

How to Create an Adjustment

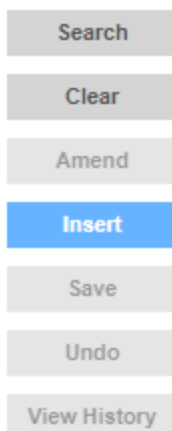
NOTE:

- i. You need to have access to the internet.
- ii. You need to have access to EMFF 14-20 DB (User access rights are given after approval of the EMFF 2014-2020 DB Application Form).
- iii. You need to have the appropriate editing role to edit the DB.

1. Click on the “Operation” tab, and then click on “Adjustments”.



2. Click on “Insert”.



3. Fill in the necessary details.

Adjustment No.	<input type="text"/>	Date	<input type="text"/>
Description	<input type="text"/>		
Programme	Select an Option ▼		
Operation	Select an Option ▼		
Activity	Select an Option ▼		
Sub Activity	Select an Option ▼		
Contract	Select an Option ▼		
Adjustment Type	Select an Option ▼		
Comments	<input type="text"/>		

Financial Plan					
Eligible	<input type="text"/>	Vat Eligible	<input type="text"/>	Total Eligible	<input type="text"/>
Not Eligible	<input type="text"/>	Vat Not Eligible	<input type="text"/>	Total Not Eligible	<input type="text"/>
				Total	<input type="text"/>

Gozo Contribution Financial Plan					
Eligible	<input type="text"/>	Vat Eligible	<input type="text"/>	Total Eligible	<input type="text"/>
Not Eligible	<input type="text"/>	Vat Not Eligible	<input type="text"/>	Total Not Eligible	<input type="text"/>
				Total	<input type="text"/>

Adjustments	
Programme	Select an Option ▼
Operation	Select an Option ▼
Activity	Select an Option ▼
Sub Activity	Select an Option ▼
Contract	Select an Option ▼
No records.	



4. Click on "Save".



-----End of Tutorial-----

Modification History

Creation of Tutorial – 26/07/2017

