

9.2 Entering Adjustment Vouchers

Purpose: Use adjustment vouchers to adjust existing vouchers amount or to relate two vouchers to each other. It can also be used to process credit and debit memos against a voucher that has been posted and thus cannot be modified. This section discusses entering adjusting information manually or copying the voucher that you want to adjust into the adjustment voucher.

Audience: Finance/Accounts Payable staff.

! You must have at least one of these local college managed security roles:

- ZD Accounts Payable Inquiry
- ZZ Voucher Approval
- ZZ Voucher Entry
- ZZ_AP_MANAGER
- ZZ_AP_SPECIALIST

You must also set these User Preference Definitions:

- [User Preferences: Voucher Entry](#)

If you need assistance with the above security roles or User Preference Definitions, please contact your local college supervisor or IT Admin to request role access.

i Adjustment Voucher can be created to correct incorrect data entry if a voucher has already been posted, but just needs to be adjusted. These vouchers can be linked to the Regular voucher that needs adjustment. When Adjustment Vouchers are posted, the accounting entries are updated.

For example: A supplier overcharged you for products you ordered. One of your suppliers over charged you for your company's staff lunch meeting. Using an Adjustment Voucher will help correct the amount.

Entering Adjustment Vouchers


Navigation: NavBar > Navigator > Accounts Payable > Vouchers > Add/Update > Regular Entry

1. The **Voucher** search page displays.
2. Select the **Add a New Value** tab.
3. Select **Voucher Style** = "Adjustments".
4. Enter **Short Supplier Name**.
5. Enter **Invoice Date**.
6. Select **Add**.

The screenshot shows the 'Manager Self Service' interface with a 'Voucher' header. Below the header, there are three tabs: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value' (which is highlighted with a red box). The form contains the following fields:

- Business Unit: WA170
- Voucher ID: NEXT
- Voucher Style: Adjustments (selected from a dropdown menu, highlighted with a red box)
- Supplier Name: ExamSoft Worldwide Inc
- Short Supplier Name: EXAMSOFT W-001 (highlighted with a red box)
- Supplier ID: 0000044868
- Supplier Location: 170
- Address Sequence Number: 1
- Invoice Number: (empty field)
- Invoice Date: 03/07/2019 (highlighted with a red box)

At the bottom left, there is an 'Add' button (highlighted with a red box). At the bottom of the page, there are links: 'Find an Existing Value', 'Keyword Search', and 'Add a New Value'.

 The **Invoice Information** page enables you to enter or view invoice information, including invoice header information, non-merchandise charges and voucher line and distribution information.

The **Pay Terms** page is populated with default payment terms. Some of the default terms are: 30/60/90EM, Next Month, Net30 and EOM.

7. The **Invoice Information** tab displays.
8. In the **Copy From Source Document** section:
 - a. Enter **Voucher ID**.
 - b. Select **Copy to Voucher**.

Manager Self Service **Regular Entry**

Invoice Information | Payments | Voucher Attributes

Business Unit: WA170
Voucher ID: NEXT
Voucher Style: Adjustments
Invoice Date: 03/07/2019
Invoice Received:
Supplier ID: 0000044968
ShortName: EXAMSOFT W-001
Location: 170
*Address: 1

Invoice No:
Accounting Date: 03/07/2019
*Pay Terms: 00
Basis Date Type: Inv Date
☐ Tax Exempt
Control Group:
☐ Incomplete Voucher

Invoice Total

Line Total	0.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Entered VAT	
Use Tax	0.00
VAT NonInv	0.00
Total	0.00
Difference	0.00

Sales/Use Tax Summary
VAT Summary
Non Merchandise Summary
Comments (0)
Attachments (0)
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

Save Save For Later Action Run Calculate Print

Copy From Source Document

Voucher ID: 00011007 Copy to Voucher Copy From Worksheet

Invoice Lines Find | View All First 1 of 1 Last

Line 1
*Distribute by: Amount
Item:
Quantity:
UOM:
Unit Price:
Line Amount: 0.00

SpeedChart:
Ship To: 170-CENTRL
Description:
Related Voucher:
Packing Slip:

☐ One Asset
Sales/Use Tax
VAT and Intrastat
Calculate

Distribution Lines Personalize | Find | View All | First 1 of 1 Last

GL Chart	Exchange Rate	Statistics	Assets	Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Oper Unit	Fund	Dept	Program	Class	Bud Ref	App
				1	0.00		WA170									

Save Save For Later

Notify Refresh Add Update/Display

9. On the **Invoice Information** page, whether you use the '**Copy to Voucher**' button, the system populates the **Related Voucher** field on the invoice line with the adjusted voucher's voucher ID to link the adjustment voucher lines to the voucher that you are adjusting.
10. Enter **Total**.
11. Enter **Description**.
12. Enter **Line Amount**.
13. Enter **Merchandise Amt**.
14. Use the **GL Unit** field to enter the General Ledger business unit that will be charged with the expense coded on the distribution line.
15. Select **Save**.

Manager Self Service **Regular Entry**

Invoice Information | Payments | Voucher Attributes

Business Unit: WA170
Voucher ID: NEXT
Voucher Style: Adjustments
Invoice Date: 03/07/2019
Invoice Received: ExamSoft Worldwide Inc
Supplier ID: 000044968
Short Name: EXAMSOFT W-001
Location: 170
*Address: 1

Invoice No:
Accounting Date: 03/07/2019
*Pay Terms: 30 Net 30
Basis Date Type: Inv Date
☐ Tax Exempt
Control Group:
☐ Incomplete Voucher

Invoice Total

Line Total	0.00
*Currency	USD
Miscellaneous	
Freight	
Sales Tax	
Entered VAT	
Use Tax	130.50
VAT NonInv	0.00
Total	1,500.00
Difference	0.00

Save Save For Later Action Run Calculate Print

Copy From Source Document

Voucher ID: Copy to Voucher Copy From Worksheet

Invoice Lines Find | View All | First | 1 of 1 | Last

Line 1
*Distribute by: Quantity
Item:
Quantity: 60.0000
UOM: EA
Unit Price: 25.00000
Line Amount: 1,500.00

SpeedChart:
Ship To: 171-PRIME
Description: Examsoft site License Software
Related Voucher: 00011007
Packing Slip:

Purchase Order
☐ One Asset
☐ Force Price
[View/Edit Source](#)
[Associate Receiver\(s\)](#)
[Calculate](#)

Distribution Lines Personalize | Find | View All | First | 1 of 1 | Last

Line	Merchandise Amt	Quantity	*GL Unit	Account	OpenItem	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Appr
1	1,500.00	60.0000	WA170	603220		7171	149	58328		011		

Save Save For Later

Notify Refresh Add Update/Display

16. The **Adjustment Voucher** will be budget checked, approved and posted.
17. Process complete.