

QUICK REFERENCE GUIDE

November 1, 2019

View Adjustment History

You can use the *Adjustment History* listing to view an invoice and a listing of the credits and rebills processed for the invoice using the SWIFT Bill Adjustment processes.

Note: If you have used the *Copy a Single Bill Process* to credit a bill a second time, the credit will not display in the View Adjustment History listing.

Steps to complete:

Step 1: View the Adjustment History of an Invoice

1. Navigate to the *Adjustment History* page by following the instructions below.

Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Review Billing, left-menu, Adjustment History.

2. At the *Adjustment History* page, enter your search parameters.

Tip: If you created your own credit invoice number using the original number + CR or + RB, you can enter part of the original number in the *Invoice ID* field and use the “Contains” operator.

Adjustment History

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit =

Invoice begins with

Bill Status =

Customer begins with

Contract begins with

Bills in Business Unit =

Template Invoice Flag =

Case Sensitive

[Basic Search](#)

3. Click on the **Search** button.
4. Click on the *Invoice* link in the **Search Results** section. The *Adjustment History* page displays.

Adjustment History

Unit G1001
 Invoice LR810000260CR
 Bill To G020100001 ADMINISTRATION DEPT
 Original LR810000260
 Prior LR810000260
 Next
 Latest LR810000260CR

Select for Display
 List All Bills
 Invoiced Bills Only

Get Adjustment History

Invoices Selected

Invoice	Status	Inv Type	Inv Date	Invoice Amount	Currency
LR810000260	INV	REG	04/22/2014	9,029.24	USD
LR810000260CR	INV	ADJ	05/01/2014	-9,029.24	USD

- The header of the *Adjustment History* page lists *Business Unit*, the *Invoice number* that was selected on the *Search* page, the *Customer number and name*, along with the original *Invoice number* and related adjustment *Invoice numbers*. In this example, the original invoice was credited.
- The **Invoices Selected Field** section displays more detailed information related to the invoices:

Field	Description
Invoice	Invoice Number.
Status	Status of the Invoice: INV (Invoiced), NEW, RDY (Ready).
Inv Type	Invoice Type: REG (Regular), ARB (Adjustment Rebill), ACR (Adjustment Credit).
Invoice Date	Invoice Date.
Amount	The amount of the invoice.

- The **Select for Display** section enables you to “List All Bills” or “Invoiced Bills Only”. If you switch from one option to another, you also will need to click on the **Get Adjustment History** button to refresh the display.