

Adjustments - Invoice and Item Level

Last Modified on 15/06/2021 1:09 pm ACST

Adjustments Made at Invoice and Item Level

Adjustments can be made to Invoices at an Invoices and Item level.

To adjust an Invoice

1. [Search](#) for a patient.
2. Click **Show**.
3. In the Main Menu, click **Invoices & Credits**.
4. Select the **INVOICES** sub-menu tab.
5. For relevant invoice, Click on the **Invoice Number**.
6. Scroll down to Line items section.
7. Select the **Adjustment** button.

Invoice

Invoice Number

1061

Invoice Status

Raised

Invoice Date

04/06/2021

Invoice Total

\$100.00

GST Total

\$0.00

Medical Provider

Hosp Rehab HOSPITAL

Service Location

IP East St Kilda Surgery

Referral

Claim Status

Unsent

Claim Information

Note

Line Item

Show

Edit

Adjustment

Service Date

04/12/2015

Item Number

ACCS

Description

Accommodation Charge

Units

1

Price

\$100.00

Rebate Price

\$100.00

Fund Price

-\$100.00

8. Complete fields using the table below as reference.

Field	Description	Examples
Amount	This is the amount to be adjusted	\$128.35
Date	This will default to todays' date	18/06/2018
Adjustment Type	This is the adjustment type	overcharged (Credit)
Note	Enter detailed notes for the adjustment	adjustment due to overcharged amount

9. Click **Create Statement**, The adjusted amount will display on the line item.

Line Item

ShowEditAdjustmentRefund

Service Date

04/12/2015

Item Number

ACCS

Description

Accommodation Charge

Units

1

Price

\$100.00

Rebate Price

\$100.00

Fund Price

-\$100.00

Allocations

Search...

Q

Date	Statement	Paid	Adjustment	Gst Paid	Gst Adjustment
10/06/2021	Adjustment	\$0.00	\$60.00	\$0.00	\$0.00

Adjustments can also be recorded via the patient account directly, please refer to [Adjustments- From Patient Accounts](#) for more information.