

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.

| Find an Existing Value | Add a New Value |  |   |
|------------------------|-----------------|--|---|
|                        |                 |  |   |
|                        |                 |  |   |
| Business Unit:         |                 |  |   |
| Voucher ID:            | NEXT            |  |   |
| Voucher Style:         | Adjustments     |  |   |
| Supplier Name:         | APPLE INC       |  | Q |
| Short Supplier Name:   | APPLE INC-001   |  |   |
| Supplier ID:           | 0000010007 🔍    |  |   |
| Supplier Location:     | ACH-01          |  |   |
| Address Sequence Numb  | er: 1 Q         |  |   |
| Invoice Number:        | Adjustment      |  |   |
| Invoice Date:          | 04/17/2017      |  |   |
|                        |                 |  |   |
|                        |                 |  |   |
| Add                    |                 |  |   |
|                        |                 |  |   |

- 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.

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#### **Completing the Voucher Form**

| Invoice Information Payments Voucher Attribute  | 6  |                                |                |  |   |                                    |  |          |
|---|--|--------------------------------|----------------|--|---|------------------------------------|--|----------|
| Business Unit COLUM<br>Vocater ID Ney<br>Vocater Byte Agustments<br>Involce Base [33022015]<br>Involce Received [33022015]<br>Involce Received [33022015] | Invoice No 12345<br>Accounting Date 03/07/7<br>*Pay Terms 00<br>Basis Date Type Inv Da<br>*Sandce Location/115<br>Voucher Type Tirvoic | 6<br>2016 19 70<br>ate<br>re T | Due Now        | Invoice Te   | tal<br>Line Total<br>Currency<br>Total<br>Difference            | -20.00<br>USD<br>199.00<br>-219.00 | Non Merchandise (<br>Comments(0)<br>Attachments (0)<br>Supplier Hierarchy<br>Supplier 360<br>Procurement EDM | Summary  |
| Supplier ID 000010007<br>ShortName, APPLE INC-001<br>Location ACH-01<br>*Address 1  | Control Group  | Q complete Voucher             |                |  |   |                                    |  |          |
|   |  |                                |                |  | Vie   | w Documents                        |  |          |
| Save Save For Later   | Action   |                                | Y              | Run  | Calculat  | e Print                            |  |          |
| <ul> <li>Copy From Source Document</li> </ul>   |  |                                |                |  | 3   |                                    |  |          |
| Voucher ID  |  |                                | Copy to Vouche | r  |   | opy From Worksheet                 |  |          |
| Invoice Lines 🕐   |  |                                |                |  | _   | Find   View /                      | All First 🛞 1 of   | 1 🕭 Last |
| Like 1<br>*Districular by (Amount •<br>Gaustity) 1.0000<br>Like Amount • 20000<br>Constanting • 2000  | SpeedChart<br>Ship To [20052]<br>Description Apples<br>Related Voucher 03175<br>Packing Stip   | C106 Q<br>care Plan<br>8858    |                | Purchas<br>View/Edit<br>Associate<br>Amou<br>Adjus | e Order<br>Source<br>Receiver(s)<br>nt Only<br>t Mtch Values/En | cumbrance                          | Calculate  | 7        |
|   |  |                                |                |  | Personalize   F   | find   View All   💷   🔜            | First 🕚 1 of 1   | () Last  |
| GL Chart Exchange Rate Statistics Assets  |  |                                |                |  |   |                                    |  |          |
| Line Merohandice Amt Quantity   | Restore Enoumbrance *GU  | L Unit Account                 | Dept P         | C Bus Unit   | Project   | Activity                           | Initiative   | Segn     |
| 1 -20.00 1.0000   |  | 0LUM 61910                     | 7567101 0      | ENRL   | UR004595  | 01                                 | 10174  | NPT:     |
| Save Save For Later   |  |                                |                |  |   |                                    |  |          |

- 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.

| Look Up                              | Voucher                          | ID                           |                            |                 |                        |                  |                  |
|--------------------------------------|----------------------------------|------------------------------|----------------------------|-----------------|------------------------|------------------|------------------|
| Business Unit:                       |                                  |                              | COLUM                      |                 |                        |                  |                  |
| Supplier ID:                         |                                  |                              | 0000010                    | 007             |                        |                  |                  |
| Voucher ID                           | Voucher ID: begins with 🔻        |                              |                            |                 |                        |                  |                  |
| Invoice Number: begins with *        |                                  | begins with 🔻                |                            |                 |                        |                  |                  |
| Short Supplier Name: begins with V   |                                  |                              |                            |                 |                        |                  |                  |
| Supplier N                           | lame:                            | begins with 🔻                |                            |                 |                        |                  |                  |
| Look Up<br>Search R<br>Only the fire | Cle<br>Clesults<br>st 300 result | ar Canco<br>is can be displa | el Basi                    | c Lookup        |                        | *                |                  |
| View 100                             |                                  |                              |                            |                 | First 🕚                | 1-300 of 300     | Last             |
| Voucher<br>ID                        | Invoice Nun                      | nber                         | Gross<br>Invoice<br>Amount | Invoice<br>Date | Short Supplier<br>Name | Supplier<br>Name | Voucher<br>Style |
| 02420177                             | 440904875                        | 8                            | 758                        | 10/31/2016      | APPLE INC-001          | APPLE INC        | Regular          |
| 02419981                             | 439711778                        | 7                            | 2728.02                    | 08/22/2016      | APPLE INC-001          | APPLE INC        | Regular          |

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.
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### **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 <u>https://columbia.service-now.com</u>