

Adjustments

Making an Adjustment as an Admin

1. Note that the top right-hand corner will always identify the name of the user file that is being worked in.

Return to Admin

Profile

Lockers

Vehicles

Parking

Payments

History ▾

Incident History

Doe, John (johndoe)

Transaction Details

Receipt header beside HST in a table

HST #1234556789

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Confirmation Number: 20282t4221564

User: John Doe [johndoe]

Amount: \$11.30

Submit Date: Oct. 10, 2017 @ 11:43am [View Snapshot](#)

Comment: Online Payment

Payment Method:

Cheque

Change

Processed: Oct. 10, 2017 @ 11:43am

Processed By: erikb

Refund

Permits:

| | Submit Date | Permit No. | Amount |
|--------------------------------|-----------------------------|------------|---------|
| [ADJUST] | Test Annual [Aug. 17, 2015] | 0001 | \$10.00 |
| | | Taxes: | \$1.30 |
| View User Info | | Total: | \$11.30 |

Total: \$11.30

2. For this example, when finished going through the payment process, on the **Transaction Details** screen, select the **Adjust** link.
(Note the process is the same if you select the adjustment link before a transaction is completed.)

This will bring up the **Create Adjustment Record** pop-up screen. Enter in the internal organization **Requisition Code**, change the amount sign to positive if you are charging the user more or change the amount sign to a negative if you are reimbursing the user, enter the dollar amount of the adjustment, enter any comments to be associated with the adjustment and select the **Add Adjustment** button at the bottom of the screen. This will bring you back to the **Payment Details** screen with the adjustment listed below the original transaction. Note, at this point, the adjustment is not processed.

Create Adjustment Record

This action will add an adjustment record to the current user in the current semester. This new record will need to be processed once it has been added.

User Info: John Doe [johndoe]

Requisition Code:

Amount:

+ ▼

 \$



Comment:

Add Adjustment

Close Window

3. Select the **Not processed** link. This will bring up the **Adjustment Information** pop-up screen where you verify the adjustment details are correct.

Adjustment Information

 Doe, John [johndoe] 

Original Payment Details

Confirmation #: 20282t4221564

Submitted: Oct. 10, 2017

Amount: \$11.30

Payment Status: processed: Oct. 10, 2017

Comment: Online Payment

Adjustment Details

Submitted: Oct. 10, 2017

Amount: **\$-11.30**

Payment Status: Not processed.

Comment: Transaction

Type:

[Close Window](#)

4. If the adjustment details are correct, select the **Process this Adjustment** button at the bottom of the screen. You will notice the **Payment Status** line will change from **Not Processed** to **Submitted** and the date. This completes the adjustment process, altering the dollar amount associated with the item. Note, no items are released back into the inventory system using the adjustment process. If an item needs to be released back into the inventory, this will need to be done separately.

Adjusting a Violation Before Payment

Revision #2

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