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 #
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Step #4
- Double click on Book Charge

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