

View Adjustment History

You can use Adjustment History to view an invoice and a listing of the credits and rebills processed for the invoice if the SWIFT Adjust Bills function was used. If you used the Copy a Single Bill function, any adjustment would not display in the Adjustment History.

1. Navigate to the Adjustment History page as directed below.

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

2. From the Adjustment History page, enter your search parameters.
3. Select the **Search** button.

Adjustment History

Find an Existing Value

▼ **Search Criteria**

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

Recent Searches | Choose from recent searches | Saved Searches

*Business Unit = B2202

Invoice contains 745109

Bill Status =

Customer begins with

Contract begins with

Bills in Business Unit =

Template Invoice Flag =

^ Show fewer options

Case Sensitive

Search Clear

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.

- Select one of the Invoice links in the **Search Results** section. In this example, there are three invoices connected; the original invoice, the credit (CR) invoice and the rebill (RB) invoice.

Search Results
 3 rows - Business Unit "B2202" Invoice "00000745109"

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag	
B2202	00000745109RB	Rebill	PAR	Invoiced	ONLINE	GMB2200067	(blank)	B2202	No	>
B2202	00000745109CR	Cred Bill	PAR	Invoiced	ONLINE	GMB2200067	(blank)	B2202	No	>
B2202	00000745109	Regular	PAR	Invoiced	ONLINE	GMB2200067	(blank)	B2202	No	>

- The Adjustment History page displays and includes the following information.

Field	Description
Unit	The Business Unit.
Invoice	The selected Invoice Number.
Bill To	The Customer ID and Name.
Original	Status of the Invoice: INV (Invoiced), NEW, RDY (Ready).
Prior/Next/Latest	Related Invoice IDs.
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”. You can select the **Get Adjustment History** button to refresh the display.

Note: Image on the next page.

Adjustment History

Unit B2202
 Invoice 00000745109
 Bill To GMB2200067 AVIVO
 Original 00000745109
 Prior
 Next 00000745109CR
 Latest 00000745109RB

Select for Display

- List All Bills
- Invoiced Bills Only

[Get Adjustment History](#)

Invoices Selected

Invoice	Status	Inv Type	Inv Date	Invoice Amount	Currency
00000745109	INV	REG	05/22/2023	196.86	USD
00000745109RB	INV	ARB	06/13/2023	162.53	USD
00000745109CR	INV	ACR	06/13/2023	-196.86	USD

[Return to Search](#)

[Previous in List](#)

[Next in List](#)

[Notify](#)