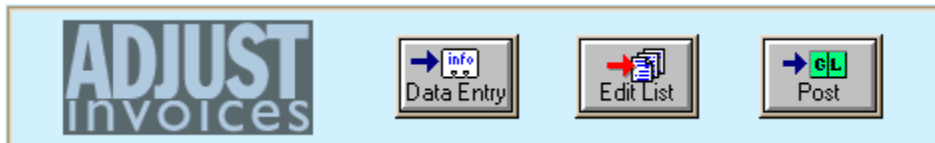


## Adjustments in Accounts Payable

The Adjustments feature in Accounts Payable has been redesigned to enhance the functionality and presentation of the task. Adjustments may be used to change the due date of unpaid invoices, change the balance of unpaid invoices, transfer line item expenses to a different GL Accounts, or both.



### Data Entry



This task performs the entry/edit of adjustment transactions. Once you click on the Data Entry button, the Batch Header screen will appear:



**Adjust Due Date**

Due Date  Amount  Transfer GL Account  Amount and Transfer

Select this radio button if you only wish to adjust the Due Date of an unpaid invoice. If this is your selection, the only fields that will be available to you will be Vendor Number, Invoice, Due Date, and Remark. The system will not allow you to change the due date of an invoice that has been paid. Once you have finished entering data into these fields, press F2 to continue.

**Adjust Amount**

Due Date  Amount  Transfer GL Account  Amount and Transfer

Select this radio button if you only wish to adjust the Amount of this invoice. If this is your selection, the Amount fields will become accessible on the Adjustments Entry screen (shown above). Once you have finished entering in the Vendor, Invoice No, Remark, and Offset Account fields and hit F2 to continue.

**Please Note: Enter the Amount you would like to Adjust.**

Example: If you are adjusting a \$150.00 Invoice, and you want to make it \$145.00: The Amount entered would be -5.00. Credits must always be entered as a negative amount.

**The system will not allow you to adjust an invoice that has a payment applied to it.**

**Transfer GL Account**

Due Date  Amount  Transfer GL Account  Amount and Transfer

Select this radio button if you wish to change only a Line Item GL Account for which this Invoice was originally expensed. *You may adjust only one Line Item per entry.* If this is your selection, the following screen will appear once you have finished entering in the Vendor, Invoice No, Remark, and Offset Account fields and press F2:

Transfer Account			
Transfer FROM account	1006430007	Operating Supplies - PKG Amen.	
Transfer TO account	<input type="text" value="0000150000"/>		
Amount to transfer	<input type="text" value="145.00"/>	FC Transfer Amt	0.00
Offset Amount	150.00 + New Adj	5.00--	145.00

*Transfer FROM account*

This field displays the GL account from which you originally expensed the line item. The name of the account is also displayed for verification.

*Transfer TO account*

In this field, use Ctrl-L to search for the GL account to which you would like to transfer the expense.

*Amount to transfer*

Enter the amount you would like to transfer from the 'FROM account' to the 'TO account'.

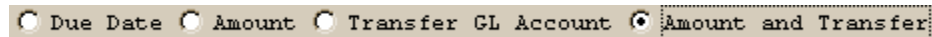
*FC Transfer Amt*

Displays the transfer amount in Foreign Currency

*Offset Amount*

Displays the offset amount of the original invoice + the New Adjustment (if only adjusting the account, then will be 0.00) = total.

***Amount and Transfer***



Select this radio button if you wish to adjust both the Amount of the invoice and transfer a line item on the invoice to a different GL Account. Choosing to adjust the Amount and Transferring the Amount is recorded as one transaction on the batch header screen. The Amount fields will be accessible in the Adjustments Entry screen, as well as the Transfer Account screen, which is shown above.

**Edit List**



This task produces an Edit List of un-posted adjustment transactions for all or user-specified Batch ID's. The Edit List identifies all errors encountered (if any), which must be corrected in Data Entry. Once corrected another Edit List should be printed to verify no other errors exist. A batch must be error-free in order to successfully Post. The Edit List selection screen is shown below.

Update	Accounts Payable Adjustments
Batch Selections for Adjustments Post/Edit List	
Enter up to 10 batches to select, or leave blank for all batches	
1)	00377
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	

**Post**



This task posts all (if all fields are left blank) or user-specified batches that are error-free. The selection screen looks and functions exactly like the Edit List selection screen.

Update Accounts Payable Adjustments

Batch Selections for Adjustments Post/Edit List

Enter up to 10 batches to select,  
or leave blank for all batches

1)

2)

3)

4)

5)

6)

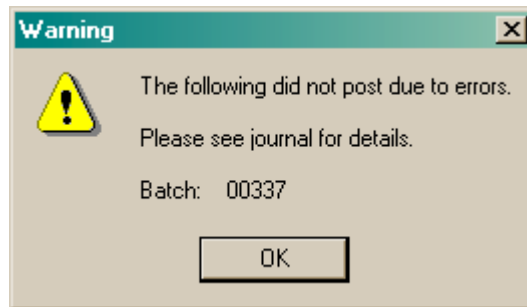
7)

8)

9)

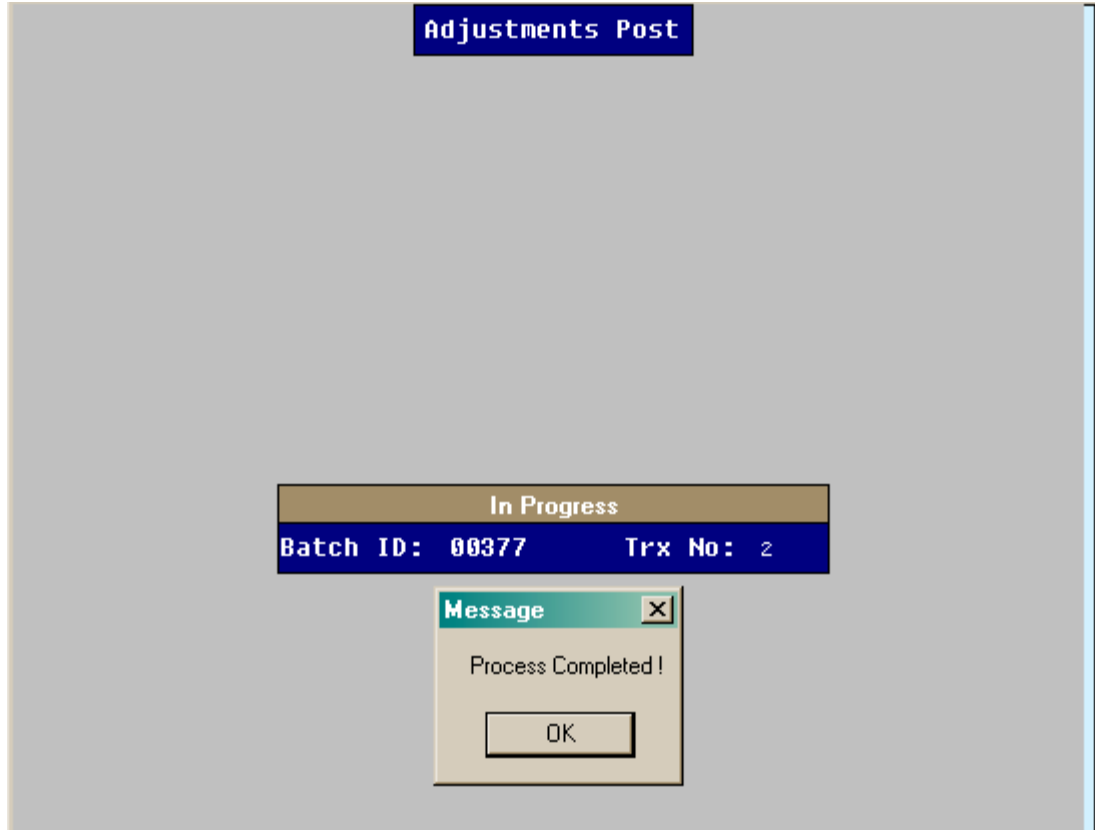
10)

If a batch contains errors it will not be posted, and the system will generate a message to notify you.



Click OK and return to Data Entry to correct errors.

When a batch successfully posts you will see the following notification message:



Click OK and the system will return you to the Invoices Screen.

*If you have any further questions on the Adjustments feature, please contact Data Plus Support at 978-897-3700 x 3 or email [Support@dphs.com](mailto:Support@dphs.com)*