

## Creating a Manual Adjustment

**Objective:** A manual adjustment is used to adjust a portion of an expense report such as reducing an expense. This quick guide will explain the steps to create a manual adjustment.

- 1. **Select Manual Adjustment** under *Expense Types*.



**Note:** A manual adjustment should be used when adjusting down an expense and should not be used in place of expenses such as lodging and M&IE. For expenses that do not fit into a category use the *Miscellaneous* expense type.

The screenshot shows the 'New Expense' form with the 'Expense Type' dropdown menu open. The 'Manual Adjustment' option is highlighted with a red box. The form also shows a list of 'Recently Used Expense Types' and 'All Expense Types'.

01. Trip Expenses	...02. Transportation	...02. Transportation	...04. Other
CERN - Meals and Incidentals	Airline Fees	Tolls	Mobile/Telephone
Laundry (domestic only)	Car Rental	04. Other	Personal/Non Reimbursable
Lodging	Car Rental Fuel	Internet/Wi-Fi Fees	Training/Registration
<b>Manual Adjustment</b>	Parking	IT Supplies and Services	05. Mileage
02. Transportation	Taxi/Car Service/Rideshare/Train	Miscellaneous	Personal Car Mileage
Airfare			

- 2. **Enter** the amount of adjustment (if you are deducting money ensure a negative sign is included before the amount).

The screenshot shows the 'New Expense' form with the 'Amount' field set to -19.00 and the currency set to USD. The 'Amount' field is highlighted with a red box. The form also shows the 'Expense Type' dropdown set to 'Manual Adjustment' and the 'Transaction Date' set to 07/03/2018.

3. **Include** a comment providing a reason for the manual adjustment.
4. **Click Save.**