

# AP Invoice Adjustments

Updated Jul 19, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. All knowledge content has moved to the new [Veracross Community](#). Please update your bookmarks.

Here is the new version of this article in the [Veracross Community](#).

## Overview

Once an invoice is posted, the amount and expense account of the original invoice items cannot be changed. Instead, adjustments must be created. At the invoice header, you may only cancel the unpaid amount of the entire invoice. Any other adjustment must be made to individual invoice items.

## Adjustment Reasons

There are three types of Reason Codes for adjustments to invoice items:

- **Cancel: Remove Entire Item.** Use this if you want to remove the item from the invoice. This results in the addition of an invoice item to reverse the original item. The item is charged to the original GL number. **Enter only the adjustment reason.**
- **Transfer: Different GL.** Use this if the item was charged to the wrong GL number. This results in the addition of two line items: one with a negative amount, and one with a positive amount. **Enter**

only the reason code and the new GL number.

- **Correction: Input/Coding Error.** Use this if the dollar amount of the item is incorrect. This results in the addition of two new items: one with a negative amount to reverse the original entry, and a second with the new amount charged to the original GL number. *Enter only the reason code and the corrected amount.*

Adjustments cannot be made to invoice items that are currently scheduled for payment. When an invoice item is adjusted, the unpaid amounts on the original item(s) and the negative item(s) will be zeroed, leaving any unpaid amounts on the new or unadjusted items.

If cash-based journal entries are made in your installation, the adjustment process will automatically create any necessary entries to the cash basis journal.

## Entering Adjustments

### 1. Find the Invoice

To adjust a vendor invoice, first find the correct invoice: Navigate to the **Accounts Payable** homepage and click **Find an AP Invoice**. Enter the desired search criteria and click **Run Query** . Click the desired invoice number from the query results screen. [Read more about queries in Axiom.](#)

### 2. Make the Adjustment

The screenshot shows the 'ADJUST' screen in the Axiom software. The interface includes a navigation menu on the left with options like 'Header', 'General', 'History / Misc', 'Amounts', 'Sched. Payment', 'One-Time Vendor', 'Adjust', 'Files', 'REPORTS', 'Payments', and 'PC Items'. The main area displays the 'ADJUST' screen for 'AP Invoice Header: 1042 - Home Goods'. It features a header section with 'ADJUSTED?' (NO), 'CANCEL?' (NO), and 'TEMP. ADJ. DATE' (empty). Below this is an 'Add Record' button and a table with the following data:

| Item No. | Record Adjusted | Amount   | DR GL Account                     | Project #               | Temp Adj. Reason | To Amount | To DR GL Account     | AP Descr |
|----------|-----------------|----------|-----------------------------------|-------------------------|------------------|-----------|----------------------|----------|
| 1        | 0               | \$280.58 | 7115-06-01 Maintenance - Custo... | 00000-000: *** none *** | ** none **       | .00       | 0000.00 *** none *** | Dust Mop |

Select the **Adjust** tab.

- To cancel the whole invoice, check the **Cancel?** button and optionally enter a **Temp. Adj. Date** to make the date other than "today."
- To adjust an item, select a **Temp Adj. Reason**.

Click **Update**  to confirm any adjustments.


Upon updating, the adjustment data items disappear from this tab and new items are created. Click the **Header** tab to see the old and new line items.

Note that adjustment items may be deleted before posting. If the adjustment is one of a pair of negative and positive items, both will be deleted if either is selected for deletion. If the invoice header was cancelled, you may not update or delete its items.

## Posting Adjustments

The screenshot displays the 'Post AP Invoices - Axiom' web application. The browser address bar shows the URL: [https://accounting.veracross.com/vca\\_demo/#/detail/post-ap-invoices/new/454-criteria](https://accounting.veracross.com/vca_demo/#/detail/post-ap-invoices/new/454-criteria). The page title is 'VC Accounting: \*\* DEMO \*\*'. The navigation bar includes 'Accounts Payable' and 'Post AP Invoices' tabs, with a prominent green 'ADD POST AP INVOICES' button. The main content area is titled 'CRITERIA' and contains a '\*\*\* Selection Criteria \*\*\*\*' section with fields for POSTING DATE, VENDOR CATEGORY (set to '\*\* none \*\*'), VENDOR, INPUT BATCH, VOUCHER NUMBER, and INVOICE NUMBER. To the right, there are date selection fields for BEGIN ITEM DATE, END ITEM DATE, BEGIN INPUT DATE, and END INPUT DATE. A 'log out' link and an 'Audit Log' link are visible in the top right corner.

Invoice adjustments are posted in the same manner as regular invoice items. You can post adjustments in a special posting batch, or together with regular accounts payable invoices. Verify that your unposted query that is executed before posting includes the appropriate adjustments.

To post invoice adjustments, navigate to the **Accounts Payable** homepage and click **Post AP Invoices**. Enter the appropriate criteria and click **Add Post AP Invoices**  .