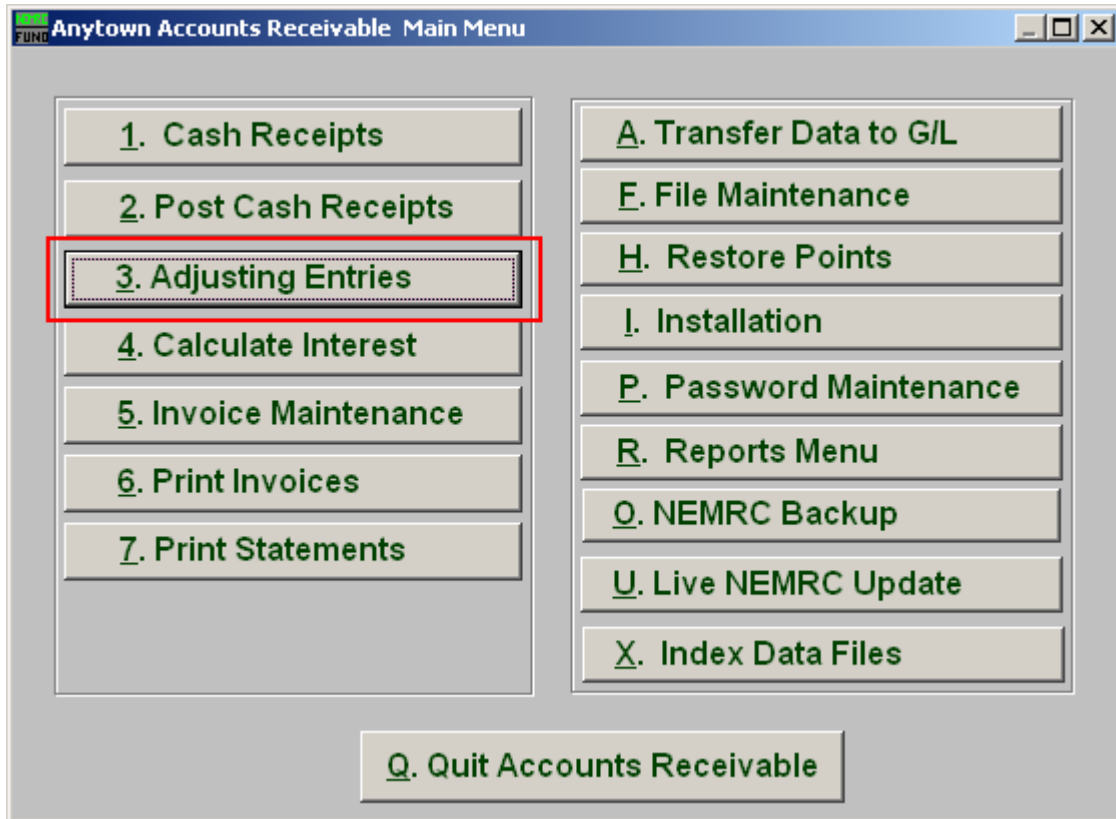
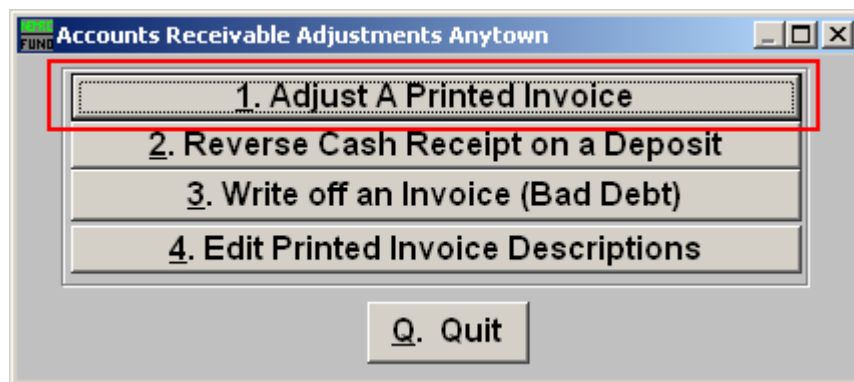


## Accounts Receivable

### 3. Adjusting Entries: 1. Adjust A Printed Invoice



Click on “3. Adjusting Entries” from the Main Menu and the following window will appear:



Click on “1. Adjust A Printed Invoice” from the Adjusting Entries Menu and the following window will appear:

# Accounts Receivable

## Adjust a Printed Invoice

The screenshot shows a software window titled "Adjust a Printed Invoice". The window contains two input fields: "Customer" and "Name". The "Customer" field is followed by a hyphen and a smaller input field, and then a "Find" button. The "Name" field is followed by a "Find" button. A red box highlights the "Customer" and "Name" fields and their respective "Find" buttons. At the bottom of the window are "OK" and "Cancel" buttons.

1. **Find:** Enter the Customer number or Name or click “Find” and locate the Customer from the list.

## Accounts Receivable

**Adjust a Printed Invoice**

Customer: HB - Find

Name: ANY UTILITY Find

Invoice Number: 2 438

The current amount due for this invoice is: 288.00

Change Amount Due to?: 3 0.00

Reason: 4

5 OK 6 Cancel

2. **Invoice Number:** Type in the Invoice Number or click on the drop down arrow and select from there.
3. **Current Amount Due to?:** Type in the amount the invoice needs to be changed to.
4. **Reason:** Type in the Reason for the change.
5. **OK:** Click “OK” to save changes and the option to View/Edit the posting will be provided. You may alter the application of the adjustment from there when needed.
6. **Cancel:** Click “Cancel” to cancel and return to the previous screen.