

Practitioner firms processing Transfer transactions can now complete adjustment calculations and download a Statement of Adjustments within the Financial Settlement Schedule.

This functionality allows greater visibility of what adjustments have been made and the relevant payment directions entered into the Financial Settlement Schedule.

Adding Adjustments

- Navigate to **Settlement**
- Click the **Adjustments and Payments** tab
- If required, you can adjust the date for the adjustments to be calculated by unticking the settlement date and changing the date

01/11/2018 Use Settlement date of 01/11/2018

- Click **Add Adjustment**
- Enter in the Adjustment details:
 - Adjustment Description
 - Description
 - Treat As: **Paid/Unpaid**
 - From: **Date**
 - To: **Date**
 - Outgoing amount: \$
- It will then auto calculate the amount owing by either party
- Click **Save**
- Continue to add adjustments as required.

Statement of Settlement

After you have added all adjustments, scroll down the screen to **Statement of Settlement**.

You will notice some of these details have been populated from other parts of the Workspace, including the purchase price, deposit paid, adjustments etc.

Downloading the statement

After completing all adjustments and payment directions in PEXA, you can download the statement.

- Navigate to **Settlement**
- Click the **Adjustments and Payments** tab
- Click **Download Statement**
- A downloadable PDF has now been generated.

For more information visit:

[Community - Adjustments in PEXA](#)