

QUICK REFERENCE GUIDE

November 1, 2019

View Adjustment Line History

You can use the *Adjustment Line 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 Line History of an Invoice

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

Navigation Options	Navigation Path
NavBar Navigator	Green NavBar icon in Header, Navigator, SWIFT, Billing, Review Billing Information, Review Line History.

2. At the *Adjustment Line 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 Line 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 Line History page displays.

Adjustment Line Summary | Adjustment Line History

Unit G1001
 Bill To G020100001 ADMINISTRATION DEPT
 Invoice LR810000260CR Invoice Amount -9,029.24 USD
 Select for Display: List All Bills Invoiced Bills Only Get Adjust Line History

Invoice Lines 1 of 2

Line 1 Seq 1 Net -8,979.24
 Identifier LRI_INV After Adjustments *No Adj Exist*
 Lbr Rel Investigation Services

Invoices Selected 1-2 of 2 | View All

Invoice	Status	Inv Date	Inv Type	Line	Seq	Net Extended Amt	Currency
LR810000260	INV	04/22/2014	REG	1	1	8,979.24	USD
LR810000260CR	INV	05/01/2014	ADJ	1	1	-8,979.24	USD

- The header of the *Adjustment Line History* page lists *Business Unit*, the *Invoice number* that was selected on the *Search* page, the *Customer* number and name, and the total *Invoice Amount*.
- The **Select for Display** option 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.
- The **Invoice Lines** section displays the Line number, Net amount, Charge ID and Description. You can use the arrow keys to view the other lines of the Invoice.
- The **Invoices Selected** section displays the more detailed information for the selected line:

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).
Line	Line number.
Seq	Sequence number.

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Field	Description
Net Extended Amount	The amount of the line.

- Click on the **Adjustment Line Summary** tab to view summary information for the lines of the selected invoice.
 - The header displays the *Business Unit*, the *Invoice number* that was selected on the *Search* page, the *Customer* number and name, and the total *Invoice Amount*.
 - The **Invoice Lines** section displays the line number, Charge Identifier, whether the invoice line is an original or adjustment, and the Net Extended Amt.

Adjustment Line Summary

Adjustment Line History

Unit G1001
 Bill To G020100001 ADMINISTRATION DEPT
 Invoice LR810000260CR Invoice Amount -9,029.24 USD

Invoice Lines

☰ Q
1-2 of 2

Line	Identifier	Orig	Adj	Net Extended Amt	Currency	
1	LRI_INV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-8,979.24	USD	*No Adj Exist*
2	LRI_INV	<input type="checkbox"/>	<input checked="" type="checkbox"/>	-50.00	USD	*No Adj Exist*