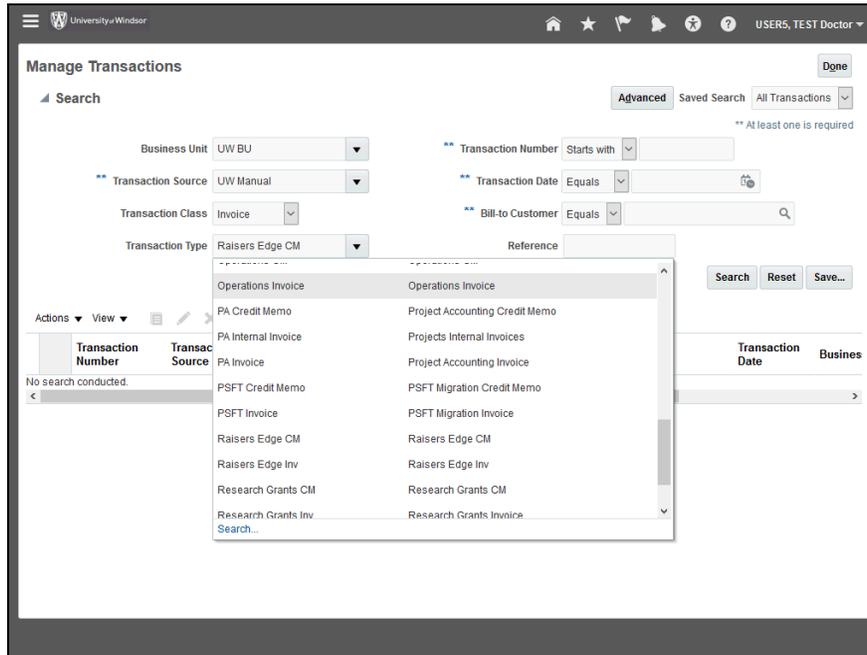
Step	Action
7.	Click the Transaction Class drop-down button.



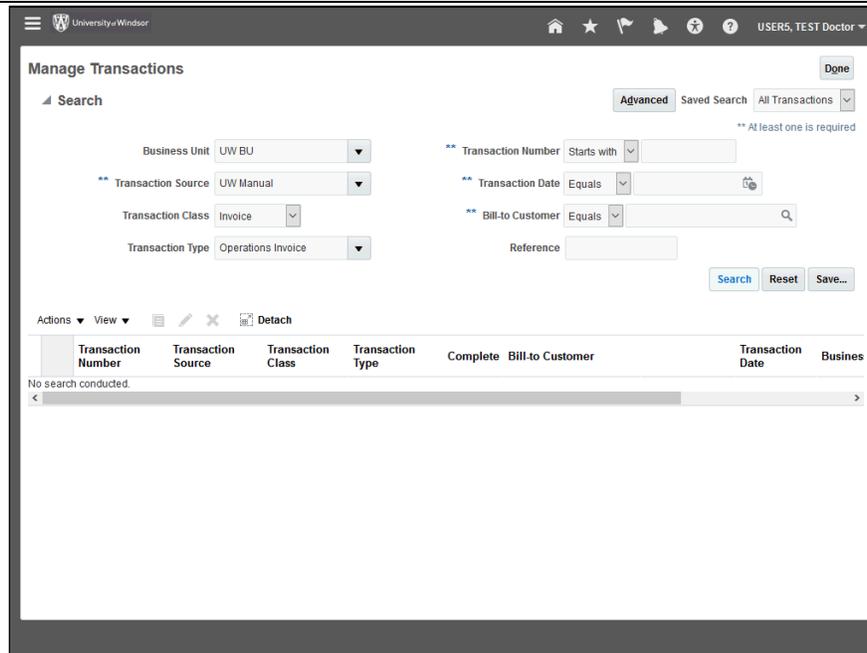
Step	Action
8.	Select the Invoice option from the drop-down list..



Step	Action
9.	Click the Transaction Type drop-down button. 



Step	Action
10.	Select the Operations Invoice option from the drop-down list.



Step	Action
11.	Click the Search button.

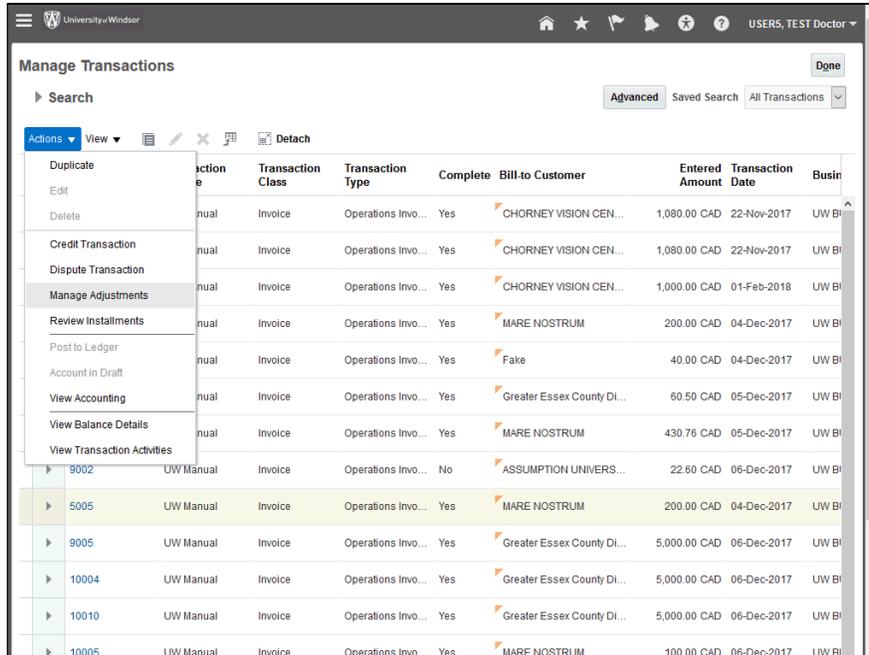


Transaction Number	Transaction Source	Transaction Class	Transaction Type	Complete	Bill-to Customer	Entered Amount	Transaction Date	Busin
1003	UW Manual	Invoice	Operations Invo...	Yes	CHORNEY VISION CEN...	1,080.00 CAD	22-Nov-2017	UW BI
1004	UW Manual	Invoice	Operations Invo...	Yes	CHORNEY VISION CEN...	1,080.00 CAD	22-Nov-2017	UW BI
23001	UW Manual	Invoice	Operations Invo...	Yes	CHORNEY VISION CEN...	1,000.00 CAD	01-Feb-2018	UW BI
6002	UW Manual	Invoice	Operations Invo...	Yes	MARE NOSTRUM	200.00 CAD	04-Dec-2017	UW BI
6003	UW Manual	Invoice	Operations Invo...	Yes	Fake	40.00 CAD	04-Dec-2017	UW BI
7001	UW Manual	Invoice	Operations Invo...	Yes	Greater Essex County DI...	60.50 CAD	05-Dec-2017	UW BI
7002	UW Manual	Invoice	Operations Invo...	Yes	MARE NOSTRUM	430.76 CAD	05-Dec-2017	UW BI
9002	UW Manual	Invoice	Operations Invo...	No	ASSUMPTION UNIVERS...	22.60 CAD	06-Dec-2017	UW BI
5005	UW Manual	Invoice	Operations Invo...	Yes	MARE NOSTRUM	200.00 CAD	04-Dec-2017	UW BI
9005	UW Manual	Invoice	Operations Invo...	Yes	Greater Essex County DI...	5,000.00 CAD	06-Dec-2017	UW BI
10004	UW Manual	Invoice	Operations Invo...	Yes	Greater Essex County DI...	5,000.00 CAD	06-Dec-2017	UW BI
10010	UW Manual	Invoice	Operations Invo...	Yes	Greater Essex County DI...	5,000.00 CAD	06-Dec-2017	UW BI
10005	UW Manual	Invoice	Operations Invo...	Yes	MARE NOSTRUM	100.00 CAD	06-Dec-2017	UW BI

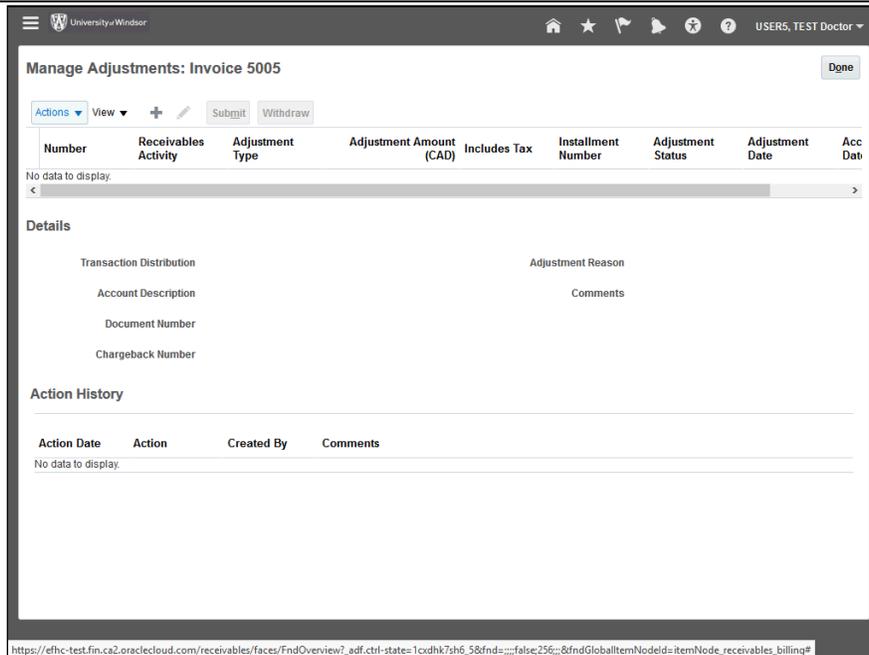
Step	Action
12.	Click the Left Selection Area to select the Transaction Number .

Transaction Number	Transaction Source	Transaction Class	Transaction Type	Complete	Bill-to Customer	Entered Amount	Transaction Date	Busin
1003	UW Manual	Invoice	Operations Invo...	Yes	CHORNEY VISION CEN...	1,080.00 CAD	22-Nov-2017	UW BI
1004	UW Manual	Invoice	Operations Invo...	Yes	CHORNEY VISION CEN...	1,080.00 CAD	22-Nov-2017	UW BI
23001	UW Manual	Invoice	Operations Invo...	Yes	CHORNEY VISION CEN...	1,000.00 CAD	01-Feb-2018	UW BI
6002	UW Manual	Invoice	Operations Invo...	Yes	MARE NOSTRUM	200.00 CAD	04-Dec-2017	UW BI
6003	UW Manual	Invoice	Operations Invo...	Yes	Fake	40.00 CAD	04-Dec-2017	UW BI
7001	UW Manual	Invoice	Operations Invo...	Yes	Greater Essex County DI...	60.50 CAD	05-Dec-2017	UW BI
7002	UW Manual	Invoice	Operations Invo...	Yes	MARE NOSTRUM	430.76 CAD	05-Dec-2017	UW BI
9002	UW Manual	Invoice	Operations Invo...	No	ASSUMPTION UNIVERS...	22.60 CAD	06-Dec-2017	UW BI
5005	UW Manual	Invoice	Operations Invo...	Yes	MARE NOSTRUM	200.00 CAD	04-Dec-2017	UW BI
9005	UW Manual	Invoice	Operations Invo...	Yes	Greater Essex County DI...	5,000.00 CAD	06-Dec-2017	UW BI
10004	UW Manual	Invoice	Operations Invo...	Yes	Greater Essex County DI...	5,000.00 CAD	06-Dec-2017	UW BI
10010	UW Manual	Invoice	Operations Invo...	Yes	Greater Essex County DI...	5,000.00 CAD	06-Dec-2017	UW BI
10005	UW Manual	Invoice	Operations Invo...	Yes	MARE NOSTRUM	100.00 CAD	06-Dec-2017	UW BI

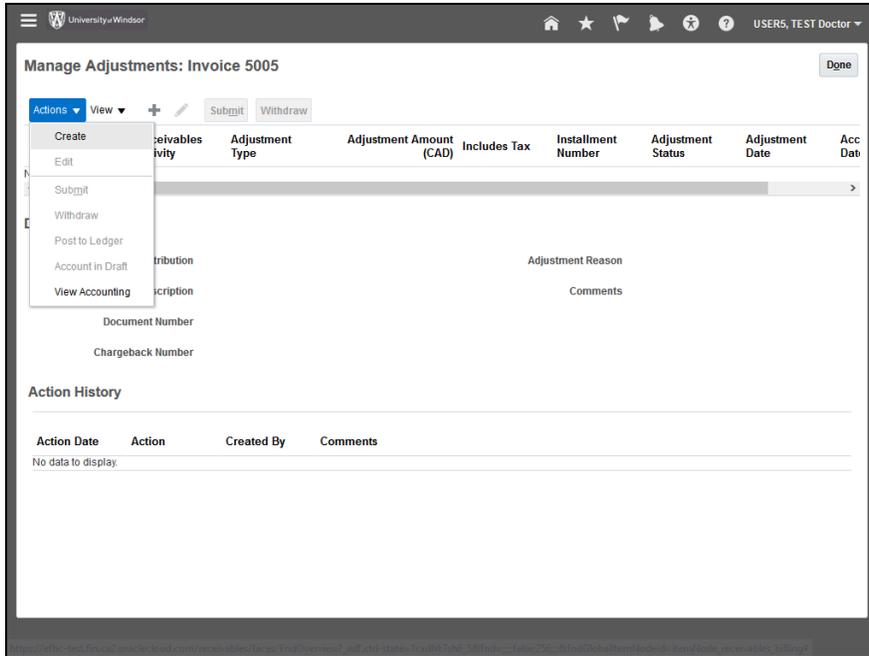
Step	Action
13.	Click the Actions drop-down button.



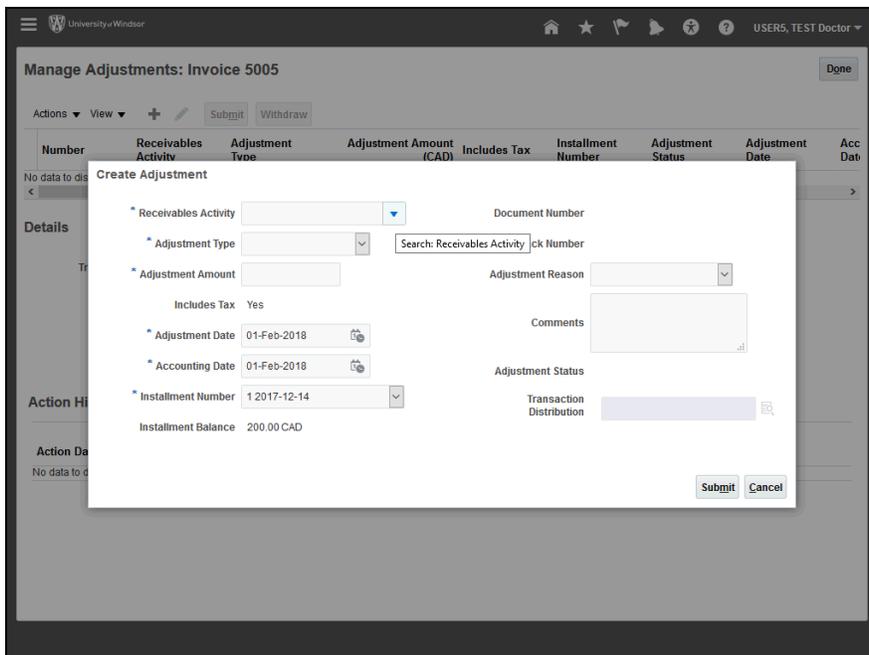
Step	Action
14.	Select the Manage Adjustments option from the drop-down list.



Step	Action
15.	Click the Actions drop-down button.

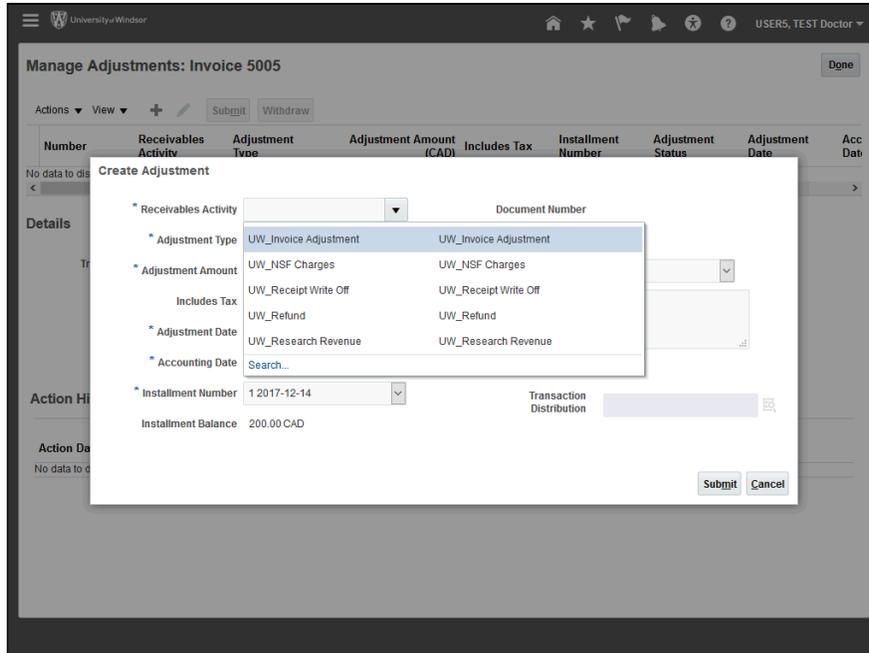


Step	Action
16.	Select the Create option from the drop-down list.

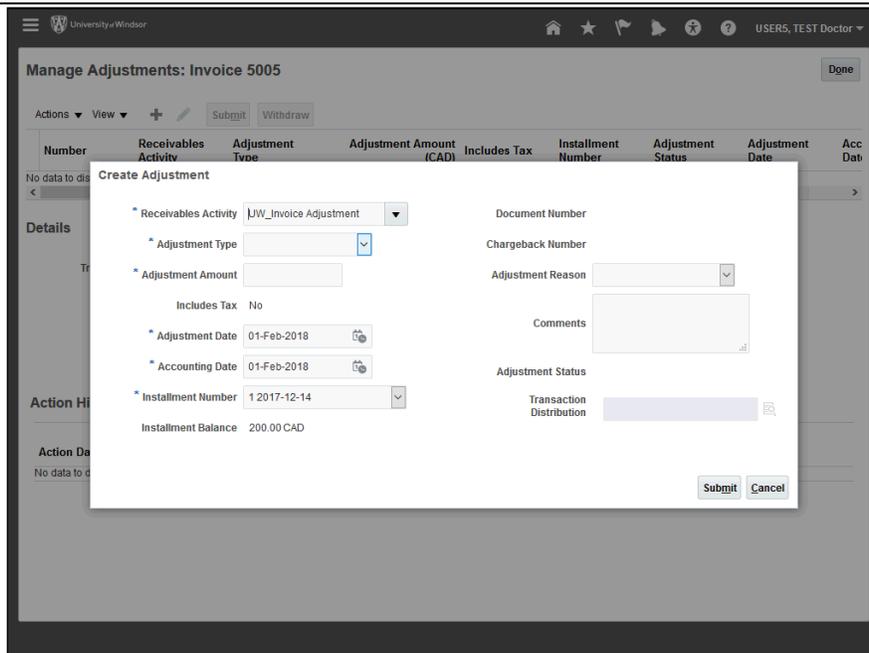


Step	Action
17.	Click the Receivables Activity drop-down button.

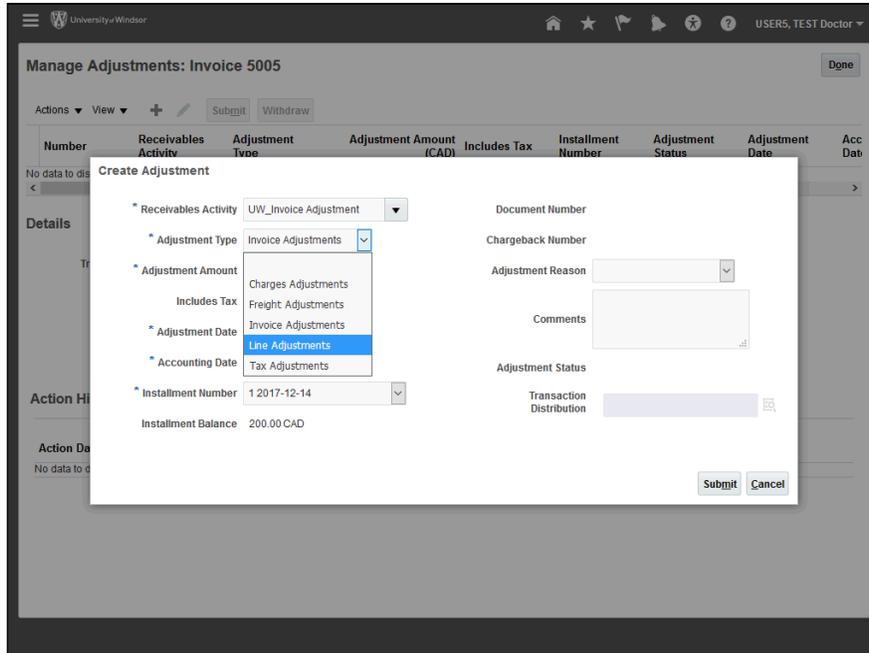




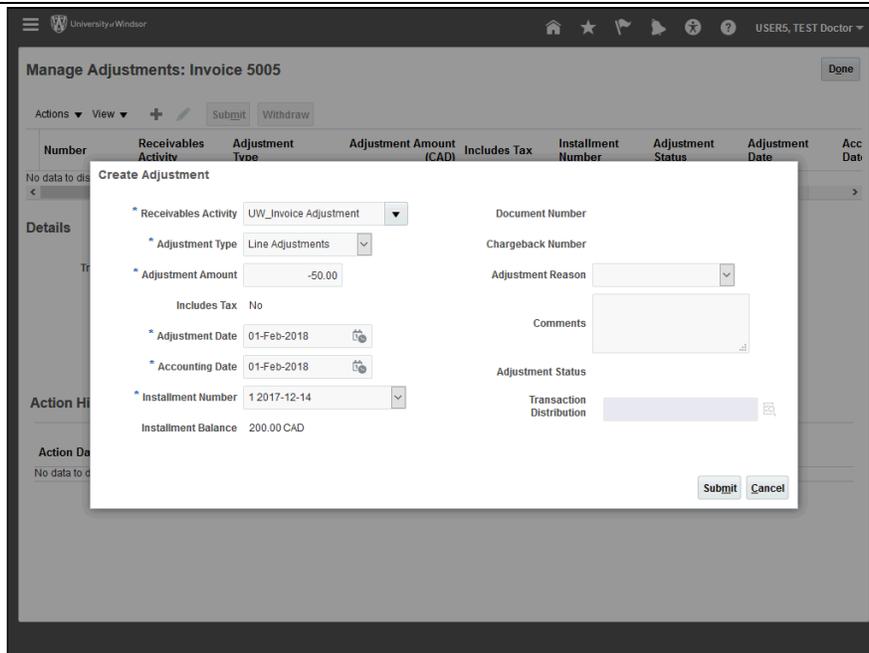
Step	Action
18.	Select the UW_Invoice Adjustment option from the drop-down list.



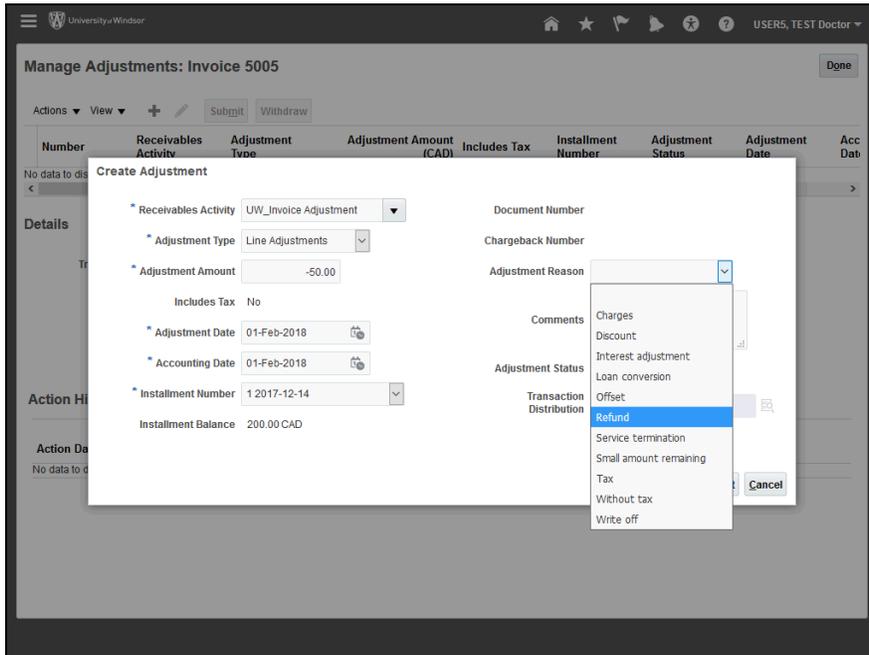
Step	Action
19.	Click the Adjustment Type drop-down button. Select the required option from the drop-down list. <div style="display: flex; align-items: center;"> </div> <p>Note - Please select Adjustment Type as "Invoice Adjustments" (for full dollar value) or "Line Adjustments" (for partial amounts).</p>



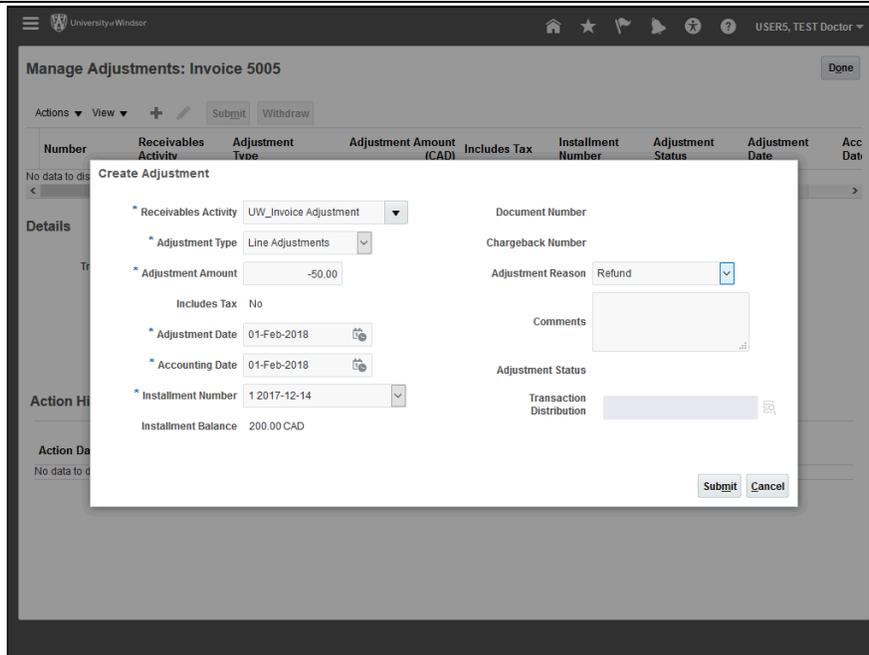
Step	Action
20.	Click in the Adjustment Amount field. Press [Delete] on the keyboard to clear the value in the Adjustment Amount field. Enter the appropriate amount in the Adjustment Amount field.



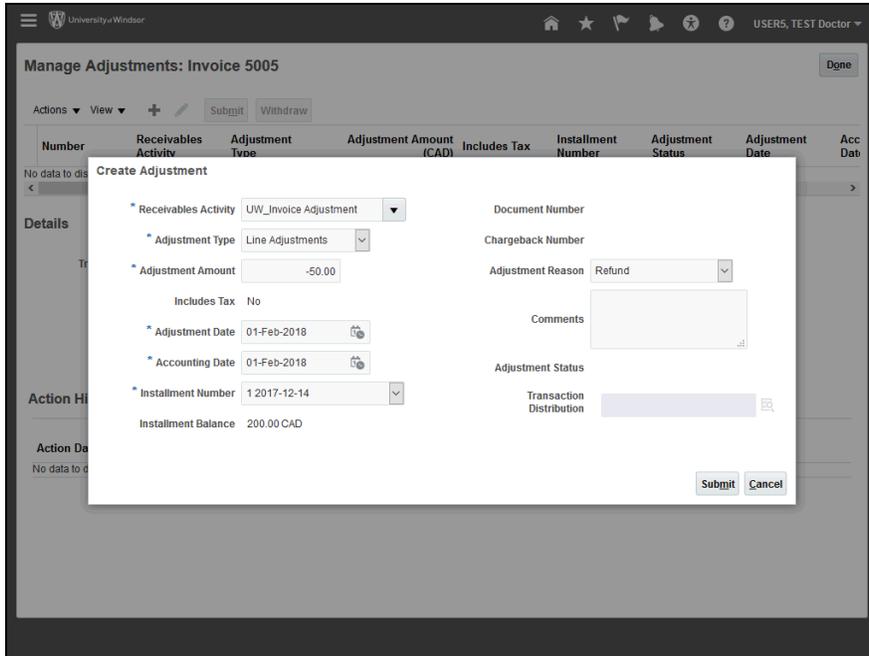
Step	Action
21.	Click the Adjustment Reason drop-down button. <div style="text-align: center;">  </div>



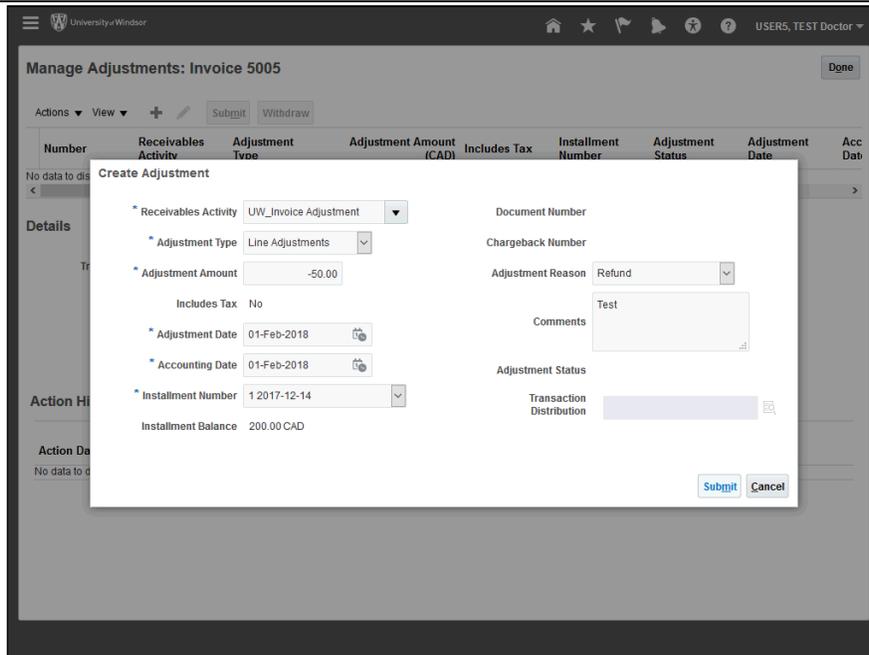
Step	Action
22.	Select the appropriate option from the drop-down list.



Step	Action
23.	Click in the Comments field.

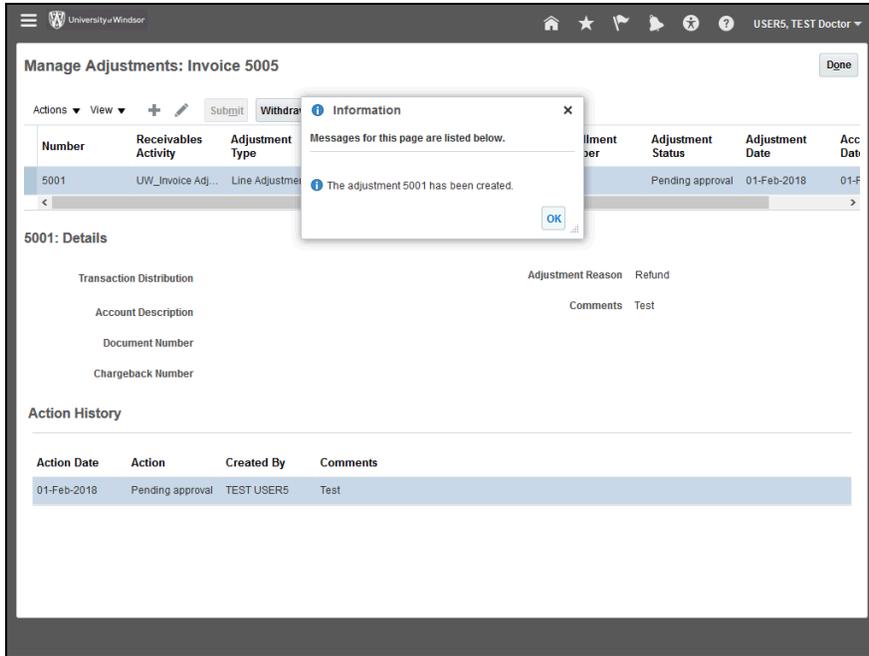


Step	Action
24.	Enter the appropriate comments in the in the Comments field.

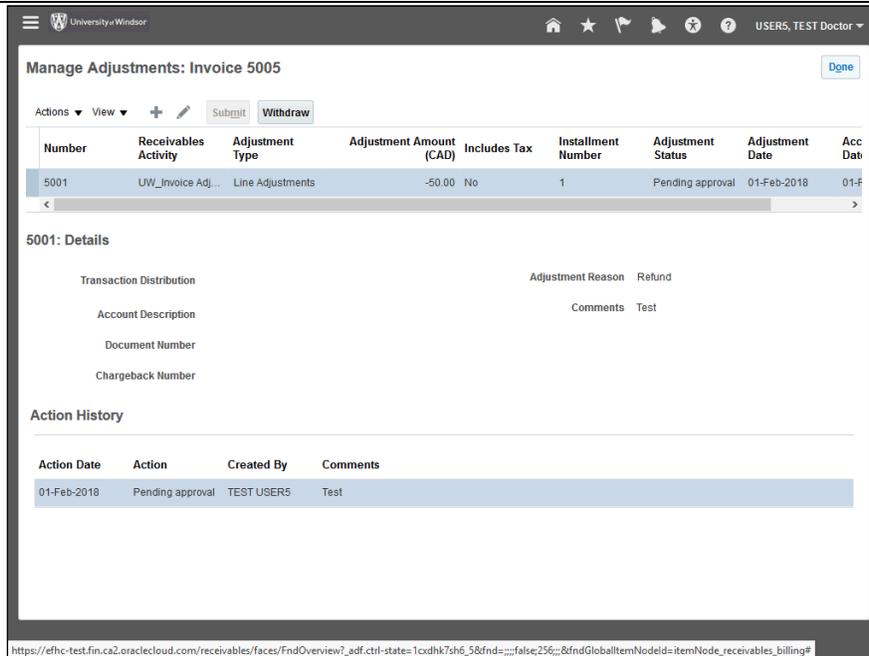


Step	Action
25.	Click the Submit button.

Submit



Step	Action
26.	Click the OK button.



Step	Action
27.	Click the Done button.

The screenshot displays the 'Manage Transactions' page in the UWinsite application. The page includes a search bar, a 'Done' button, and a table of transactions. The table has the following columns: Transaction Number, Transaction Source, Transaction Class, Transaction Type, Complete, Bill-to Customer, Entered Amount, Transaction Date, and Busin. Transaction 5005 is highlighted in yellow.

Transaction Number	Transaction Source	Transaction Class	Transaction Type	Complete	Bill-to Customer	Entered Amount	Transaction Date	Busin
1003	UW Manual	Invoice	Operations Invo...	Yes	CHORNEY VISION CEN...	1,080.00 CAD	22-Nov-2017	UW BI
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23001	UW Manual	Invoice	Operations Invo...	Yes	CHORNEY VISION CEN...	1,000.00 CAD	01-Feb-2018	UW BI
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7002	UW Manual	Invoice	Operations Invo...	Yes	MARE NOSTRUM	430.76 CAD	05-Dec-2017	UW BI
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9005	UW Manual	Invoice	Operations Invo...	Yes	Greater Essex County DI...	5,000.00 CAD	06-Dec-2017	UW BI
10004	UW Manual	Invoice	Operations Invo...	Yes	Greater Essex County DI...	5,000.00 CAD	06-Dec-2017	UW BI
10010	UW Manual	Invoice	Operations Invo...	Yes	Greater Essex County DI...	5,000.00 CAD	06-Dec-2017	UW BI

Step	Action
28.	End of Procedure.