

Adjust Payments

Last Modified on 04/19/2019 1:26 pm CDT

You can add or deduct specific dollar amounts from payments, even when such additions/deductions have nothing to do with specific claim counts. For example, if a special IRS withholding situation occurs, you may need to deduct a certain amount of money from a provider's payment each time you issue it.

Note: Do not confuse these non-claim payment adjustments with adjustments made to specific claims. For more information about claim adjustments, see [Change/Adjust Claims](#) .

To create a non-claim payment adjustment:

1. Click the **Checkbook** menu and select **Adjust Provider Payments**.
The Adjust Provider Payments window opens.
2. Click the **Provider** drop-down menu and select the provider for whom to adjust payments.
3. Click the **Adjustment Date** box and enter the effective date of this adjustment. This box defaults to today's date.
4. Enter the adjustment amount in the **+ (plus)** or **- (minus)** boxes. The **Total** box updates automatically.
5. Click the **Adjustment Reason** box and enter the reason for this adjustment. This prints on the provider's check/payment voucher.

Adjust Provider Payments

Select Provider: Active Provider: Shelley, Mary 998894

Adjustment Date: 04/19/2019

	+	-	Total
Adjustment Amount:	20.00		20.00

Adjustment Reason: Refund
(appears on checkstub)

Applicable Account: 002

Save Close

6. Click the **Applicable Account** drop-down menu and select the adjustment account code. This code impacts transaction export files. This field only displays if you are required to select an adjustment account code.
7. Click **Save**.

The next time you issue payments, be sure to check the **Include Non-Claim Payment Adjustments** box so this adjustment is automatically included in the provider's next payment. For more information, see [Issue Payments](#) .
