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**Adjusting Segment Transactions**

You must select a value in the ProjectID field

1. Search for the service call

Table

Description automatically generated

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

Graphical user interface, application, table, Excel

Description automatically generated

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

Graphical user interface, application, table, Excel

Description automatically generated

1. Now click on the blue back arrow at the top left to take you back to the service call search
2. Click on **Service Segment**

Graphical user interface, application

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1. If the segment is in **Finished** you will need to reopen it to be able to continue with the next steps
2. Click **Reopen**

Graphical user interface, application, table

Description automatically generated

1. Click **Segment Transactions**

Graphical user interface, application, table, Excel

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1. Select the first transaction line

Graphical user interface, table

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1. Click the **Financial Dimensions** tab
2. Using the blue arrows at the bottom, find the transaction that has an empty **ProjectID** box
3. Once you have found the one that is missing, click **Transaction Details** at the top

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1. At the top, click **Functions > Adjust Transactions**

Graphical user interface, application, table, Excel

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1. Click **Select** at the top

Graphical user interface, text, application

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1. Click **OK**

Graphical user interface, application

Description automatically generated

1. No need to fill in anything here, just click **OK**

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1. Now you can see on the **Financial Dimensions** tab that the **ProjectID** box has been populated
2. Click **Post**

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1. You should now have a message like this

Graphical user interface, application

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**You should be able to continue with closing the call 😊**