



Miami-Dade County

Accounts Payable – Adjustment Voucher Job Aid

Version 2.0

Updated 4/13/2022



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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.



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.
	Navigate to Quick Invoice Pending VCH Build page
2.	Finance / Supply Chain (FSCM) > Payables Operations > Accounts Payable
	WorkCenter > Queries > Public > Quick Inv Pending VCH Build
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	Row Build	Origin	unit	Voucher	Acctg Date	Invoice	Invoice Received Date	Supplier ID	Address Seq	Location	SBE (Y/N)	Supplier Name	Supplier Additional Name	DBA 1	DBA PO 2 Unit	PO No.	PK Slip No	Gross Amt O	Days Iutstanding	Supplier Le Receipts Se
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	5 Pre-Ed 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	000006470	26P20043	164.940	17 PO Receipt	Supplier PC Receipts Se
	6 Pre-Ed Error	t 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 PO Receipt	Supplier Pr Receipts Se
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	8 Pre-Ed 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 PO Receipt	Supplier Le
4	9 Pre-Ed Error	t gas	ID	00007868	05/13/2021	26P20274	05/13/2021	0000014844		1	N	PETERBILT STORE SOUTH FLORIDA LLC		PETERBILT STORE MIAMI DADE	ID	0000007455		100.080	11 PO Receipt	Supplier Le Receipts St
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	11 Pre-Ed Error	t GAS	ID	00007861	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 PO Receipt	Supplier Receipts Se
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• Select the **Voucher** hyperlink.

	Quick Invoice									
	Business Unit	ID	*Invoice Number	26P20685				Calculate		
	Voucher	00008260	Invoice Received Date	05/14/2021				Print Invoid	ce	
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	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	5
	Operations > Accounts Payable WorkCentre > Links> Vouchers> Regular Entry	



• Select Search.

	Summary Related Documents Invoice Information Payments Youcher Attributes Error Summary
	Business Unit ID Invoice Received Date 05/14/2021
	Voucher ID 00008260 INVOICE NO 2022/2003
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	Distribution Lines
	GL Chart Exchange Rale Statistics Assets
	Line Merchandise Amt Quantity "GL Unit Fund Dept Account Grant PC Bus Unit Project Activity
	€
•	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)"



	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. 0000047944 PO Line 1 Sched Num 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
).	End of Process.
	Once the Adjusment Voucher has been approved, You must inform your Supply Chair
L.	Team to update the receipt to the correct Quantity or Amount