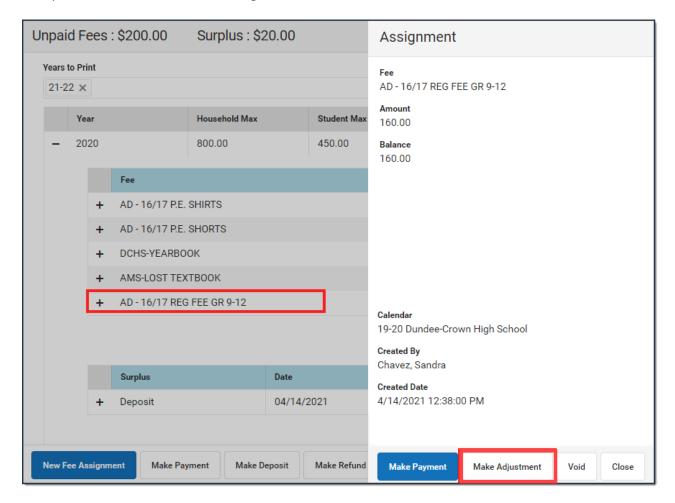


## **Adjust Fees**

Last Modified on 11/24/2025 9:42 am CST

Fee adjustments are used to modify the amount due for a fee. Fee adjustments may only be made for up to the amount of the fee assignment.



## Make an Adjustment

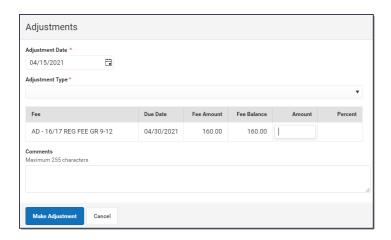
1. Select the Fee Assignment(s) for which the adjustment is being made.

Result: The Assignment panel displays.

2. Click **Make Adjustment** button.

**Result:** The Adjustments panel displays.





3. Enter an **Adjustment Date** in *mmddyyyy* format.

Click the date field to open a calendar of the current month which defaults to the current date.

- 4. If applicable, select the **Adjustment Type** such as Activity Cancelled, Cost Adjustment or Uncollectible.
- 5. Enter the amount to be removed from the fee(s) in the Adjustment Amount or % field.

The subtracted amount cannot exceed the amount of the fee assignment. Enter a dollar amount in the **Adjustment Amount** field OR a **Percentage** amount (do not enter the '%' sign, just numeric up to three decimal points, like 10 or 10.567).

- 6. Enter any **Comments** associated with the adjustment.
- 7. Click **Save** when finished.

**Result:** Upon saving, the entered adjustment displays below the fee to which it was applied with the date of the adjustment, the amount deducted in the Credit column.

## **Edit an Adjustment**

Once an adjustment is made, clicking on the adjustment displays the **Adjustment** panel which includes the adjusted Fee, the **Adjustment Date**, the **Adjustment Type**, any **Comments** attached to the adjustment, the calendar in which the adjustment was made and the name of the user(s) who created and modified the adjustment.

Only the adjustment **Type** and **Comments** can be added or modified in this panel. Click **Save** when finished.