Updated: 12/01/2022 7:52:53 am



29 November 2021

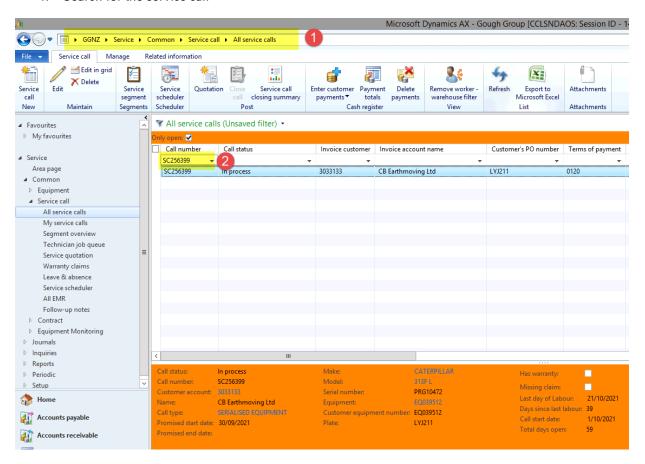
Adjusting Segment Transactions

You must select a value in the ProjectID field

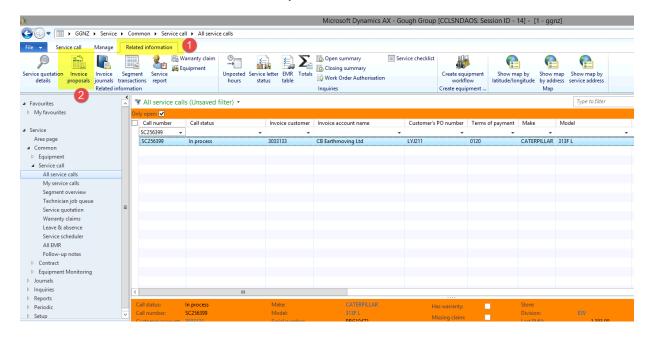
PO Box 16 168 16 Branston Street, Hornby Christchurch 8441, New Zealand 03 983 2333 Tel www.TerraCat.co.nz



1. Search for the service call



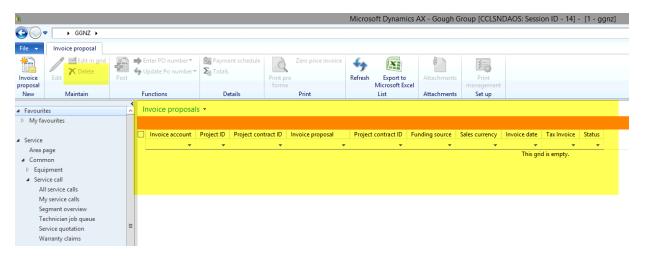
- 2. First you will need to check to see if there are any open invoice proposals
- 3. Click Related Information > Invoice Proposals



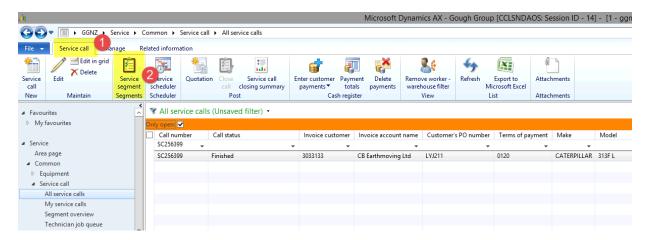




4. If there are any open invoice proposals, you will need to delete them

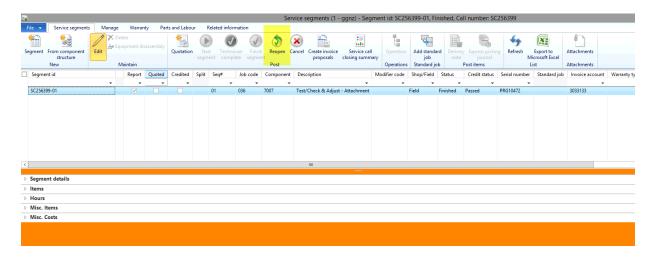


- 5. Now click on the blue back arrow at the top left to take you back to the service call search
- 6. Click on Service Segment

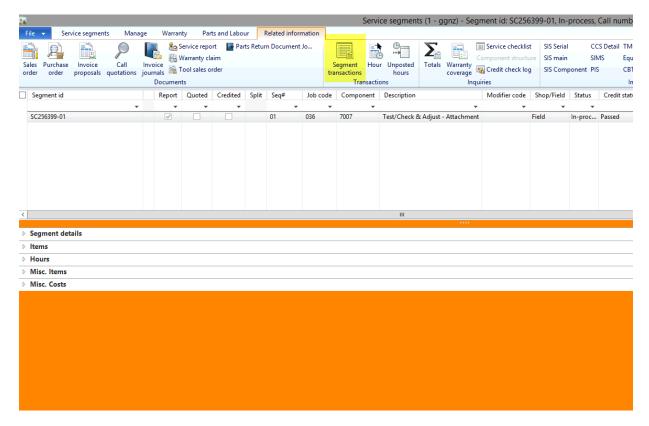


- 7. If the segment is in Finished you will need to reopen it to be able to continue with the next steps
- 8. Click Reopen





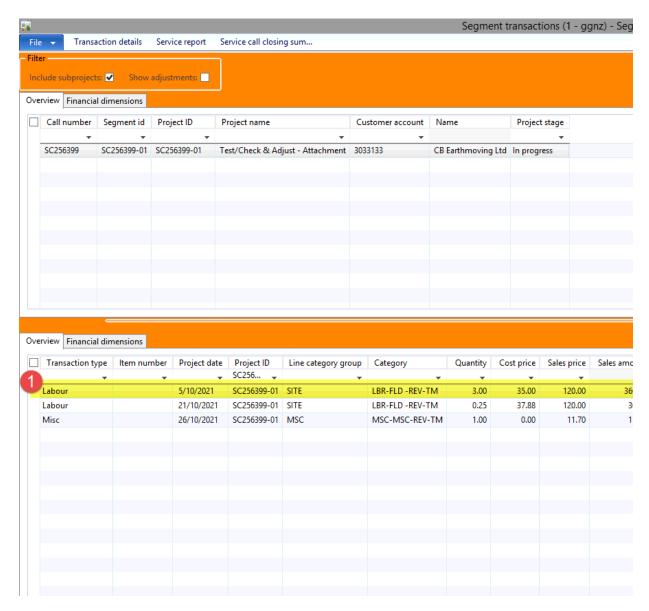
9. Click Segment Transactions



10. Select the first transaction line



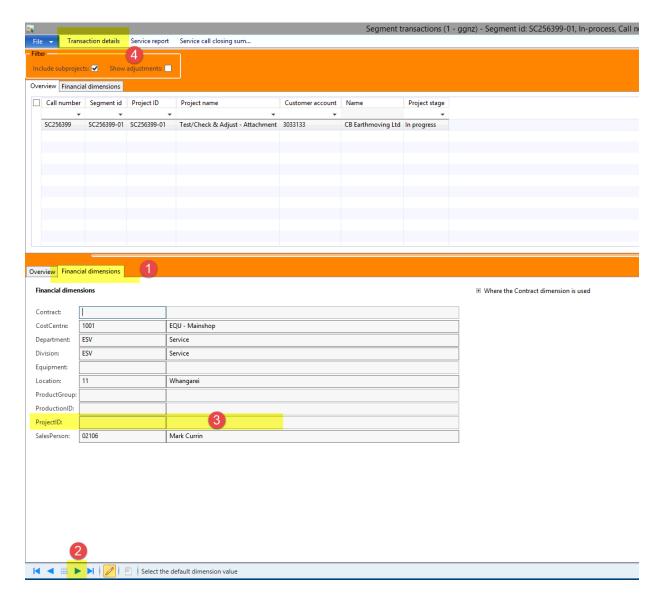




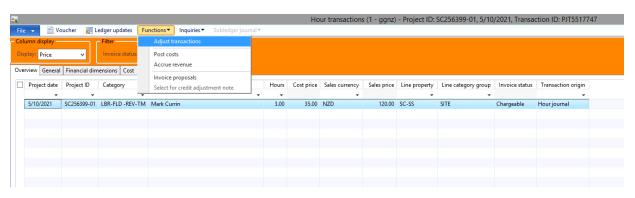
- 11. Click the Financial Dimensions tab
- 12. Using the blue arrows at the bottom, find the transaction that has an empty ProjectID box
- 13. Once you have found the one that is missing, click Transaction Details at the top







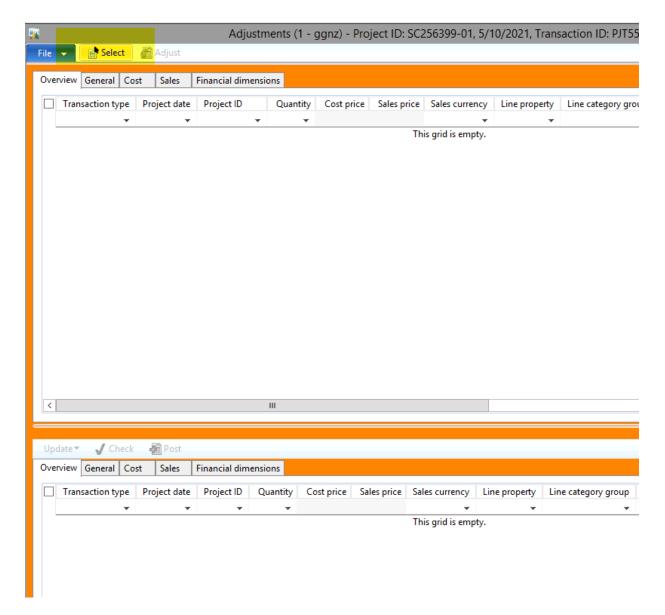
14. At the top, click Functions > Adjust Transactions



15. Click Select at the top



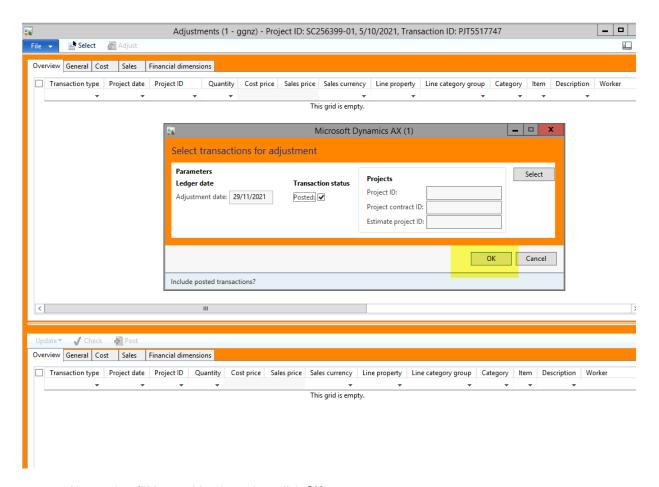




16. Click OK

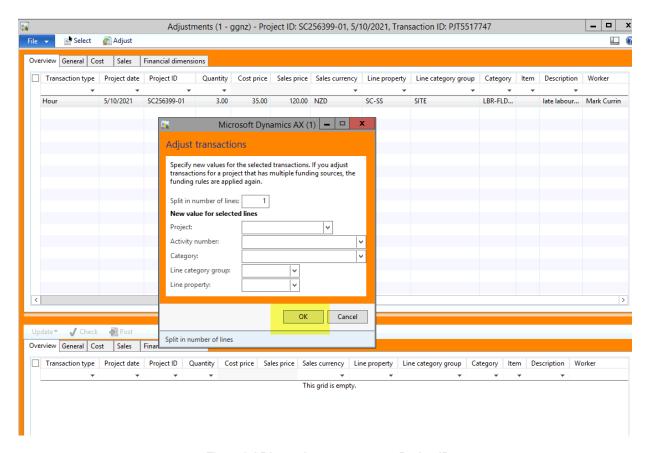






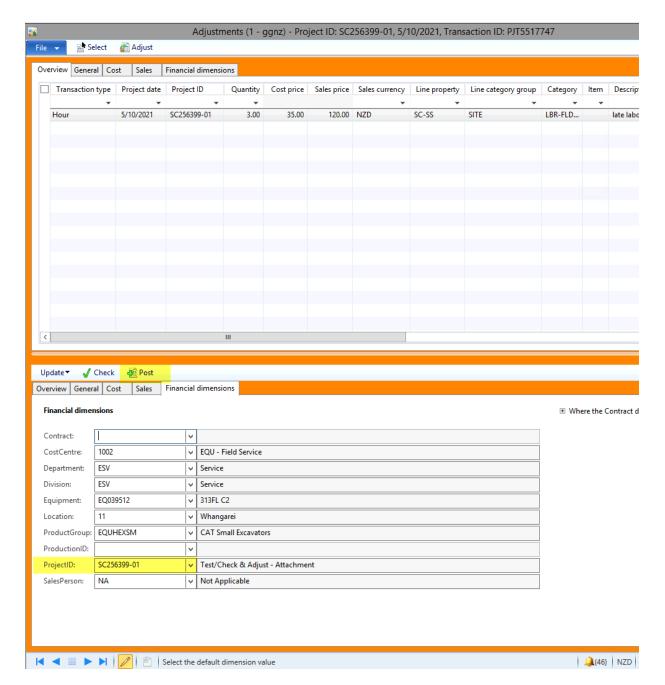
17. No need to fill in anything here, just click $\boldsymbol{\mathsf{OK}}$





- 18. Now you can see on the Financial Dimensions tab that the ProjectID box has been populated
- 19. Click Post

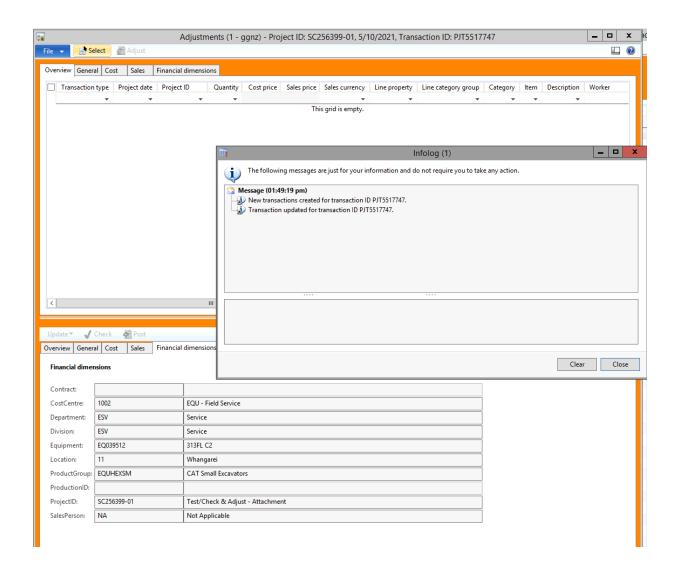




20. You should now have a message like this







You should be able to continue with closing the call

