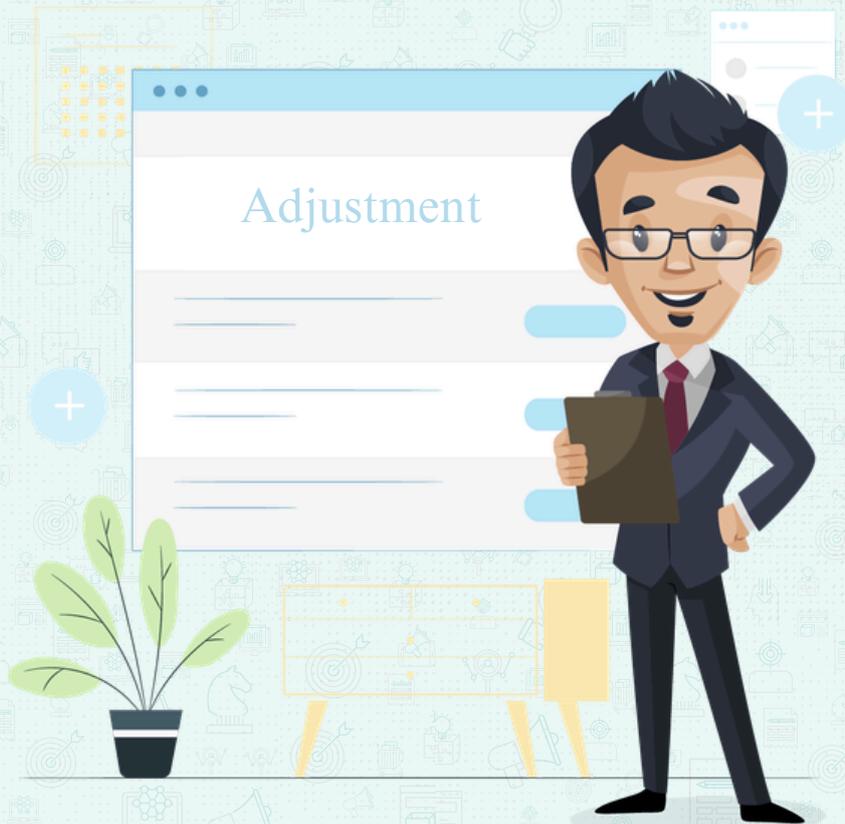




Adjustment in CA CloudDesk

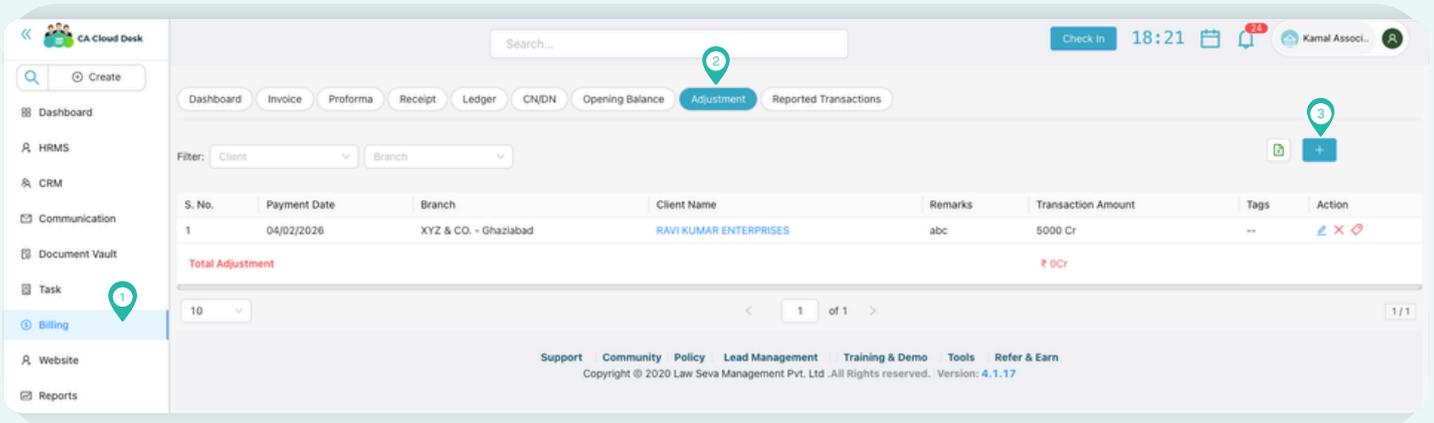


STEP 1: OPEN ADJUSTMENT MODULE

Go to Billing → Adjustment and click on the + (Plus) icon to add a new ledger adjustment.



- 1 Click on Billing.
- 2 Click on Adjustment
- 3 Click on Add icon (+).

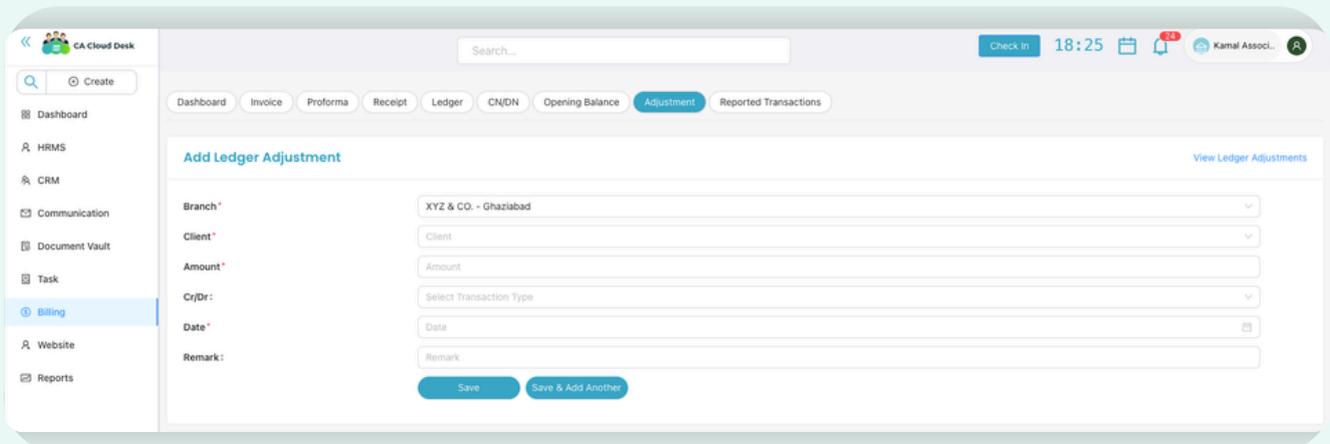


The screenshot shows the CA CloudDesk interface for the Adjustment module. The left sidebar contains navigation options: Dashboard, HRMS, CRM, Communication, Document Vault, Task, Billing (highlighted with a green circle 1), Website, and Reports. The main content area has a search bar and a navigation bar with tabs: Dashboard, Invoice, Proforma, Receipt, Ledger, CN/DN, Opening Balance, Adjustment (highlighted with a green circle 2), and Reported Transactions. Below the navigation bar, there are filter dropdowns for Client and Branch, and a blue plus icon (highlighted with a green circle 3) to add a new entry. A table displays adjustment entries with columns: S. No., Payment Date, Branch, Client Name, Remarks, Transaction Amount, Tags, and Action. The table contains one entry with S. No. 1, Payment Date 04/02/2026, Branch XYZ & CO. - Ghaziabad, Client Name RAVI KUMAR ENTERPRISES, Remarks abc, and Transaction Amount 5000 Cr. Below the table, there is a 'Total Adjustment' row showing ₹ 0Cr. At the bottom, there is a footer with links for Support, Community, Policy, Lead Management, Training & Demo, Tools, and Refer & Earn, along with copyright information for Law Seva Management Pvt. Ltd.

STEP 2: ENTER ADJUSTMENT DETAILS

Fill in the required fields:

- Branch
- Client
- Amount
- Transaction Type (Cr / Dr)
- Date
- Remark (optional, for reference)



The screenshot shows the 'Add Ledger Adjustment' form in the CA CloudDesk application. The form is titled 'Add Ledger Adjustment' and has a 'View Ledger Adjustments' link on the right. The form fields are:

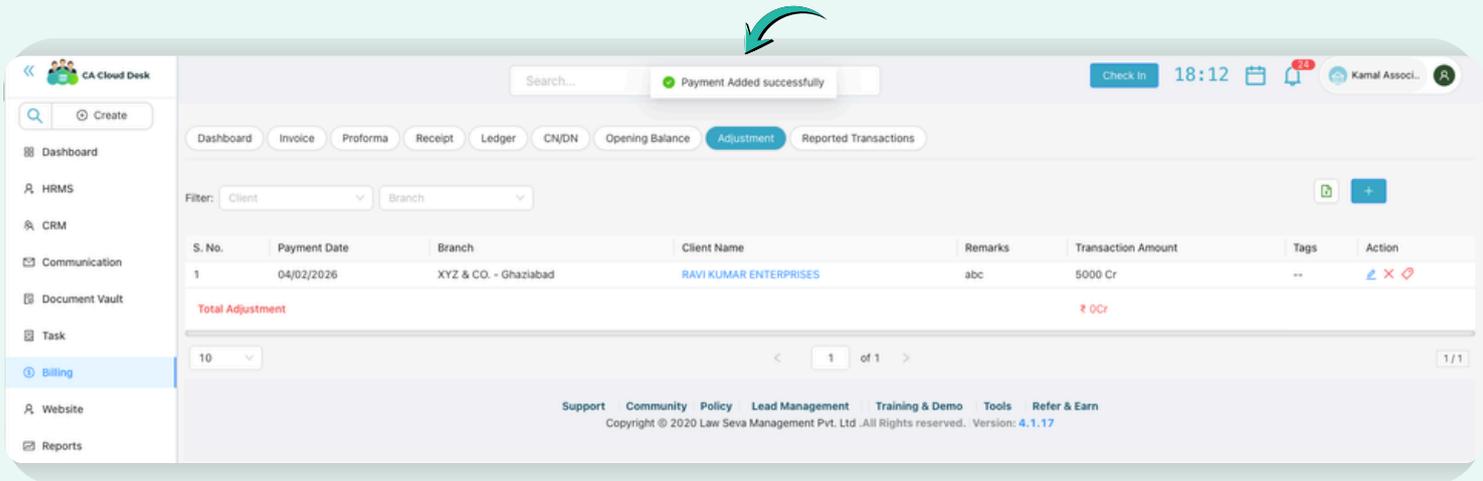
- Branch*: XYZ & CO. - Ghaziabad
- Client*: Client
- Amount*: Amount
- Cr/Dr*: Select Transaction Type
- Date*: Date
- Remark: Remark

At the bottom of the form, there are two buttons: 'Save' and 'Save & Add Another'.

STEP 3: SAVE THE ADJUSTMENT

Click Save to record the adjustment.

A confirmation message will appear: **"Payment Added Successfully"**, indicating the process is complete.



STEP 4: VIEW ADJUSTMENT ENTRY

Once saved, a confirmation message "Payment Added Successfully" is displayed.

The Opening Balance is updated and visible in the View Opening Balance list.

