

# 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.

The screenshot displays a web application interface with a dark navigation bar at the top. The navigation bar includes links for 'Return to Admin', 'Profile', 'Lockers', 'Vehicles', 'Parking', 'Payments', 'History', and 'Incident History'. The user's name, 'Doe, John (johndoe)', is displayed in the top right corner.

The main content area is titled 'Transaction Details'. It contains a receipt header with the text 'Receipt header beside HST in a table' and 'HST #1234556789'. Below this is a block of placeholder text: 'Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.' and 'Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.'

The transaction details are as follows:

- 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

A [Refund](#) button is located below the transaction details.

The 'Permits' section contains a table with the following data:

	Submit Date	Permit No.	Amount
[ ADJUST ]	Test Annual [Aug. 17, 2015]	0001	\$10.00
		<b>Taxes:</b>	<b>\$1.30</b>
<a href="#">View User Info</a>		<b>Total:</b>	<b>\$11.30</b>

The total amount for the transaction is **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:**

[Process This Adjustment](#)

[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

<https://www.youtube.com/embed/Zodi8a4C94M?wmode=opaque>

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