

# BILLING ADJUSTMENTS

Transaction Type \_\_\_\_\_

	Customer	Agency	Service Period		Invoice Description	Adj. Amount	Original Invoice			
	Account #	Name	MM	YY		DR(+) CR(-)	Invoice #	MM	DD	YY
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
<b>Total</b>						<b>0.00</b>				

## BILLING ADJUSTMENTS - INSTRUCTIONS

Billing Adjustments (AFS-204) need to be prepared at the same time as the Billing Transmittal (AFS-205). Totals on both AFS forms **must** agree.

### Debit (+) billing

**Customer Account # (CAN):** Starts with 0 and is 6 digits  
**Agency Name:** Enter agency name  
**Service Period MM YY** For example: 05 04 is May 2004. Do not use the date of the invoice.  
**Invoice Description:** Keep it short and precise. List Purchase Order Number, if applicable  
**Adj. Amount DR(+) CR( - )** For example: + 345.75  
**Original Invoice column:** Leave blank

### Credit (-) billing

**Customer Account # (CAN):** Starts with 0 and is 6 digits  
**Agency Name:** Enter agency name  
**Service Period MM YY** For example: 05 04 is May 2004. Do not use the date of the invoice.  
**Invoice Description:** Start with "This is to credit Invoice # xxxxxx, dated xx/xx/xx"  
Then list or describe actual reason for credit (keep it short and precise)

Example 1 Credit Invoice #1234567, dated 01-02-04  
Reason: Price change on Item # xxxxx

Example 2 Credit Invoice #1122334, dated 02-03-04  
Reason: Wrong Customer Account Number charged  
Note: no other detail required

**Original Invoice column:** List Original Invoice # to be credited and the original invoice date MM DD YY  
Example 1 1234567 01 02 04  
Example 2 1122334 02 03 04

**NOTE: credits and rebills can be on the same form if within the same Fiscal Year.**