

# Adjustments

If you wish to move a payment from one fee to another, you can do an adjustment. Go to the case where the payment was made. Click on the requirement where a payment was applied.

## Requirement Status

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Often when a payment is applied to a requirement it pays the fee in full. This automatically puts a requirement status of "Paid in full" on the requirement. This is a closed requirement status. You can not do an adjustment on a closed requirement. It won't appear on your list. If you want to move the payment from this requirement, you must remove the requirement status. Simply change the status back to the – Select – option and the requirement will be open again.

## Requirement Detail

successfully

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Requirement type: PROBATION FEES

Requirement code: Administrative Fee

Provider: -- Select --

Assigned date: 11/9/2018

Start date: 11/9/2018

Scheduled end date:

New end date:



Status: PIF - Paid in full

Status date: 11/9/2018

Delete the paid in full status:




Status: -- Select --

Status date:


Click the **Update** button to save your work.

In this example, the person wanted to pay \$50.00 to the Admin Fees and \$50.00 to the Restitution. Scroll to the bottom of the Requirement Detail screen and click on Options, then select Adjustments.



- Requirement transactions					Options
Date	Type	Number	Memo	Amount	
11/9/2018 9:20:49 AM	Assessment		Assessment for Admin Fees	\$100.00	
11/9/2018 9:21:41 AM	Payment	0000023	Payment of Fee	\$50.00	
11/9/2018 9:21:58 AM	Payment	0000024	Payment of Fee	\$50.00	
11/9/2018 9:22:35 AM	Deposit			\$50.00	
11/9/2018 9:22:59 AM	Disburse Prep			\$50.00	

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### Adjustment Detail

This is a new entry.

Date:

Adjustment amount: \$50.00




Name:

Transaction number:

Memo:

Reference number:

Case	Seq	Requirement	Payments	Adjustments	Due	Amount
Paul DeMagio (49; Case: 2; Unassigned)	0	<b>Restitution</b>			\$200.00	
		Restitution Due	\$0.00	\$0.00	\$200.00	\$50.00
Paul DeMagio (49; Case: 2; Unassigned)	1	<b>Administrative Fee</b>			\$0.00	
		Administrative Fees Due	\$100.00	\$0.00	\$0.00	\$-50.00

In the amount column in the requirement line where the payment was applied, subtract the amount you wish to move (-50.00) and add it to the requirement line where you wish to apply the payment (50.00).

Click the **Update** button to save your work.

The liability accounts will not be changed until you go through the Make Disbursable process.