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 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 Supplier 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.

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

5. Enter the desired lookup information into the search field(s), click the Look Up button, and select the matching Voucher ID.

6. Click the Copy Entire Document button. The Voucher information is copied into your Adjustment Voucher.

7. 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".)

8. Enter the desired value into the Line Amount field (e.g., ",-20".)

9. Click the Calculate button.

10. Click the Save button.

11. Click the Preview & Submit for Approval button then click the Submit for Approval button and click OK.
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

Or, you can contact the Service Center by phone: (212) 854-2122