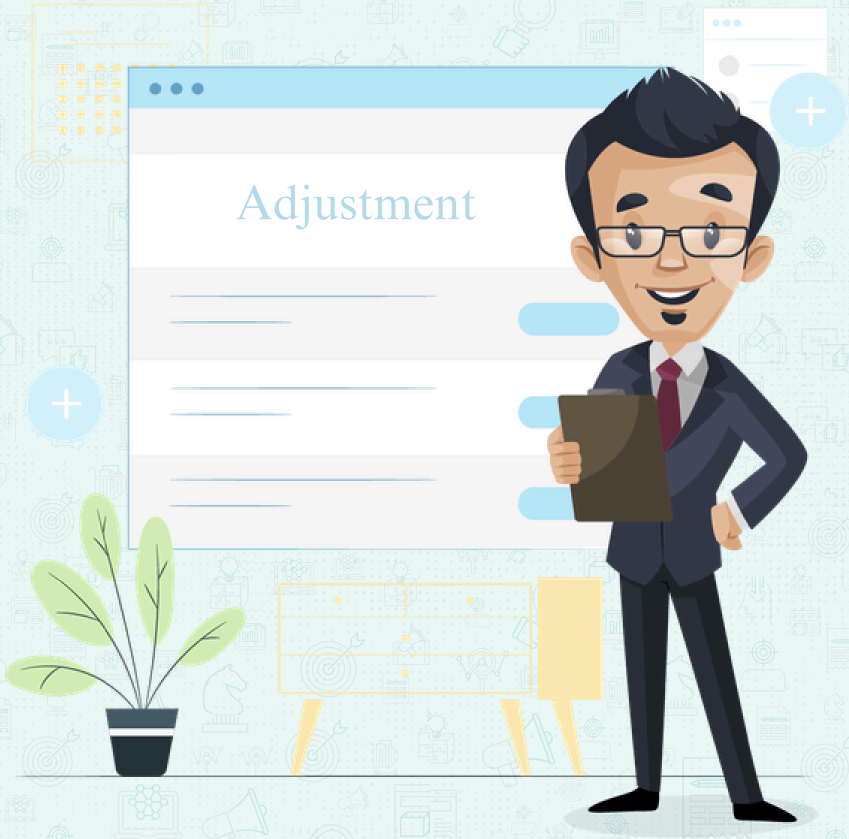
Adjustment

in CA CloudDesk

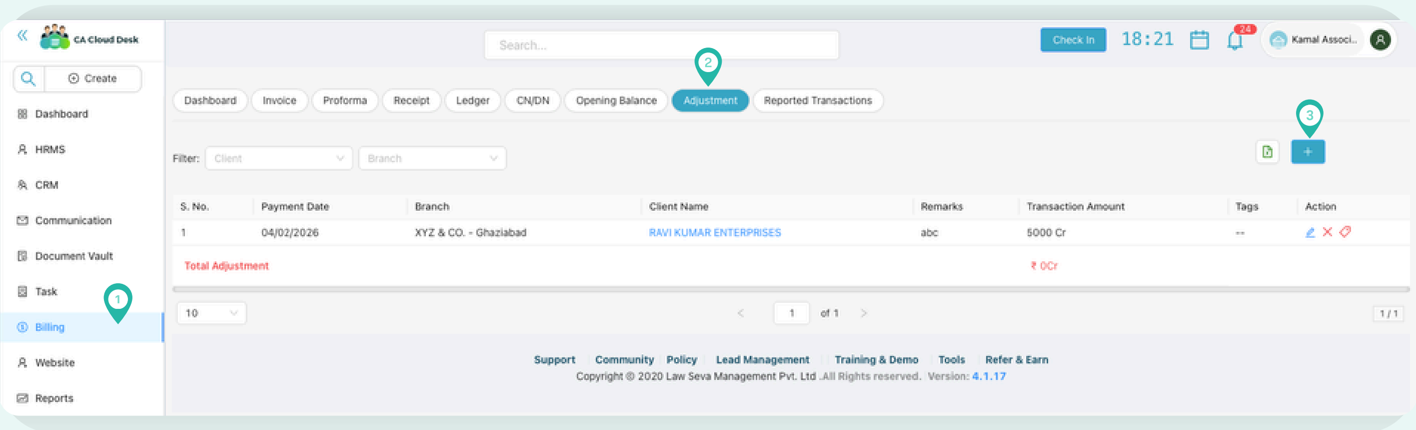


CA CloudDesk

STEP 1: OPEN ADJUSTMENT MODULE

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

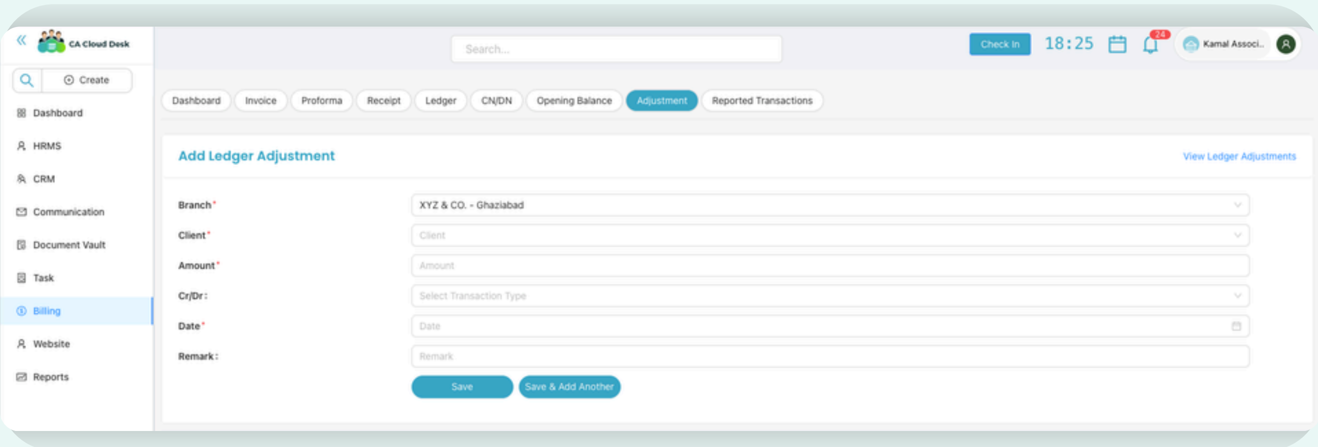
1. Click on Billing.
2. Click on Adjustment
3. Click on Add icon (+).



STEP 2: ENTER ADJUSTMENT DETAILS

Fill in the required fields:

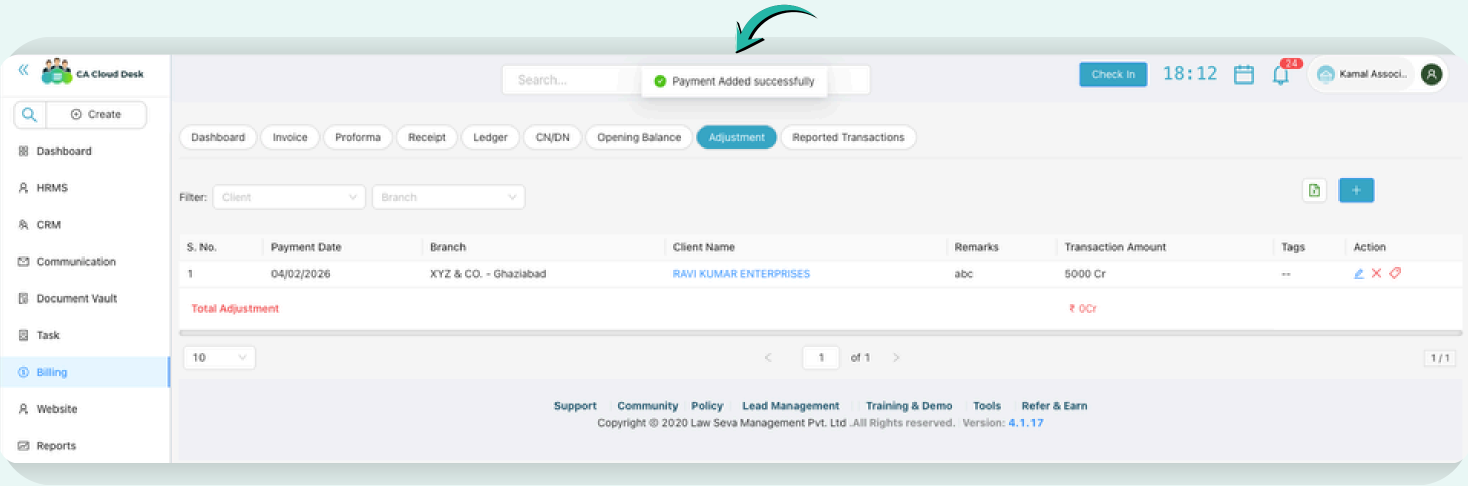
- Branch
- Client
- Amount
- Transaction Type (Cr / Dr)
- Date
- Remark (optional, for reference)



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.