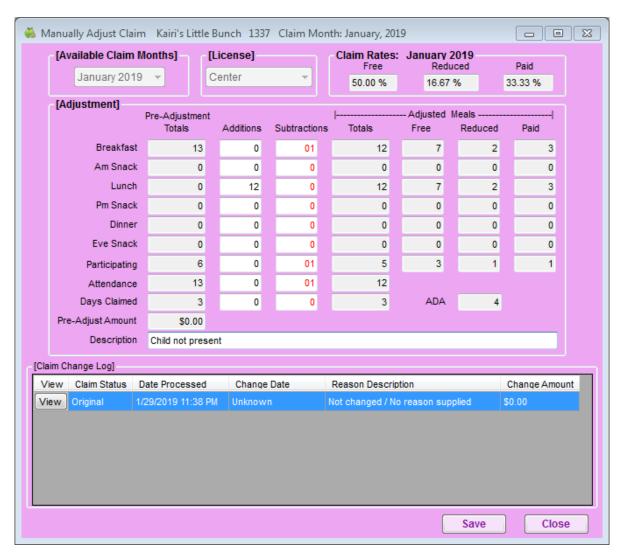
Adjust Claim Counts

Last Modified on 05/14/2020 4:06 pm CDT

You can manually adjust claim counts in the Manually Adjust Claim window. You can add or subtract from the pre-adjustment totals. This results in a recalculation and adjustment to the claim. Adjustments made here are not specific to a particular child/class/age group.

- 1. Click the Claims menu and select List Claims. The List Claims window opens.
- 2. Click View next to the claim to adjust. The Claim opens.
- 3. Click Adjust Claim Counts. The Manually Adjust Claim window opens.
- 4. Add adjustments for meals, attendance, and days claimed, as needed. Note that the Adjusted Meals section is updated as you make changes.
 - Click the **Additions** box for the appropriate row and enter the amount to add.
 - Click the Subtractions box for the appropriate row and enter the amount to deduct.
- 5. Click the **Description** box and enter a reason for the adjustment.



Click Save. Each adjustment you make to the claim is stored in the Claim Change Log section of the window.