



Adjusting Student RGN for No Book

Step 1

- Complete RGN screen
EXCEPT DON'T say "Y" in
payment box

•Step #2

- Go to AJIN screen and
enter student name or ID
- Step #3
- Type **A** to add adjustment
- Type ... **OR** **Invoice #**

The screenshot shows the "AJIN-AR Adjustment Invoices" window. It contains several input fields for "Adjusted Inv", "Batch", "Location", "Adjmt Inv Date", "Description", and "Ref Nos". To the right, there are fields for "Term", "Adjmt Inv No", "Comments", "Acct Inq", and "Taxes". A dialog box titled "AR Accountholder LookUp" is overlaid on the screen, with the text "FIFE.BETTY" entered in its search field. An arrow points from the "Description" field in the main window to the dialog box.

This dialog box is titled "Adjusting AR Invoice LookUp or (A)dd". It has a search field containing the letter "A". Below the search field are buttons for "OK", "Cancel", "Detail", "Finish", and "Help".

This dialog box is titled "AR Invoice LookUp". It has a search field containing three dots "...". Below the search field are buttons for "OK", "Cancel", "Detail", "Finish", and "Help".



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Step #4

- Double click on Book Charge

Quick Access AJIN Go

AJIN-AR Adjustment Invoices

File, Mr. Barney A. ID: 0344709 Home: 234-2333
1234 Somewhere St Flint MI 48503

Adjusted Inv 001374940 Registration - NOCR- 01/10/07 Term 2007/3
Batch Location Admt Inv No
Admt Inv Date 01/10/07 Description Book Refund Acct Inq
Ref Nos 1 Taxes

AR Code	Charges	Credits	Adj Charges	Adj Credits	Net
1 LPCE	99.00		0.00	0.00	99.00
Lapeer Computer Classes					
2 LPBK1	40.00		0.00	40.00	0.00
Lapeer Computer Books					
3					
Totals					
	139.00	0.00	0.00	40.00	99.00

Quick Access AJIN Go

AJIN-AR Adjustment Invoices AJII-AR Adjustment Invoice Items

File, Ms. Betty A. ID: 0344710 Home: 404-4888
1234 Somewhere St Flint MI 48503

Adjustment Inv 01/10/07
Adjusted Inv 001374942 Registration - NOCR-LP103-01 01/10/07 2007/3
Adjusted Item LPBK1 Lapeer Computer Books 40.00
Qty/Un Chrg/Cr 1 40.00 Net 40.00
Invoice Type

Current Adjustments

AR Code	Qty	Unit Charge	Unit Credit	Charge	Credit
1 LPBK1	1	40.00		40.00	40.00
Lapeer Computer Books					
				Adjustment Net	40.00

Prior Adjustments

AR Code	Date	Invoice	Charge	Credit
1 LPBK1	01/10/07	001374943		40.00
2				
Prior Adjustment Totals			0.00	40.00

Step # 5

- Enter AR code
- Qty [number of books]
- Unit Credit
- Finish



Adjusting Student RGN for No Book

ARTI ~ ARTII

- To check Student has received credit for no book charge

RGN or CREN

- Finish payment for Tuition only
- Print receipt

Quick Access ARTI Go

ARTI-AR Term Summary Inquiry ARTY-AR Transaction Type Inquiry ARTD-AR Transaction Detail ARII-AR Invoice Inquiry

File, Ms. Betty A. ID: 0344710 Home: 404-4888
1234 Somewhere St Flint MI 48503

AR Type Student Receivables Non Invoice 001374942 Registration - NOCR-L
Operator NCCOOK Location Term Winter 2007
Inv Type Source Registration
Period 03/06/07 03/13/07

	AR Code	Date	Adj Inv No	Description	Charge	Credit
1	LPCE	01/10/07		Lapeer Computer Clas	99.00	0.00
2	LPBK1	01/10/07		Lapeer Computer Book	40.00	0.00
3	LPBK1	01/10/07	001374943	Lapeer Computer Book	0.00	40.00
4						
5						
6						
					139.00	40.00

Due Date 01/10/07 Past Due Amt 0.00

Balance Detail Restrictions

Inv Net	99.00
Pmts	0.00
Balance	99.00

Controller Items Value 1/3