DISBURSEMENT ADJUSTMENT INSTRUCTIONS

1. **PAYMENT PROCESSING:**

Go into Payment Processing. Find “Disbursement Adjustments”

1. **CREATE BATCH:**

Use **DATE & ACCOUNT PERIOD** that original check was issued in.

1. **FIND:**

Check number that needs to be changed. (ex: 38 70800111)

1. **IN CENTER SECTION:**

You will be able to see each account and the amount for each invoice that was issued on this check. Scroll through until you find the one that you want to change. Make **SURE** that you are seeing the one that you want to change.

1. **IN BOTTOM SECTION:**

Enter the account number that it should have been taken from. Tab. This will put you in the “cash account” area. Enter your cash account number. Tab and enter the amount to be changed. (this should match the amount that is showing in the center section.) Tab and enter an explanation.

1. **PROCESS**

Hit the “Process” button at the bottom. Hit “OK”.

1. **CHECK YOUR GENERAL LEDGER DETAIL REPORT:**

Check the 2 accounts that this has affected. The original account will show a “debit and a credit” for the amount changed. The new account will just show the check in the debit section.