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FINANCIAL, INFORMATION & REPORTING SYSTEMS FOR TOMORROW
University System of Georgia • Information Technology Services

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AP.020.050 - ENTERING ADJUSTMENT VOUCHERS

Purpose	• To enter an Adjustment Voucher and link it to the original Voucher. • To identify situations where an Adjustment Voucher would be used. • To use the appropriate fields in the Adjustment Voucher to make corrections.
Description	There are many occasions where users need to adjust vouchers such as incorrect data entry, incorrect vendor invoice information, or failure of the vendor to provide the agreed-upon goods or services. If the voucher was not posted, it is possible to correct these errors by modifying the original voucher. However, if the voucher is posted or there is a business need to keep the original voucher intact, users can create voucher adjustments. Voucher adjustments are vouchers created with positive or negative amounts representing the adjustment, then "linked" to the voucher that required the adjustment. The result is updated vendor balances and accounting entries when the adjustment vouchers are posted. Users can enter adjustment information manually or copy into the adjustment voucher the voucher to adjust.
Security Role	**BOR_AP_VOUCHER_ENTRY**
Assumptions	The Adjustment Voucher relates to an existing voucher.

Dependencies/ Constraints	Georgia*FIRST* Financials uses the following PeopleSoft delivered Voucher Styles: • Regular Voucher • Adjustment Voucher • Single Payment Voucher • Template Voucher All PeopleSoft delivered voucher styles appear in the list but only one of the four voucher styles listed above should be selected. User was granted the Allow Adjustment Voucher user preference, via the Payables Online Vouchering page: Set Up Financials/Supply Chain > Common Definitions > User Preferences > Define User Preferences > Procurement > Payables Online Vouchering > Security for Voucher Styles link within the Operator Voucher Authorities box.
Additional Information	Users must have the Security Rule OVRD_AP to allow Budget Override for AP budget check errors. For more information, refer to business process KK.010.013 – Defining Budget Security – Associating Rules to User.

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Procedure

Below are step by step instructions on how to create an adjustment voucher to adjust a voucher charged to the wrong department.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Menu** icon.
3.	Click the **Accounts Payable** link.
4.	Click the **Vouchers** link.
5.	Click the **Add/Update** link.
6.	Click the **Regular Entry** link.
7.	Click the **Voucher Style** dropdown and select Adjustments.
8.	Click the **Add** button.
9.	Enter an Invoice Number in the **Invoice No** field.
10.	The **Pay Terms** field populates with default payment terms.
11.	Enter the Invoice Date in the **Invoice Date** field.
12.	Enter the Invoice Received Date in the **Invoice Received** field, if applicable.
13.	Enter the Supplier ID into the **Supplier ID** field or use the search icon.
14.	Click on the expand triangle next to the **Copy From Source Document** to expand the section.
15.	Enter or search for the Voucher ID needed to correct in the **Voucher ID** field.
16.	Click the **Copy to Voucher** button.
17.	Verify the original voucher information copied in, and the voucher now appears as a Related Voucher.
18.	If the related voucher is associated with a Purchase Order that is not yet in a Complete status, verify the Purchase Order box displays the following information within the Invoice Line: • The View/Edit Source link displays the associated PO and Receipt numbers. • The Adjust Match Values/Encumbrance box defaults as checked. Leave this box checked to update the prior quantity and amount matched against the purchase order and to have the encumbrance restored to the purchase order as well. If the purchase order does not need to be restored, uncheck this box.

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Step	Action
19.	Click in the **Total** field in the **Invoice Total** section. Update the amount to 0.00.
20.	To credit an amount back to the incorrectly charged ChartString, click in the **Line Amount** field for Invoice Line 1 and update the amount to be a credit amount. (Ex. If the amount originally was 10.00, update the amount to be -10.00).
21.	Within the Invoice Lines section, click the **Plus (+)** button to the far right to add a row. A box appears prompting users to Enter number of rows to add. Enter the desired number of rows and click **OK**.
22.	To expense an amount to the correct ChartString, click in the **Line Amount** field for Invoice Line 2 and enter the amount to be expensed. (Ex. if the amount in Invoice Line 1 is -10.00 the amount entered in Line 2 would be 10.00).
23.	Enter the correct Account in the **Account** field.
24.	Enter the correct Fund in the **Fund** field.
25.	Enter the correct Dept in the **Dept** field.
26.	Enter the correct Program in the **Program** field.
27.	Enter the correct Class in the **Class** field.
28.	Enter the correct Bud Ref in the **Bud Ref** field.
29.	Click the **Save** button.
30.	Return to the top of the voucher page to confirm the voucher successfully saved and the system assigned a Voucher ID.