



Miami-Dade County

Accounts Payable – Adjustment Voucher Job Aid

Version 3.0

Updated 9/26/24

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PURPOSE AND DESCRIPTION

Purpose

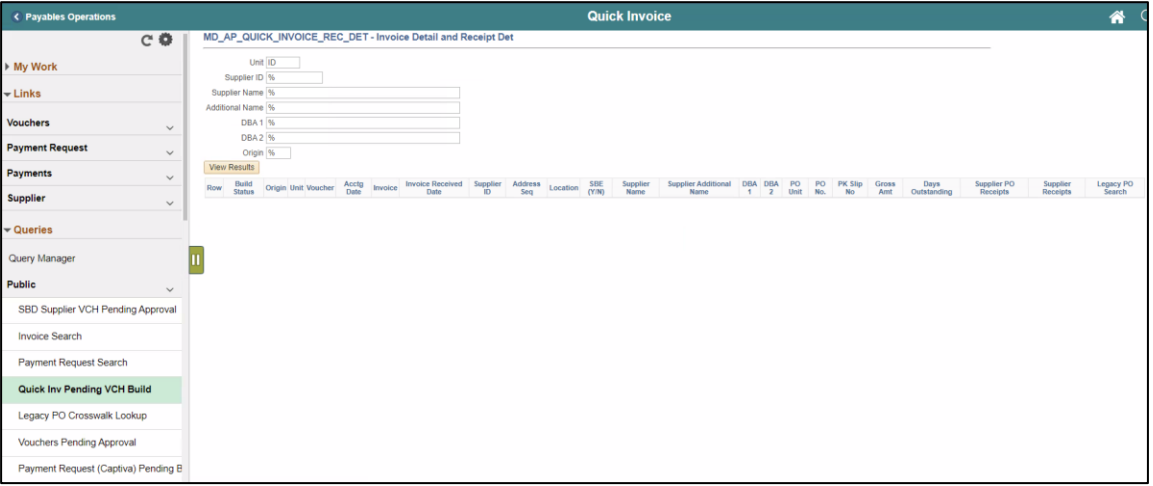
This document explains the key activities involved in managing INFORMS Accounts Payables transactions. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

Description

The key activities involved in processing Accounts Payable Adjustment Vouchers, and the corresponding receipt and PO activities.

ACCOUNTS PAYABLE – ADJUSTMENT VOUCHER

1. The Captiva Operator will scan the invoice and will not enter the PO ID#.
2. Quick Invoice gets created and Central Finance Compliance Officer will need to make adjustment.
3. Batch process will generate a voucher in a **RECYCLE** Status. This voucher will be adjusted by the Department.

Step	Action
	CENTRAL FINANCE STEPS
1.	Log into INFORMS.
2.	Navigate to Quick Invoice Pending VCH Build page <ul style="list-style-type: none"> ▪ Finance / Supply Chain (FSCM) > Payables Operations > Accounts Payable WorkCenter > Queries > Public > Quick Inv Pending VCH Build
3.	 <ul style="list-style-type: none"> • Enter the Business Unit in the Unit field. • Enter “%” in the remaining empty fields. • Select View Results.

4.

Accounts Payable WorkCenter

MD_AP_QUICK_INVOICE_REC_DET - Invoice Detail and Receipt Det

Unit ID

Supplier ID 0000014844

Supplier Name %

Additional Name %

DBA 1 %

DBA 2 %

Origin %

View Results

Download results in : Excel Spreadsheet CSV Text File XML File (32 kb)

View All

First 1-35 of 35 Last

Row	Build Status	Origin Unit	Voucher	Acctg Date	Invoice	Invoice Received Date	Supplier ID	Address Seq	Location	SSE (Y/N)	Supplier Name	Supplier Additional Name	DBA 1	DBA 2	PO Unit	PO No.	PK Slip No	Gross Amt	Days Outstanding	Supplier PO Receipts	Supplier Receipts	Legacy PO Search
1	Pre-Edit Error	GAS ID	00009210	05/20/2021	26P20713	05/19/2021	0000014844	1	1	N	PETERBILT STORE SOUTH FLORIDA LLC		PETERBILT STORE MIAMI DADE	ID	0000007712	26P20713		6381.720		5 Supplier PO Receipts	Supplier Receipts	Legacy PO Search
2	Pre-Edit Error	GAS ID	00009640	05/21/2021	26P21229	05/20/2021	0000014844	1	1	N	PETERBILT STORE SOUTH FLORIDA LLC		PETERBILT STORE MIAMI DADE	ID		26P21229		-6381.720		4 Supplier PO Receipts	Supplier Receipts	Legacy PO Search
3	Pre-Edit Error	GAS ID	00006673	05/06/2021	26P19609	05/05/2021	0000014844	1	1	N	PETERBILT STORE SOUTH FLORIDA LLC		PETERBILT STORE MIAMI DADE	ID	0000005846	26P19609		1519.420		19 Supplier PO Receipts	Supplier Receipts	Legacy PO Search
4	Pre-Edit Error	GAS ID	00006631	05/18/2021	26P20731	05/18/2021	0000014844	1	1	N	PETERBILT STORE SOUTH FLORIDA LLC		PETERBILT STORE MIAMI DADE	ID	0000007765	26P20731		234.200		6 Supplier PO Receipts	Supplier Receipts	Legacy PO Search
5	Pre-Edit Error	GAS ID	00006967	05/07/2021	26P20043	05/07/2021	0000014844	1	1	N	PETERBILT STORE SOUTH FLORIDA LLC		PETERBILT STORE MIAMI DADE	ID	0000006470	26P20043		164.940		17 Supplier PO Receipts	Supplier Receipts	Legacy PO Search
6	Pre-Edit Error	GAS ID	00007718	05/13/2021	26P20264	05/12/2021	0000014844	1	1	N	PETERBILT STORE SOUTH FLORIDA LLC		PETERBILT STORE MIAMI DADE	ID	0000006774	26P20264		594.020		12 Supplier PO Receipts	Supplier Receipts	Legacy PO Search
7	Pre-Edit Error	GAS ID	00008273	05/17/2021	26P20690	05/14/2021	0000014844	1	1	N	PETERBILT STORE SOUTH FLORIDA LLC		PETERBILT STORE MIAMI DADE	ID	0000005563	26P20690		-928.260		10 Supplier PO Receipts	Supplier Receipts	Legacy PO Search
8	Pre-Edit Error	GAS ID	00008260	05/17/2021	26P20685	05/14/2021	0000014844	1	1	N	PETERBILT STORE SOUTH FLORIDA LLC		PETERBILT STORE MIAMI DADE	ID	0000004747	26P20685		-364.650		10 Supplier PO Receipts	Supplier Receipts	Legacy PO Search
9	Pre-Edit Error	GAS ID	00007866	05/13/2021	26P20274	05/13/2021	0000014844	1	1	N	PETERBILT STORE SOUTH FLORIDA LLC		PETERBILT STORE MIAMI DADE	ID	0000007466			100.080		11 Supplier PO Receipts	Supplier Receipts	Legacy PO Search
10	Pre-Edit Error	GAS ID	00007867	05/13/2021	26P20585	05/13/2021	0000014844	1	1	N	PETERBILT STORE SOUTH FLORIDA LLC		PETERBILT STORE MIAMI DADE	ID				100.080		11 Supplier PO Receipts	Supplier Receipts	Legacy PO Search
11	Pre-Edit Error	GAS ID	00007891	05/13/2021	26P20589	05/13/2021	0000014844	1	1	N	PETERBILT STORE SOUTH FLORIDA LLC		PETERBILT STORE MIAMI DADE	ID	0000007478	26P20589		279.980		11 Supplier PO Receipts	Supplier Receipts	Legacy PO Search
12	Pre-Edit Error	GAS ID	00000926	04/08/2021	36P16767	04/07/2021	0000014844	1	1	N	PETERBILT STORE		PETERBILT STORE	ID	0000000940	36P16767		468.400		47 Supplier PO Receipts	Supplier Receipts	Legacy PO Search

- Look for the credit invoice.
- Select the **Voucher** hyperlink.

5.

Quick Invoice

Business Unit ID: 0000014844
 Voucher: 00008260
 Voucher Style: Adjustment
 *Build Status: Build Voucher

*Invoice Number: 26P20685
 Invoice Received Date: 05/14/2021
 Accounting Date: 05/17/2021
 Prepaid Ref:
 Invoice Date: 05/14/2021

Calculate
 Print Invoice
 Edit Combinations

Supplier: 0000014844
 Location: 1

Invoice Address: 1
 Remitting Addr: 4

PETERBILT STORE SOUTH FLORIDA LLC
 2441 S STATE ROAD 7
 FORT LAUDERDALE
 FL USA 33317

Attachments (1)
 Comments(0)

Line Amount: 0.00
 Misc Amt: 0.00
 Freight: 0.00
 Total: -364.65

Control Group:
 Terms:
 Currency: USD

Session Defaults
 Override Session Default
 Review Errors

Fetch Voucher Lines

From Voucher Line: 1
 To Voucher Line: 1

Line Details
 Add lines

▼ Copy From Source Document

PO Unit: ID
 PO Number:
 Copy From: None
 Go

▼ Voucher Build Association

Build Code:
 Recv Unit:
 Carrier ID:
 Packing Slip:
 Recv No:
 Bill of Lading:

Save Return to Search Notify Refresh Add Update/Display

- Remove any information in the **Copy From Source Document** and **Voucher Build Association** sections.
- Select **Line Details**.

6.

Invoice Lines

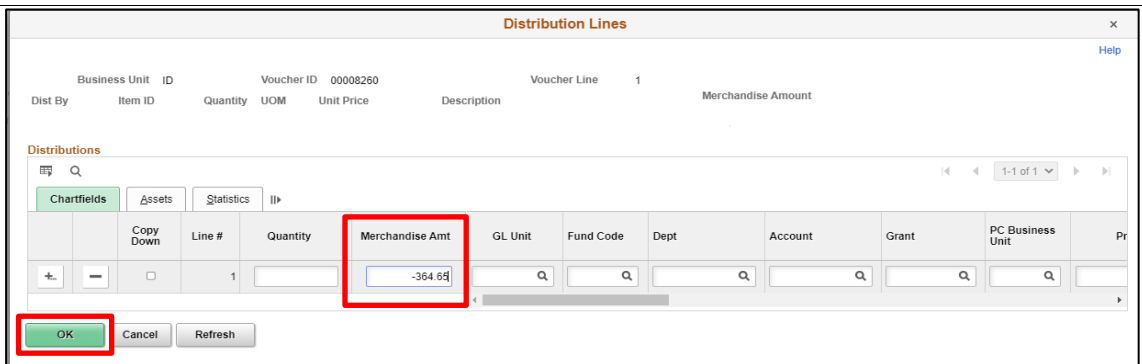
Line Information PO/Receiver Information

Voucher Line Number	SpeedChart	Distribute By	Item ID	Quantity Vouchered	UOM	Unit Price	Merchandise Amount	Procurement Group ID	Description	Distribution
1							0.00			Distribution

Save Return to Search Notify Refresh Add Update/Display

- Select **Distribution**.

7.



Distribution Lines

Business Unit ID: 00008260 Voucher ID: 00008260 Voucher Line: 1

Dist By: Item ID: Quantity: UOM: Unit Price: Description: Merchandise Amount:

Distributions

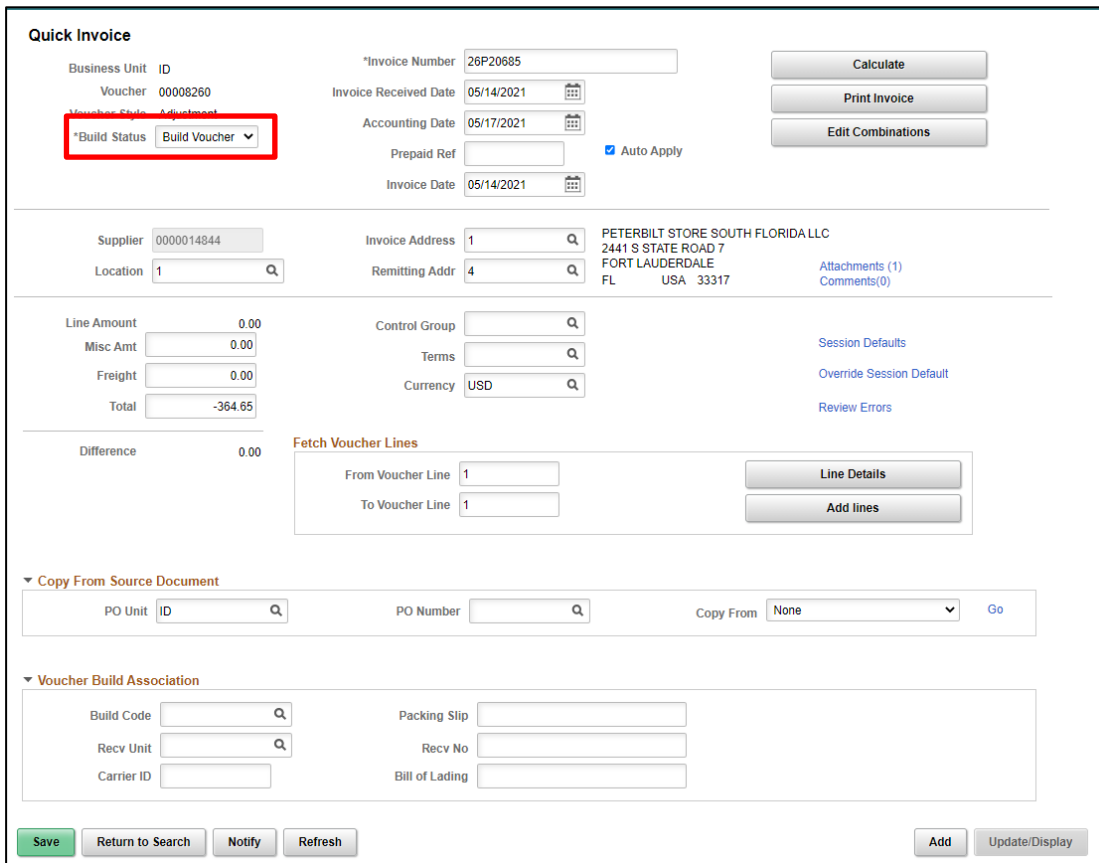
Chartfields: Assets Statistics II>

Copy Down	Line #	Quantity	Merchandise Amt	GL Unit	Fund Code	Dept	Account	Grant	PC Business Unit	Pr
<input type="checkbox"/>	1		-364.65							

OK Cancel Refresh

- Enter the Merchandise Amount. Make sure this number is **negative**.
- Select **OK**.

8.



Quick Invoice

Business Unit ID: 00008260 Voucher: 00008260

*Invoice Number: 26P20685 Invoice Received Date: 05/14/2021

Accounting Date: 05/17/2021 Prepaid Ref: Auto Apply

Invoice Date: 05/14/2021

Supplier: 0000014844 Invoice Address: 1 PETERBILT STORE SOUTH FLORIDA LLC
2441 S STATE ROAD 7
FORT LAUDERDALE
FL USA 33317

Location: 1 Remitting Addr: 4 Attachments (1)
Comments(0)

Line Amount: 0.00 Control Group: Misc Amt: 0.00 Terms: Freight: 0.00 Currency: USD

Total: -364.65

Difference: 0.00

Fetch Voucher Lines

From Voucher Line: 1 To Voucher Line: 1

Copy From Source Document

PO Unit: ID: PO Number: Copy From: None Go

Voucher Build Association

Build Code: Packing Slip: Recv Unit: Recv No: Carrier ID: Bill of Lading:

Save Return to Search Notify Refresh Add Update/Display

- Change the **Build Status** to **Build Voucher**.

9.

End of Process.

DEPARTMENT STEPS

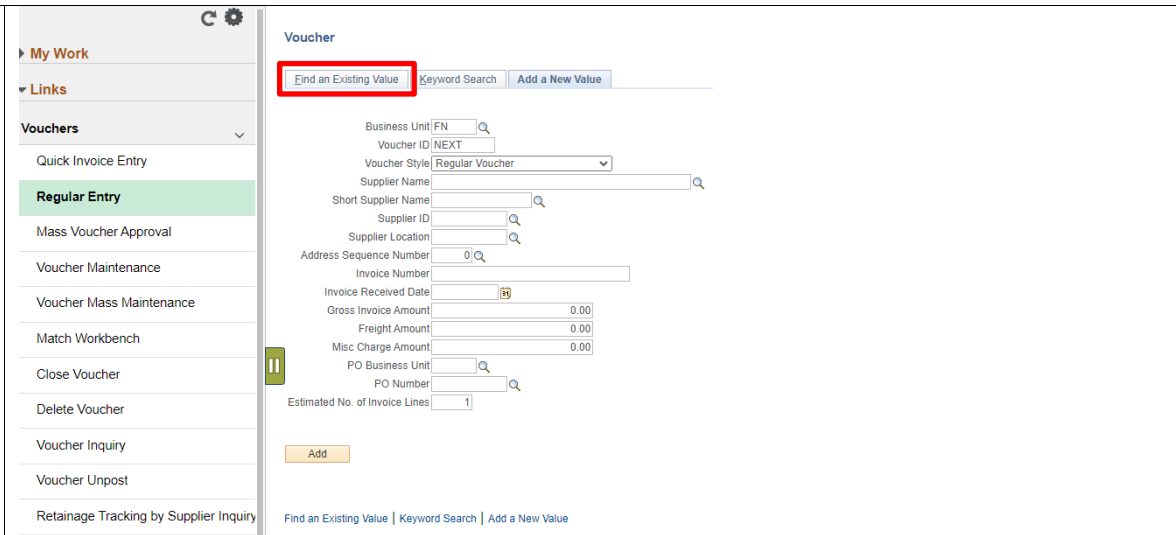
1.

Log into INFORMS.

2.

Navigate to the Add/View Vouchers page: **Finance / Supply Chain (FSCM) > Payables Operations > Accounts Payable WorkCentre > Links> Vouchers> Regular Entry**

3.



Voucher

[Find an Existing Value](#) [Keyword Search](#) [Add a New Value](#)

Business Unit

Voucher ID NEXT

Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Received Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

PO Business Unit

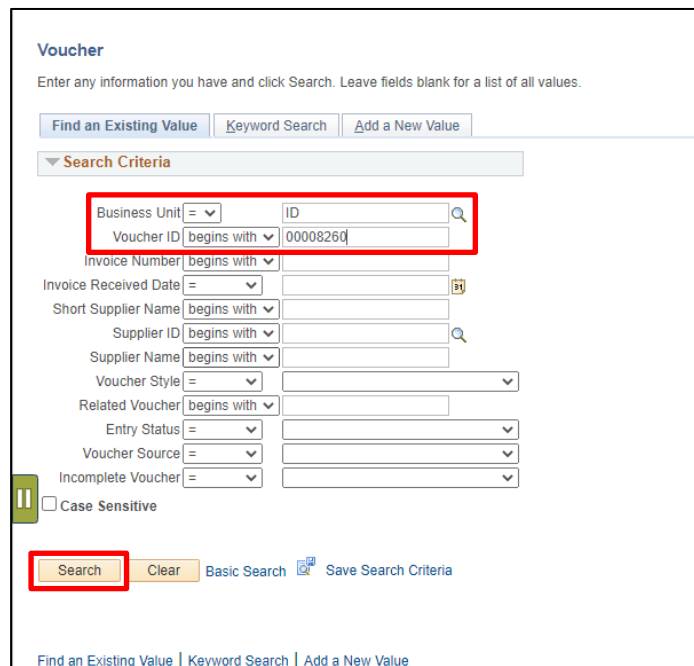
PO Number

Estimated No. of Invoice Lines

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

- **Select Find an Existing Value.**

4.



Voucher

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#) [Keyword Search](#) [Add a New Value](#)

Search Criteria

Business Unit ID

Voucher ID

Invoice Number

Invoice Received Date

Short Supplier Name

Supplier ID

Supplier Name

Voucher Style

Related Voucher

Entry Status

Voucher Source

Incomplete Voucher

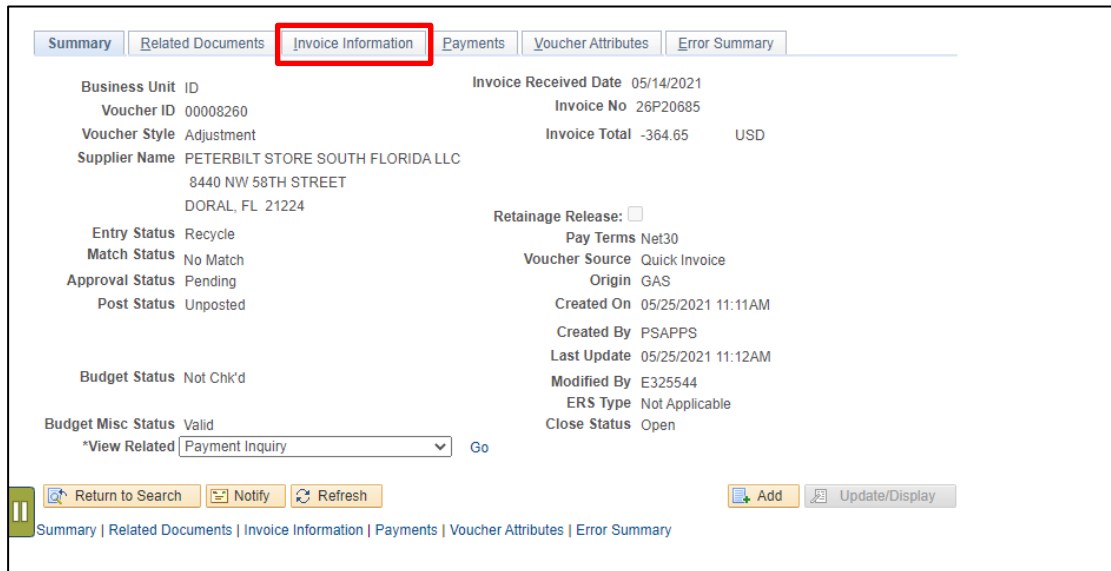
☐ Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Keyword Search](#) | [Add a New Value](#)

- Enter the **Business Unit**.
- Enter the **Voucher ID #**.
- Select **Search**.

5.



Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

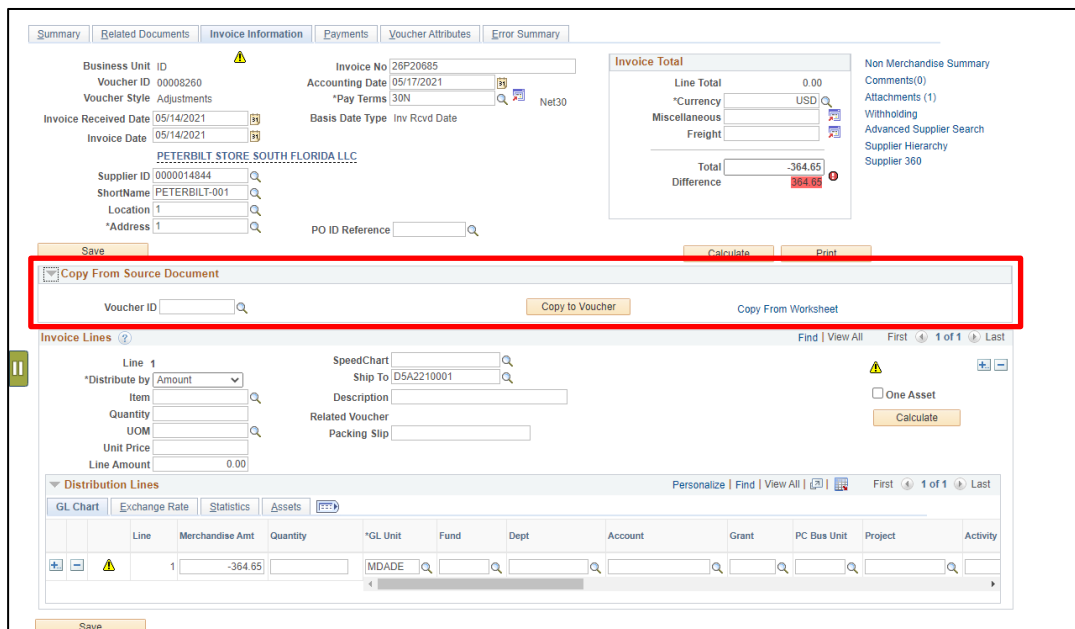
Business Unit ID Invoice Received Date 05/14/2021
 Voucher ID 00008260 Invoice No 26P20685
 Voucher Style Adjustment Invoice Total -364.65 USD
 Supplier Name PETERBILT STORE SOUTH FLORIDA LLC
 8440 NW 58TH STREET
 DORAL, FL 21224
 Retainage Release: ☐
 Entry Status Recycle Pay Terms Net30
 Match Status No Match Voucher Source Quick Invoice
 Approval Status Pending Origin GAS
 Post Status Unposted Created On 05/25/2021 11:11AM
 Created By PSAPPS
 Last Update 05/25/2021 11:12AM
 Modified By E325544
 ERS Type Not Applicable
 Close Status Open
 Budget Status Not Chk'd
 Budget Misc Status Valid
 *View Related Payment Inquiry Go

Return to Search Notify Refresh Add Update/Display

Summary | Related Documents | Invoice Information | Payments | Voucher Attributes | Error Summary

- Select the **Invoice Information** tab.

6.



Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit ID Invoice No 26P20685
 Voucher ID 00008260 Accounting Date 05/17/2021
 Voucher Style Adjustments *Pay Terms 30N Net30
 Invoice Received Date 05/14/2021 Basis Date Type Inv Rcvd Date
 Invoice Date 05/14/2021
 Supplier ID 0000014844
 ShortName PETERBILT-001
 Location 1
 Address 1
 PO ID Reference
 Invoice Total
 Line Total 0.00
 *Currency USD
 Miscellaneous
 Freight
 Total -364.65
 Difference 364.65
 Non Merchandise Summary
 Comments(0)
 Attachments (1)
 Withholding
 Advanced Supplier Search
 Supplier Hierarchy
 Supplier 360

Save Calculate Print

Copy From Source Document
 Voucher ID Copy to Voucher Copy From Worksheet

Invoice Lines
 Line 1
 *Distribute by Amount
 Item
 Quantity
 UOM
 Unit Price
 Line Amount 0.00
 SpeedChart
 Ship To D5A2210001
 Description
 Related Voucher
 Packing Slip

Save

GL Chart Exchange Rate Statistics Assets

Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	Account	Grant	PC Bus Unit	Project	Activity
1	-364.65		MDADE							

- Expand the **Copy From Source Document** section.

Look Up Voucher ID

Business Unit ID
Supplier ID 0000014844
Voucher ID begins with
Invoice Number begins with
Short Supplier Name begins with
Supplier Name begins with

Look Up Clear Cancel Basic Lookup

Search Results
View 100 First 1-92 of 92

Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Received Date	Short Supplier Name	Supplier Name	Voucher Style
00009935	26P21292	37.63	05/21/2021	PETERBILT-001	PETERBILT STORE SOUTH FLORIDA LLC Reg	
00000208	26P21088	50	05/20/2021	PETERBILT-001	PETERBILT STORE SOUTH FLORIDA LLC Reg	
00008880	26P18695	763.64	05/18/2021	PETERBILT-001	PETERBILT STORE SOUTH FLORIDA LLC Reg	
00008861	26P21054	76.7	05/19/2021	PETERBILT-001	PETERBILT STORE SOUTH FLORIDA LLC Reg	

- Select the **Lookup Icon** and search for the **Voucher ID** (Original Voucher that generated the credit/adjustment).
- *Note: If the original voucher was processed in the legacy system (FAMIS), the “copy from source” option will not display the voucher. The user must manually enter all the chartfield information*
- Select **Copy to Voucher**.

Summary Related Documents Invoice Information Payments Voucher Attributes Error Summary

Business Unit ID
Voucher ID 00008260
Voucher Style Adjustments
Invoice Received Date 05/14/2021
Invoice Date 05/14/2021
Supplier ID 0000014844
Short Name PETERBILT-001
Location 1
Address 1
PO ID Reference

Invoice No 26P20685
Accounting Date 05/17/2021
Pay Terms 30N
Basis Date Type Inv Rcvd Date
Net30

Invoice Total
Line Total 0.00
Currency USD
Miscellaneous
Freight
Total -364.65
Difference 364.65

Non Merchandise Summary
Comments(0)
Attachments(1)
Withholding
Advanced Supplier Search
Supplier Hierarchy
Supplier 360

Save Calculate Print

Copy From Source Document
Voucher ID
Copy to Voucher Copy From Worksheet

Invoice Lines
Line 1
Distribute by Amount
Item
Quantity
Unit Price
Line Amount 0.00
Speed Chart
Ship To D5A2210001
Description
Related Voucher
Packing Slip

Distribution Lines
GL Chart Exchange Rate Statistics Assets
Line Merchandise Amt Quantity GL Unit Fund Dept Account Grant PC Bus Unit Project Activity
1 -364.65 MDADE

Save

- *Note: If this section is Grayed Out. Select “Copy from Worksheet” Hyperlink and search for **Voucher ID** (Original Voucher that generated the credit/adjustment).*

Voucher Worksheet [Back to Invoice](#)

Voucher Lookup Criteria

Business Unit AD Voucher ID 00001163
 Supplier ID 0000004331 W W GRAINGER INC
 Voucher ID 00001023 Invoice Number 9961049328
 From Voucher Line To Voucher Line
 Voucher Date Option No Date Voucher Date

Additional Search Criteria

Max Rows to Return [Search](#) [Copy Selected Lines](#) [Reset](#)

Voucher Information [Find](#) | [View All](#) First 1 of 1 Last

Unit AD Voucher 00001023 Invoice 9961049328 Date 07/14/2021
 Supplier 0000004331 W W GRAINGER INC
 Unpaid 2.820 ☐ Reverse Qty/Amt
☒ Select All ☐ Deselect All

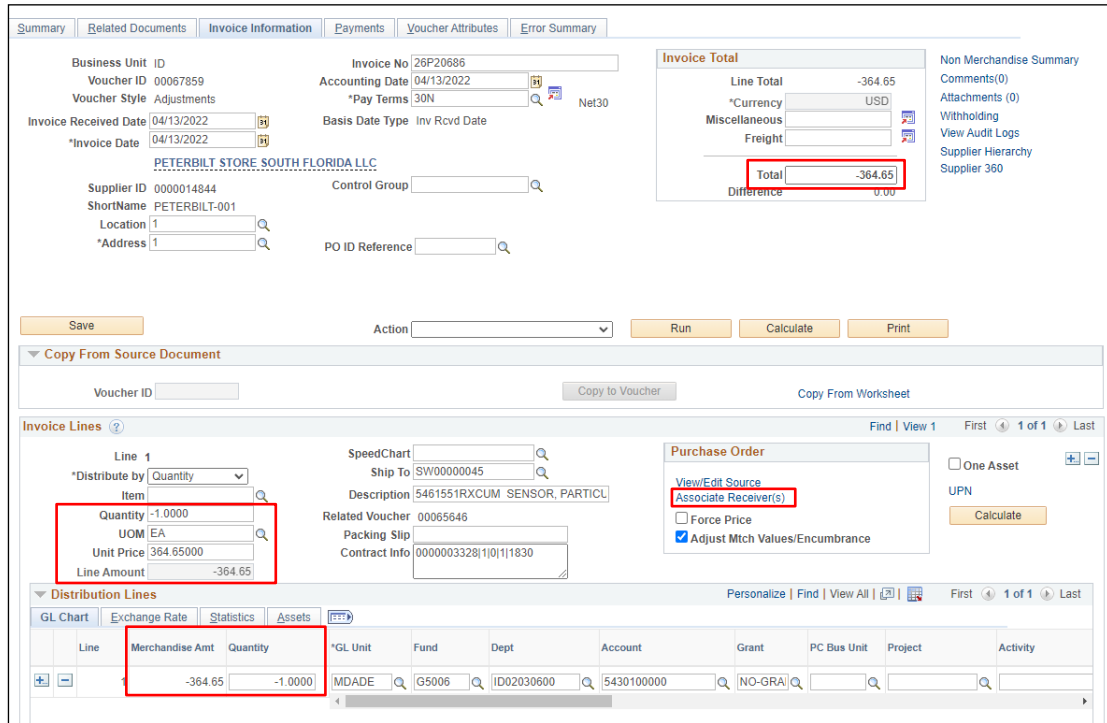
Select Voucher Lines [Personalize](#) | [Find](#) | [View All](#) First 1 of 1 Last

Select	Line	Adjust Mch Values/Encumbrance	PO Unit	PO Number	Item ID	Description	Quantity	UOM	Unit Price	Merchandise Amount	Currency
<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	AD	0000000256		Tissue Paper Sheets - Size: 15	1.0000	EA	125.62000	125.62	USD

☒ Select All ☐ Deselect All Gross Invoice Amount 125.620 Lines Entered 1

- Under the Select Voucher Lines Main Information Tab, Check the box under “Select” and Click on “Copy Selected Lines”

8.



Summary | Related Documents | **Invoice Information** | Payments | Voucher Attributes | Error Summary

Business Unit ID: 00067859 | Invoice No: 28P20686 | Accounting Date: 04/13/2022 | Voucher Style: Adjustments | *Pay Terms: 30N | Net30

Invoice Received Date: 04/13/2022 | Basis Date Type: Inv Rcvd Date | *Invoice Date: 04/13/2022

Supplier ID: 0000014844 | ShortName: PETERBILT-001 | Location: 1 | *Address: 1 | Control Group: | PO ID Reference: |

Invoice Total

Line Total	-364.65
*Currency	USD
Miscellaneous	
Freight	
Total	-364.65
Difference	0.00

Non Merchandise Summary

Comments(0) | Attachments(0) | Withholding | View Audit Logs | Supplier Hierarchy | Supplier 360

Save | Action: | Run | Calculate | Print

Copy From Source Document

Voucher ID: | Copy to Voucher | Copy From Worksheet

Invoice Lines

Line 1

*Distribute by: Quantity

Item: | SpeedChart: | Ship To: SW00000045

Quantity: -1.0000 | Description: 5461551RXCM SENSOR, PARTICL

UOM: EA | Related Voucher: 00065646

Unit Price: 364.65000 | Packing Slip: | Contract Info: 0000003328|1|0|1|1830

Line Amount: -364.65

Purchase Order

View/Edit Source | Associate Receiver(s) | ☐ Force Price | ☒ Adjust Mch Values/Encumbrance

Distribution Lines

GL Chart	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	Account	Grant	PC Bus Unit	Project	Activity
		-364.65	-1.0000								

- **Invoice Lines** and **Distribution Lines** are copied from the original voucher.
- On the Invoice Line make following changes
 - **Quantity (must be negative)**
 - **Unit Price (must be positive)**
 - **Line amount** will be calculated, it should be negative.
- **Distribution Merchandise Amount** to match the amount indicated on credit memo. Please note this amount must be a negative (-).
- **Click on "Associate Receiver(s)"**

9.

Associate Receiver





Unit ID Voucher 00078325 Invoice 2029ET0301

Invoice Line

Line	2	Item		
Quantity	-1.0000	UOM EA	Unit Price 77.69000	USD

PO Number

Unit ID	PO No.	PO Line	Sched Num
	0000047944	1	1

Associated Receiver(s) Personalize | Find | View All |   First  1 of 1  Last

Recv BU	Receipt No	Line	Seq	Quantity to Match (PO UOM)	Voucher UOM	Unmatched Qty (VUOM)	Unit Price	Currency
ID	0000071085	1	1	-1.0000	EA	1.0000	77.69000	USD

OK **Cancel**

- Enter Adjusted Quantity (must be negative) or Merchandise Amount (must be negative)
- Click “OK”
- On the voucher Click Save

10.

End of Process.

11.

Once the Adjustment Voucher has been approved, You must inform your Supply Chain Team to update the receipt to the correct Quantity or Amount.

Updating the receipt is important to allow proper PO liquidation if and when needed, which allows funds to be returned to the contract. Also, updating the receipt is important for the PO Activity summary to show the correct information for the PO amount, received, invoiced, and matched.

DEPARTMENT RECEIVER STEPS

1.

Log into INFORMS.

2.

Navigate to the Add/View Receipts page: **Finance / Supply Chain (FSCM) > Purchasing > Receipts > Add/Update Receipts.**

3.

Receiving

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Keyword Search Add a New Value

▼ Search Criteria

Business Unit = ▾ BU

Receipt Number begins with ▾

Bill of Lading begins with ▾

PO Business Unit begins with ▾

Item ID begins with ▾

PO Number begins with ▾

Ship To Location begins with ▾

Shipment Number begins with ▾

Supplier ID begins with ▾

Received Date = ▾

Receipt Status = ▾ ▾

User ID begins with ▾

☐ Case Sensitive

- Select **Find an Existing Value**

4.

Receiving

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Keyword Search Add a New Value

▼ Search Criteria

Business Unit = ▾ BU

Receipt Number begins with ▾

Bill of Lading begins with ▾

PO Business Unit begins with ▾

Item ID begins with ▾

PO Number begins with ▾

Ship To Location begins with ▾

Shipment Number begins with ▾


Supplier ID begins with ▾

Received Date = ▾

Receipt Status = ▾ ▾

User ID begins with ▾

☐ Case Sensitive

Search Clear Basic Search  Save Search Criteria

- Enter the **Business Unit**.
- Enter the corresponding **Receipt Number**
- Select **Search**.

Scenario 1: If the adjustment voucher is equal to the receipt quantity or receipt amount, the receipt needs to be canceled.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit AD Voucher ID 00013051 Voucher Style Adjustment Supplier Name W W GRAINGER INC 2255 NW 89TH PLACE DORAL, FL 33172 Entry Status Postable Match Status Ready Approval Status Pending Post Status Unposted Budget Status Not Chk'd Budget Misc Status Valid *View Related <input type="text" value="Payment Inquiry"/> <input type="button" value="Go"/>		Invoice Received Date 09/14/2024 Invoice No 9247484364 Invoice Total -1,639.44 USD Retainage Release: <input type="checkbox"/> Pay Terms Net30 Voucher Source Quick Invoice Origin GAS Created On 09/17/2024 8:37PM Created By PSAPPS Last Update 09/25/2024 4:30PM Modified By E301310 ERS Type Not Applicable Close Status Open Audit Logs			

5.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary			
Business Unit AD Voucher ID 00013051 Voucher Style Adjustments Supplier ID 0000004331		Invoice No 9247484364 Invoice Received Date 09/14/2024 Action <input type="button" value="Run"/>						
Payment Details								
Voucher Line - PO Information								
Voucher Line - Receiver Information								
Invoice line	Receiving Business Unit	Receipt Number	Receipt Line	Receiver Shipping Sequence	Quantity Entered	Unit of Measure	Applied Receiver Merch Amt	Merchandise Amount Received
1	AD	0000008020	1		-12.0000	EA	-1639.440	1639.440
<input type="button" value="Save"/>								

Access the 'Add/Update Receipt' Informs page to cancel/amend the required receipt:

Maintain Receipts														
Receiving														
Business Unit AD Receipt ID 0000008020 Header Details		Receipt Status Fully Received <input checked="" type="checkbox"/>												
Header Select Purchase Order <input type="button" value="Close Short All Lines"/> <input type="button" value="Print Delivery Report"/> <input type="button" value="Run PO Receipt Accrual"/>														
Receipt Lines														
Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Category	Close Short	Serial	Device Track	Stock UOM	Device Track	
1		CARPET PROTECT TAPE 48 X 200'	12.0000	EA	136.62000	12.0000	Received	99990				EA	Device Track	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Interface Receipt <input type="checkbox"/> Run Close Short <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> <input type="button" value="Add"/> <input type="button" value="Update/Display"/>														

Canceling Receipt cannot be reversed. Do you wish to continue? (10300,33)

Yes

No

Maintain Receipts

Receiving

Business Unit AD

Receipt ID 0000008020
Header Details

Edit Header Comments/Attachments
Document Status

Receipt Status Canceled

Activities

Header

Select Purchase Order

Close Short All Lines

Print Delivery Report

Receipt Lines

Receipt Lines

More Details



Links and Status

Item / Mfg Data

Optional Input

Source Information

||>

Line	Item	Description	Receipt Qty	Recv UOM	Receipt Price	Accept Qty	Status
1		CARPET PROTECT TAPE 48 X 200'			EA	136.62000	Canceled

Scenario 2: If the adjustment voucher is less than the receipt quantity or receipt amount, the receipt needs to be adjusted accordingly.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit CH	Invoice Received Date 02/11/2022				
Voucher ID 00012556	Invoice No 9208060088				
Voucher Style Adjustment	Invoice Total -318.92	USD			
Supplier Name W W GRAINGER INC 2255 NW 89TH PLACE DORAL, FL 33172	Retainage Release: <input type="checkbox"/>				
Entry Status Postable	Pay Terms Net30				
Match Status Matched	Approval History	Voucher Source Quick Invoice			
Approval Status Approved		Origin GAS			
Post Status Posted		Created On 02/15/2022 8:34PM			
		Created By PSAPPS			
		Last Update 08/26/2022 8:35AM			
		Modified By E88911			
		ERS Type Not Applicable			
		Close Status Open			
Budget Status Valid					
Budget Misc Status Valid					
*View Related Payment Inquiry	Go	Audit Logs			

Summary **Related Documents** Invoice Information Payments Voucher Attributes Error Summary

Business Unit CH Invoice No 9208060088
 Voucher ID 00012556 Invoice Received Date 02/11/2022 Action
 Voucher Style Adjustments
 Supplier ID 0000004331

Payment Details

Voucher Line - PO Information

Voucher Line - Receiver Information

Invoice line	Receiving Business Unit	Receipt Number	Receipt Line	Receiver Shipping Sequence	Quantity Entered	Unit of Measure	Applied Receiver Merch Amt	Merchandise Amount Received
1	CH	0000005798	1		1	1.0000 LOT	-318.920	695.570

Access the 'Add/Update Receipt' Informs page to amend the required receipt:

Maintain Receipts

Receiving

Business Unit CH
 Receipt ID 0000005798
 Header Details

Receipt Status Fully Received ✗
[Edit Header Comments/Attachments](#)
[Document Status](#)
[Activities](#)

Header

Select Purchase Order

Receipt Lines

Receipt Lines More Details Links and Status Item / Mfg Data Optional Input Source Information

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Category
1		FAC-BUILDING MATERIALS **USAR	1.0000	695.57000	1.0000	Received	99819

☒ Interface Receipt ☐ Run Close Short [Interface Asset Information](#)

Calculation based on the Adjustment Voucher amount/quantity:

Maintain Receipts

Receiving

Business Unit CH
 Receipt ID 0000005798
 Header Details

Receipt Status Fully Received ✗
[Edit Header Comments/Attachments](#)
[Document Status](#)
[Activities](#)

Header

Select Purchase Order

Receipt Lines

Receipt Lines More Details Links and Status Item / Mfg Data Optional Input Source Information

Line	Item	Description	Receipt Qty	Receipt Price	Accept Qty	Status	Category
1		FAC-BUILDING MATERIALS **USAR	1.0000	376.65000	1.0000	Received	99819

☒ Interface Receipt ☐ Run Close Short [Interface Asset Information](#)

Calculator: 695.57 - 318.92 = 376.65

Click 'Save' to confirm your changes.

Notice how the 'Receipt Match Status' changes when amending the receipt amount/quantity to the adjustment voucher amount/quantity:

Before:

Maintain Receipts
Receiving

Business Unit CH Receipt ID 000005798 Receipt Status Fully Received X
[Edit Header Comments/Attachments](#) [Header Details](#) [Document Status](#) [Activities](#)

> Header
[Select Purchase Order](#) [Close Short All Lines](#) [Print Delivery Report](#) [Run PO Receipt Accrual](#)

Receipt Lines

Receipt Lines More Details **Links and Status** Item / Mfg Data Optional Input Source Information

Line	Item	Description	Allocation Type	Process Complete	Inspect Status	Serial Control	Serial Status	Lot Control	Lot Status	Match	Receipt Match Status
1		FAC-BUILDING MATERIALS **USAR	First In First Out	Y	Complete	N	Complete	N	Complete	Y	Partial

☒ Interface Receipt ☐ Run Close Short [Interface Asset Information](#)

After:

Maintain Receipts
Receiving

Business Unit CH Receipt ID 000005798 Receipt Status Fully Received X
[Edit Header Comments/Attachments](#) [Header Details](#) [Document Status](#) [Activities](#)

> Header
[Select Purchase Order](#) [Close Short All Lines](#) [Print Delivery Report](#) [Run PO Receipt Accrual](#)

Receipt Lines

Receipt Lines More Details **Links and Status** Item / Mfg Data Optional Input Source Information

Line	Item	Description	Allocation Type	Process Complete	Inspect Status	Serial Control	Serial Status	Lot Control	Lot Status	Match	Receipt Match Status
1		FAC-BUILDING MATERIALS **USAR	First In First Out	Y	Complete	N	Complete	N	Complete	Y	Matched