

## 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

The screenshot shows the 'AR Adjustments Batch' form with the 'AR Adjustment(Individual)' tab selected. The form includes the following fields and controls:

- Batch Number:** New Batch (dropdown)
- Client Name:** --Select-- (dropdown, labeled 1)
- Adjustment Type:** --Select-- (dropdown, labeled 2)
- Offset G/L #:** AR Adjustment, NSF, Refund (dropdown, labeled 3)
- Resident AR a/c:** Debit (selected), Credit (radio buttons, labeled 4)
- Amount:** \$0.00 (text input, labeled 5)
- Transaction Date:** 2015-06-30 (calendar, labeled 6)
- Posting Date:** 2015-06-30 (calendar, labeled 6)
- Description:** (text area, labeled 7)
- Buttons:** Save (labeled 8), Post (labeled 9), Print

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.