



Miami-Dade County

Accounts Payable – Adjustment Voucher Job Aid

Version 2.0

Updated 4/13/2022

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PURPOSE AND DESCRIPTION

Purpose

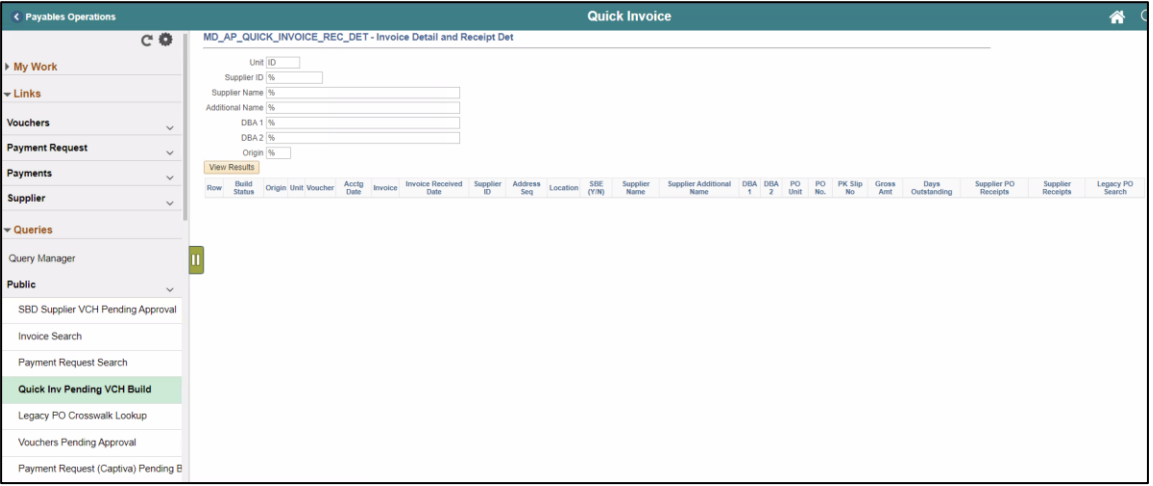
This document explains the key activities involved in managing INFORMS Accounts Payables transactions. It provides an overview of the sub-processes involved, as well as step-by-step procedural guidance to perform the activity.

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.
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

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	26P20680	05/14/2021	0000014844	1	1	N	PETERBILT STORE SOUTH FLORIDA LLC		PETERBILT STORE MIAMI DADE	ID	0000005563	26P20680	-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	36P16367	04/07/2021	0000014844	1	1	N	PETERBILT STORE		PETERBILT STORE	ID	0000000940	36P16367	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.

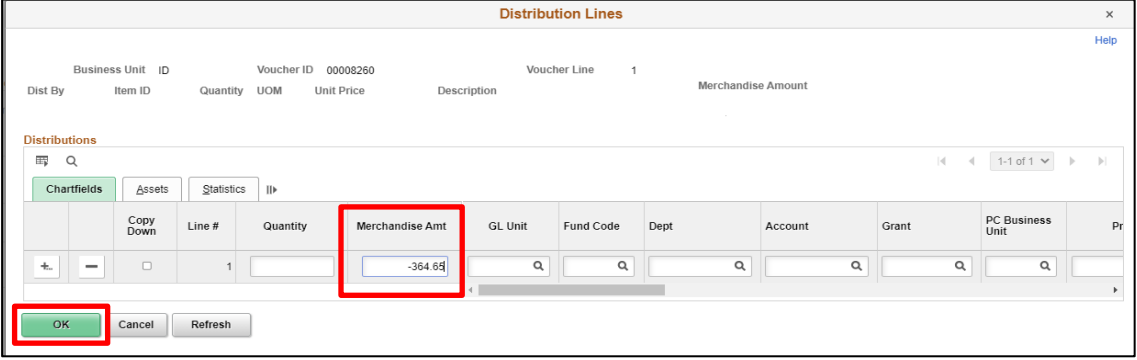
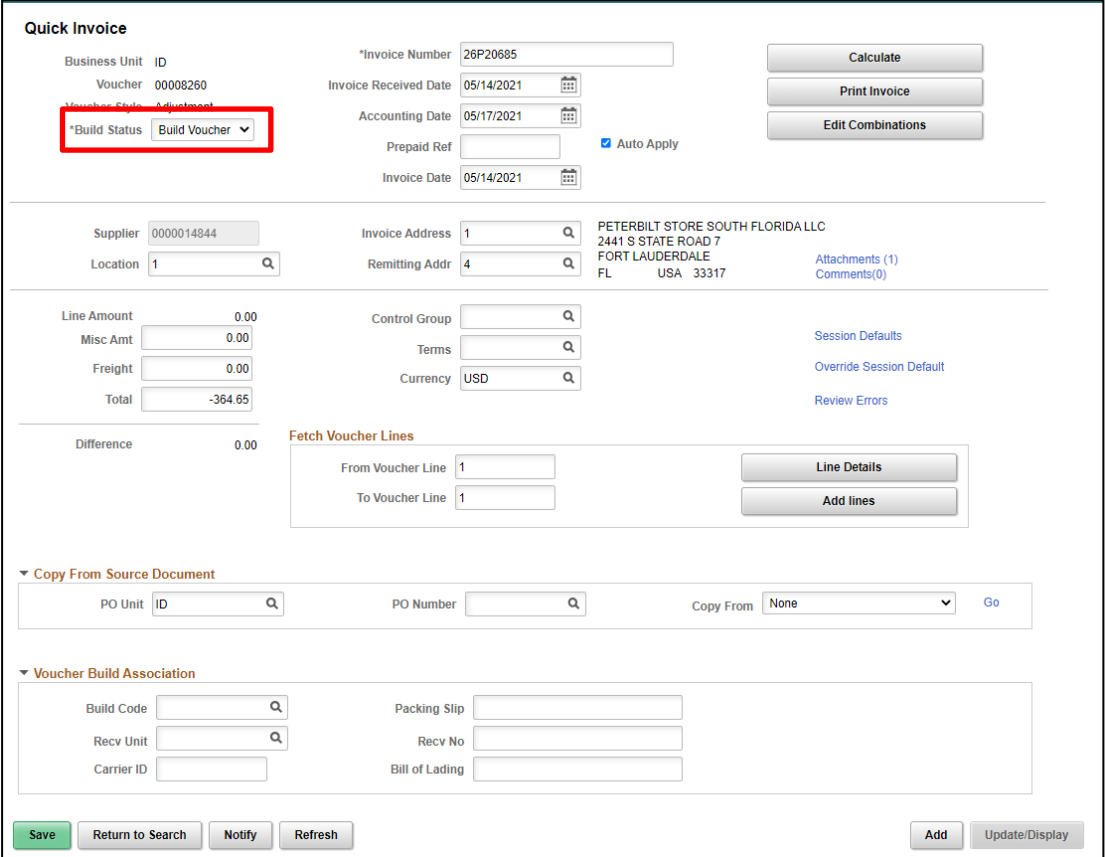
Invoice Lines

Line Information PO/Receiver Information

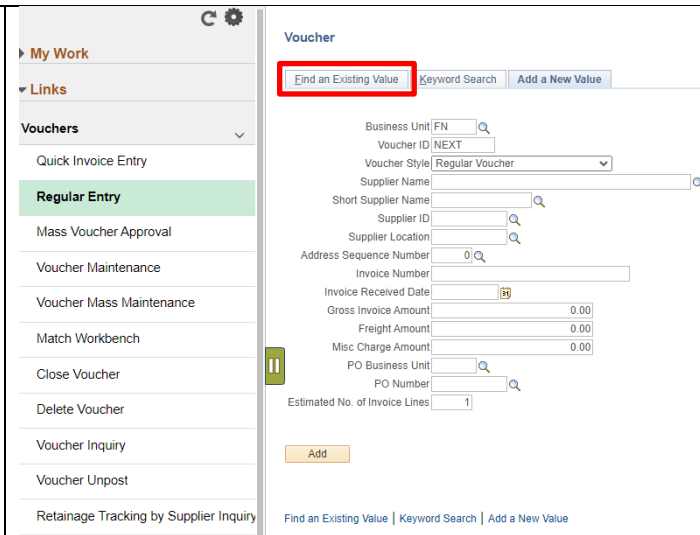
Voucher Line Number	SpeedChart	Distribute By	Item ID	Quantity Vouchered	UOM	Unit Price	Merchandise Amount	Procurement Group ID	Description	Distribution
1							0.00			Distribution

Save Return to Search Notify Refresh Add Update/Display

- Select **Distribution**.

7.	 <ul style="list-style-type: none"> Enter the Merchandise Amount. Make sure this number is negative. Select OK.
8.	 <ul style="list-style-type: none"> 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 FN

Voucher ID NEXT

Voucher Style Regular Voucher

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number 0

Invoice Number

Invoice Received Date

Gross Invoice Amount 0.00

Freight Amount 0.00

Misc Charge Amount 0.00

PO Business Unit

PO Number

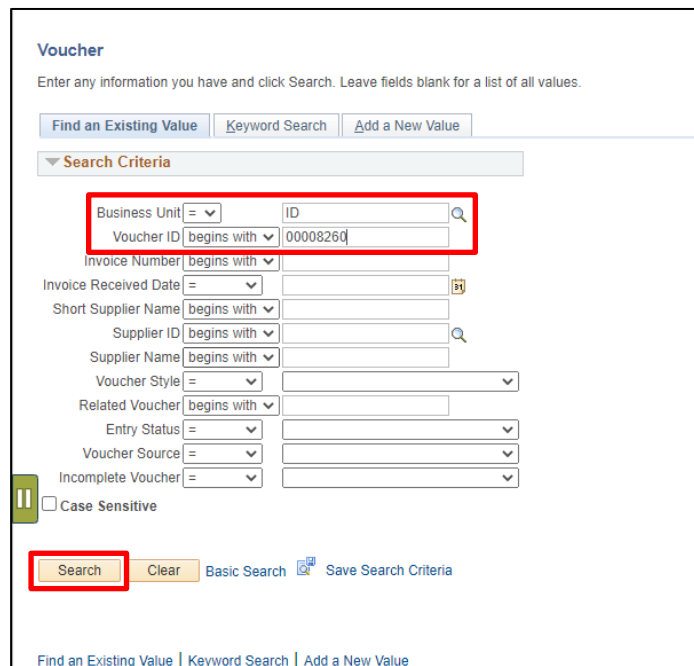
Estimated No. of Invoice Lines 1

[Add](#)

[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 begins with 00008260

Invoice Number begins with

Invoice Received Date =

Short Supplier Name begins with

Supplier ID begins with

Supplier Name begins with

Voucher Style =

Related Voucher begins with

Entry Status =

Voucher Source =

Incomplete Voucher =

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

[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
Voucher ID 00008260
Voucher Style Adjustment
Supplier Name PETERBILT STORE SOUTH FLORIDA LLC
8440 NW 58TH STREET
DORAL, FL 21224

Entry Status Recycle
Match Status No Match
Approval Status Pending
Post Status Unposted

Budget Status Not Chk'd
Budget Misc Status Valid
*View Related Payment Inquiry Go

Invoice Received Date 05/14/2021
Invoice No 26P20685
Invoice Total -364.65 USD

Retainage Release: ☐
Pay Terms Net30
Voucher Source Quick Invoice
Origin GAS
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

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
Voucher ID 00008260
Voucher Style Adjustments
Invoice Received Date 05/14/2021
Invoice Date 05/14/2021
Supplier ID 0000014844
ShortName 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
UOM
Unit Price
Line Amount 0.00
SpeedChart
Ship To D5A2210001
Description
Related Voucher
Packing Slip

Distribution Lines
GL Chart | Exchange Rate | Statistics | Assets | **Items**
Personalize | Find | View All | First | 1 of 1 | Last

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

Save

- 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
UCOM
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

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

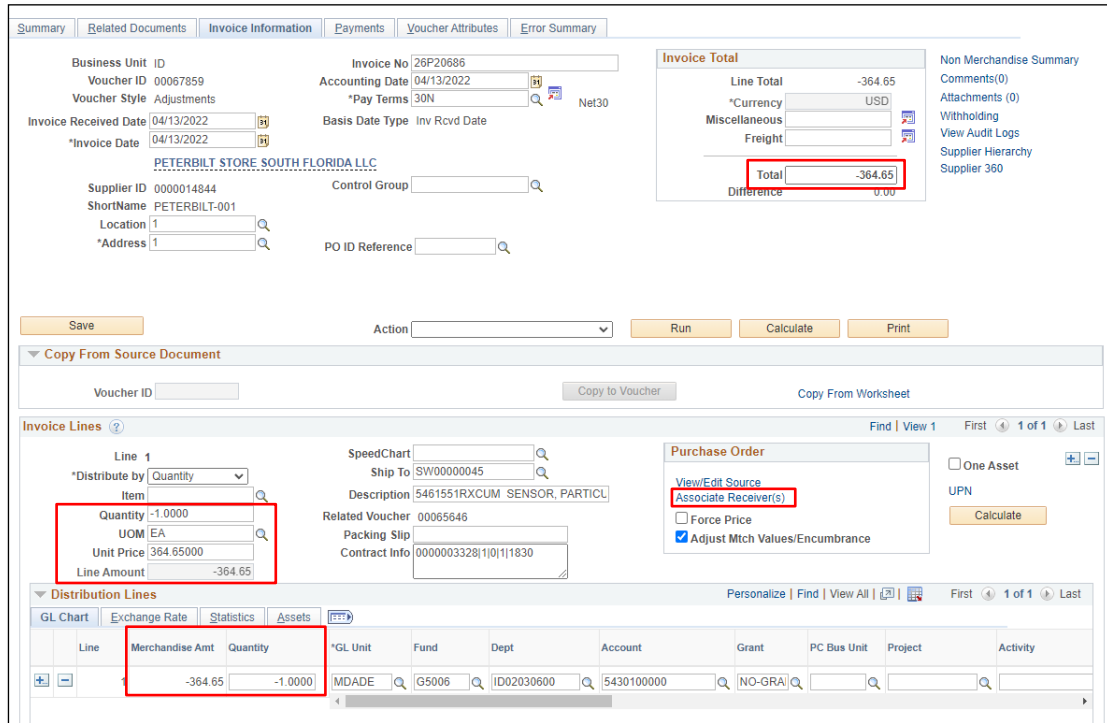
Select Voucher Lines [Personalize](#) | [Find](#) | [View All](#) First 1 of 1 Last

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 ID: 00067859 | Voucher Style: Adjustments | Invoice Received Date: 04/13/2022 | Invoice Date: 04/13/2022 | Supplier ID: 0000014844 | ShortName: PETERBILT-001 | Location: 1 | Address: 1 | Control Group: | PO ID Reference: | Basis Date Type: Inv Rcvd Date | Net30

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

☐ One Asset | UPN: | Calculate

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	Line	Merchandise Amt	Quantity	*GL Unit	Fund	Dept	Account	Grant	PC Bus Unit	Project	Activity
					-364.65	-1.0000		MDADE	G5006	ID02030600	5430100000	NO-GRA		

- **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.	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

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