How to Adjust or Reject an Expense

1. Login to Ariba: https://enet.miami.edu

2. Click on eBERF tab.

3. In the To Do section, open the eBERF by clicking on the eBERF ID or the eBERF Title.

4. Review the eBERF for accuracy.
   a. **NOTE**: If you find the amount of an expense needs to changed, you have two options: Adjust and Reject.
   b. Notice the Adjust and Reject buttons next to each expense.
To Adjust an Expense

1. Click the Adjust button.

2. Enter the correct dollar amount that should be charged to the departmental account(s). Enter an Explanation for the adjustment. Then click the OK button.

3. The Adj. Amount column has changed to the amount entered in step 2. This amount will be charged to UM account. The remaining amount has been added to the Unapproved amount section and will not be charged to any UM account.
To Reject an Expense

1. Click the **Reject** button. This will automatically change the Adj. Amount to $0.00

![Reject button with context]

2. Enter an **Explanation** for the rejection. Then click the **OK** button.

![Enter Explanation dialog]

3. The **Adj. Amount** column has changed to $0.00. The entire expense amount has been added to the **Unapproved** amount section and will not be charged to any UM account.