

Bill Adjustments

Summary: This article provides instructions on how to adjust the bill for bookings.

Note: If the booking modification involves addition of fees, the system will request a bill adjustment - this will be indicated in the booking information page:

Booking has pending bill adjustment. Please click "Proceed with Bill Adjustment" to continue.

To process the bill adjustment:

1. Scroll to the bottom of the booking details page and click the **Proceed with Bill Adjustment** button. This will add another payment entry under the Payments section. Note that if the bill has already been settled before, a bill adjustment will bring the bill back to Pending status:

Bills						
Bill Date	Amount Due	Status	Actions			
August 04, 2021	₱ 19,110.00	pending	Add Payment	Request Payment	Cancel Bill	

Payments						
Created At	Paid On	Amount	Refund	Payment Method	Status	Actions
August 04, 2021		₱ 1,800.00	₱ 0.00	Maggie Checkout	unprocessed	View
August 04, 2021	August 04, 2021	₱ 17,310.00	₱ 0.00	Maggie Checkout	completed	View Refund

2. Follow steps **#6** onwards in the section **Processing Online Bookings**.

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