How to do AR ADJUSTMENT

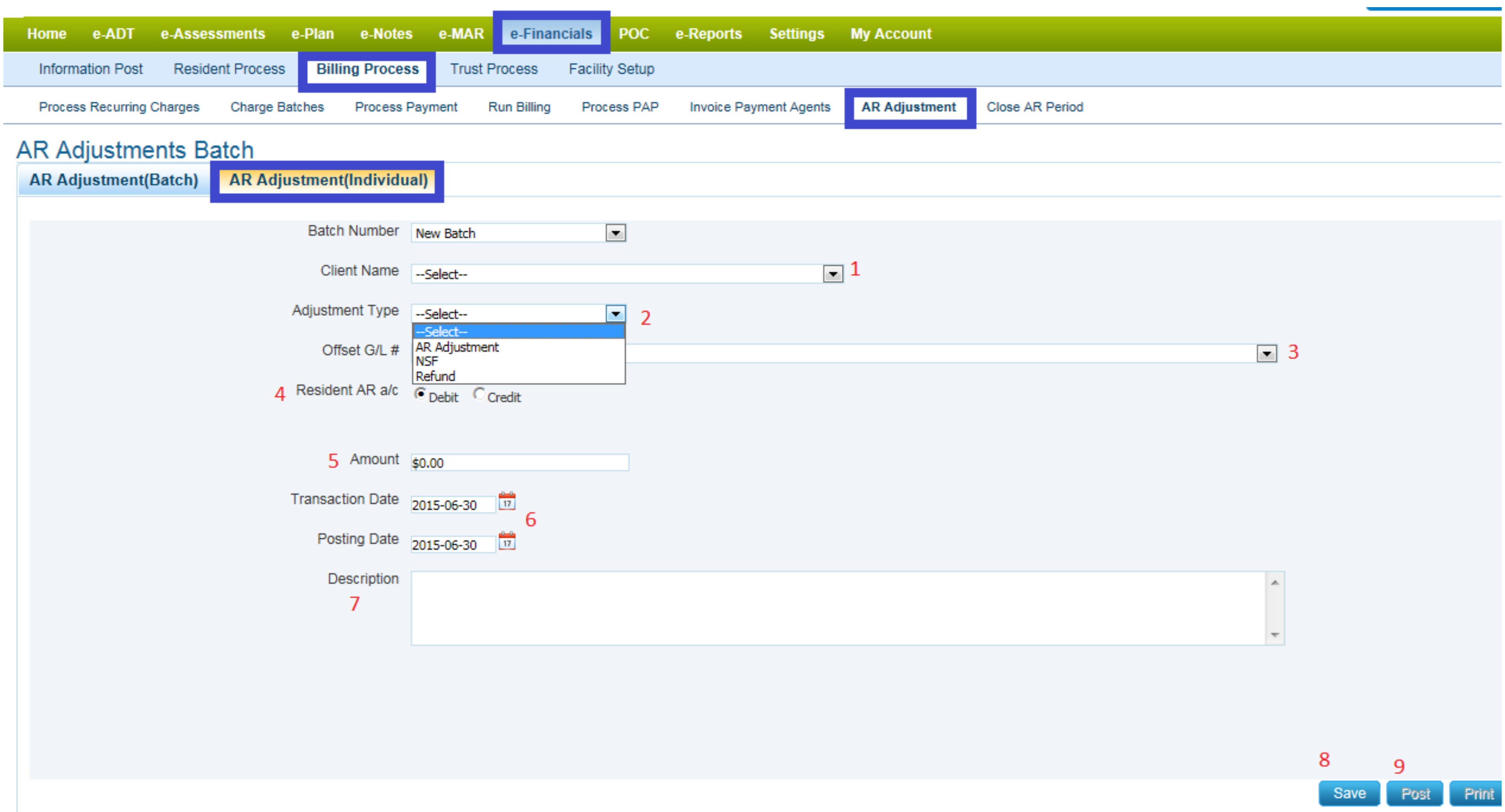
There are three types of AR Adjustments can be done under e-Financial

1. AR Adjustment
2. NSF
3. Refund

Go to: **e-Financial > Billing Process > AR Adjustment**

AR Adjustment (Batch) – select more than one resident under a single batch

AR Adjustment (Individual) – one resident per batch



1. Select **Client Name** from the drop down
2. Select **Adjustment Type**
3. Select the **Offset G/L** account number – usually the AR GL account
4. Select the transaction type: '**Debit**' or '**Credit**'.
   a. **AR Adjustment** – select '**Debit**' or '**Credit**' account
   b. **NSF** – '**Debit**' account is selected by default to prevent user error
   c. **Refund** – '**Debit**' account is selected by default to prevent user error
5. Enter **Amount**
6. Select **Transaction Date** and **Posting Date**
7. Enter **Description**
8. **Save** – Batch number will auto generated
9. **Post** to complete transaction.