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:

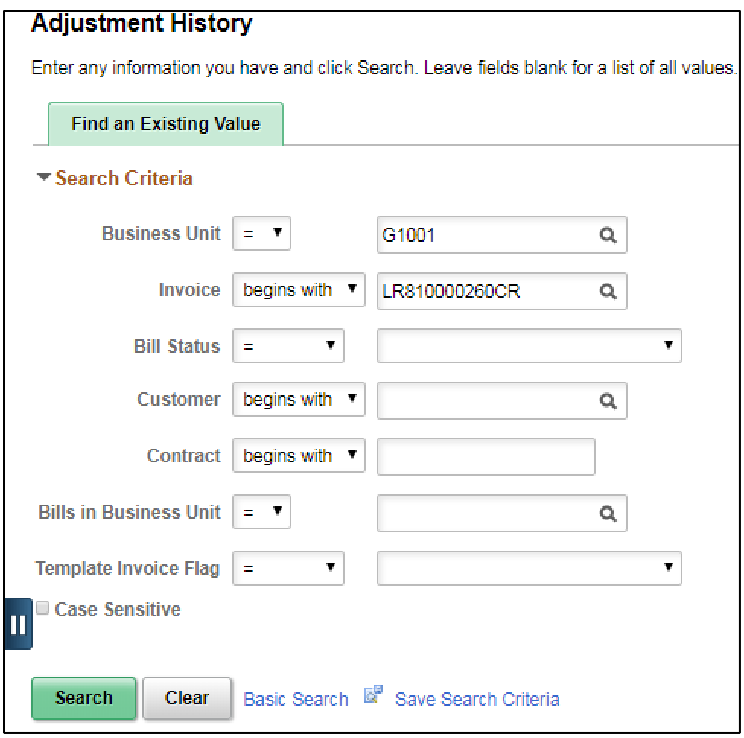
Step 1: View the Adjustment History of an Invoice

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

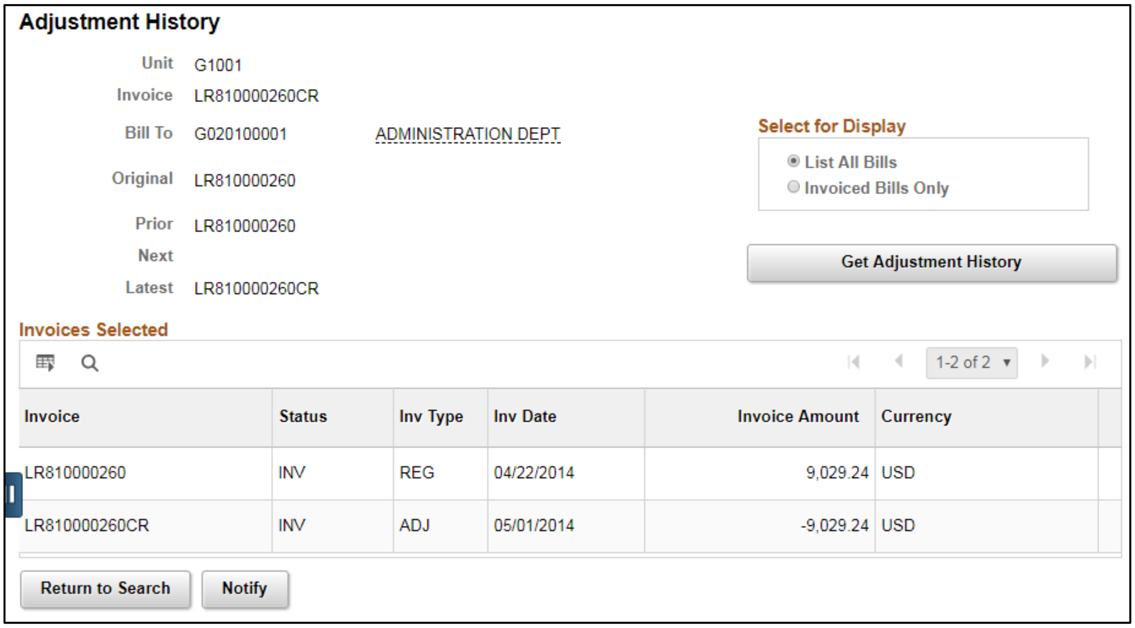
Navigation Options	Navigation Path
Navigation Collection	Accounting, Billing, Review Billing, left-menu, Adjustment History.

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.



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



- 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.