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**Adjusting segment transactions when a financial dimension has been changed**

**If there are any open invoice proposals, they will need to be deleted before proceeding to the steps below.**

1. If the segment is in a finished status, it will need to be re-opened in order to do the adjustment.

Graphical user interface, text, application, email

Description automatically generated

1. Click OK

Table

Description automatically generated

1. Click on “service call closing summary”

Graphical user interface, text, application, table

Description automatically generated

1. Click “adjust” at the top

Graphical user interface, application, table

Description automatically generated

1. Click “select” at the top

Graphical user interface, application, Word

Description automatically generated

1. Make sure all is ticked then click OK

Graphical user interface, table

Description automatically generated

1. Tick the box next to a line then click “adjust” at the top

Application, table

Description automatically generated

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

Graphical user interface, application, table

Description automatically generated

1. The line will then appear in the second half of the adjustment screen like below. Tick the box next to it then click “post”

Graphical user interface, application, table

Description automatically generated

1. Click “close”

Graphical user interface, text, application, email

Description automatically generated

1. You will need to repeat steps 7-10 until each transaction line has been done.
2. Once all transaction lines have been adjusted, you should be able to create a new invoice proposal and post it.