An Adjustment Voucher is used when a voucher has already been posted but an adjustment is necessary due to occurrences 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 has not been posted, it is possible to correct these errors by modifying the original voucher. If the voucher is posted, you must create an adjustment voucher. Adjustment vouchers will ensure that vendor balances and accounting entries are up to date.

Creating an Adjustment Voucher

1. Click the **Buying and Paying** tile and then click the **Voucher Entry** tab.
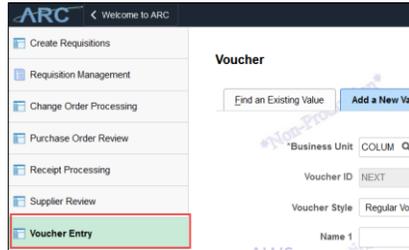
Or, click the **NavBar** > **Main Menu** >**Accounts Payable** > **Vouchers** > **Add/Update** > **Regular Entry**.

2. Click the **Voucher Style** dropdown and select **Adjustments**.

3. In the **Supplier ID** field, enter or search for the desired Suppler ID.
4. Type "Adjustment" into the **Invoice Number** field.
5. Enter the **Invoice Date**.
6. Click the **Add** button. The Voucher form appears.

Completing the Voucher Form

1. In the Header section, enter the **Invoice Received** date.
2. Click the **Voucher Type** dropdown and select **Invoice**.
3. You will need to identify the voucher for which you are adjusting. Click **Copy from Worksheet**.

    Click the **Voucher ID** lookup icon. The Look Up Voucher ID window appears.

    Enter the desired lookup information into the search field(s), click the **Look Up** button, and select the matching Voucher ID.
4. Click the **Copy Entire Document** button. The Voucher information is copied into your Adjustment Voucher.
5. Change the value in the **Unit Price** field to reflect the correction or that the vendor has provided a credit for an overcharge (e.g., "-20".)
6. Enter the desired value into the **Line Amount** field (e.g., "-20".)
7. Click the **Calculate** button.
8. Click the **Save** button.
9. Click the **Preview & Submit for Approval** button then click the **Submit for Approval** button and click **OK**.

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Getting Help

Please contact the Finance Service Center

http://finance.columbia.edu/content/finance-service-center

You can log an incident or request a service via Service Now

https://columbia.service-now.com