

## View Adjustment Line History

You can use Review Line 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 Line History.

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

Navigation Options	Navigation Path
<b>Navigation Collection</b>	Accounting, Billing, Review Billing, left menu, Review Line History.

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

**Adjustment Line 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 [dropdown] [edit] [save] Search

\*Business Unit = [dropdown] B2202 [search]

Invoice begins with [dropdown] 00000770056 [search]

Bill Status = [dropdown] [dropdown]

Customer begins with [dropdown] [search]

Contract begins with [dropdown] [search]

Bills in Business Unit = [dropdown] [search]

Template Invoice Flag = [dropdown] [dropdown]

^ 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 "00000770056"

Business Unit	Invoice	Invoice Type	Bill Type Identifier	Bill Status	Bill Source	Customer	Contract	Bills in Business Unit	Template Invoice Flag	
B2202	00000770056RB	Rebill	INC	Invoiced	ONLINE	GMB2200042	(blank)	B2202	No	>
B2202	00000770056CR	Cred Bill	INC	Invoiced	ONLINE	GMB2200042	(blank)	B2202	No	>
B2202	00000770056	Regular	INC	Invoiced	ONLINE	GMB2200042	(blank)	B2202	No	>

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

Header fields	Description
<b>Unit</b>	The Business Unit.
<b>Bill To</b>	The Customer ID and Name.
<b>Invoice</b>	The selected Invoice Number.
<b>Invoice Amount</b>	Total invoice amount.
<b>Select for Display</b>	"List All Bills" or "Invoiced Bills Only".
<b>Get Adjust Line History</b>	Refreshes the display.
Invoice Lines fields	Description
<b>Line</b>	The line number on the invoice.
<b>Sequence</b>	Sequence number.
<b>Net</b>	Net amount of the invoice line.
<b>Description</b>	Line description
<b>Status</b>	Status of the Invoice: INV (Invoiced), NEW, RDY (Ready).
<b>Inv Type</b>	Invoice Type: REG (Regular), ARB (Adjustment Rebill), ACR (Adjustment Credit).
<b>Invoice Date</b>	Invoice Date.
<b>Net Extended Amount</b>	The amount of the invoice.
<b>Right and Left Arrows</b>	Toggle through invoices lines.

Adjustment Line Summary
**Adjustment Line History**

Header

Unit B2202

Bill To GMB2200042 Minneapolis Employment & Training

Invoice 00000770058 Invoice Amount 44,448.54 USD

Select for Display:  List All Bills  Invoiced Bills Only

[Get Adjust Line History](#)

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Invoice Lines

1 of 2

Line 1 Seq 1 Net 30,174.13

Identifier After Adjustments 0.00

Career Services

Invoices Selected

Invoice	Status	Inv Date	Inv Type	Line	Seq	Net Extended Amt	Currency
00000770058	INV	11/30/2023	REG	1	1	30,174.13	USD
00000770058CR	INV	12/04/2023	ACR	1	1	-30,174.13	USD

[Return to Search](#)
[Previous in List](#)
[Next in List](#)
[Notify](#)

6. Select the **Adjustment Line Summary** tab to view summary information for the lines of the selected invoice.

Line Summary fields	Description
<b>Unit</b>	The Business Unit.
<b>Bill To</b>	The Customer ID and Name.
<b>Invoice</b>	The selected Invoice Number.
<b>Invoice Amount</b>	Total invoice amount.
<b>Line</b>	Choose to List All Bills or Invoiced Bills Only.
<b>Identifier</b>	Lists the charge code if one was used.
<b>Original or Adjustment</b>	Box checked for invoice line if original or an adjustment.
<b>Net Extended Amt</b>	Net Extended Amount of the invoice line.
<b>After Adjustments</b>	After Adjustments amount of the invoice line, if applicable.

**Adjustment Line Summary**

[Adjustment Line History](#)

Unit B2202

Bill To GMB2200042

Minneapolis Employment & Training

Invoice 00000770056

Invoice Amount

44,448.54 USD

**Invoice Lines**



Navigation: < < 1-2 of 2 > >

Line	Identifier	Orig	Adj	Net Extended Amt	Currency	After Adjustments
1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	30,174.13	USD	
2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	14,274.41	USD	14,274.41