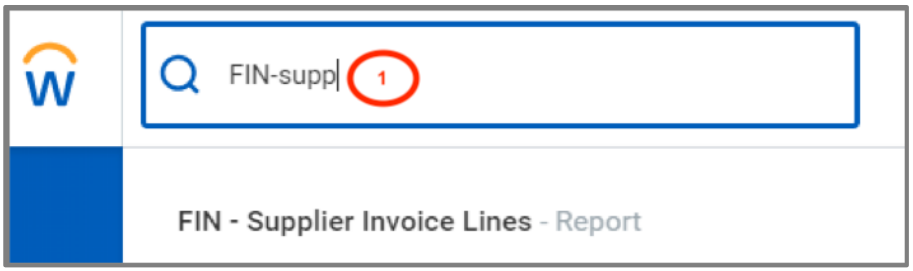
Finance: SUPPLIER INVOICE ACCOUNTING ADJUSTMENT

HOW TO CREATE A SUPPLIER INVOICE ACCOUNTING ADJUSTMENT

A **Supplier Invoice Accounting Adjustment** is a mechanism to adjust the worktags assigned to a supplier invoice or procurement card transaction.

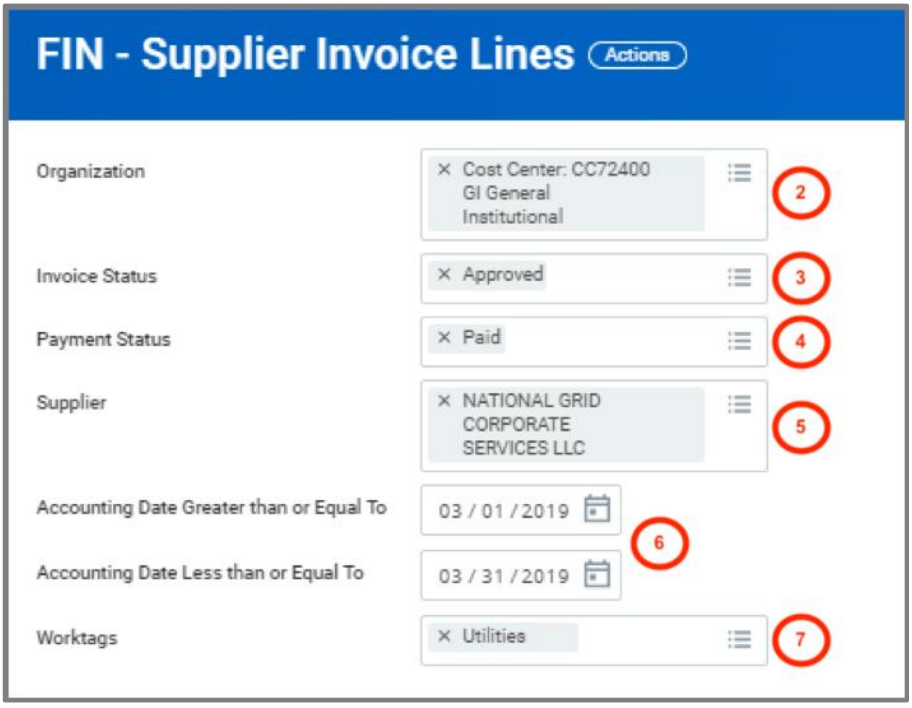
Supplier Invoice accounting Adjustments are not posted to the General Ledger until all appropriate approvals have been received within Workday

1. From the home screen of your Workday profile, click on the search bar at the top of the page. Type in "FIN - Supplier Invoice Lines" and select the task from your search results.

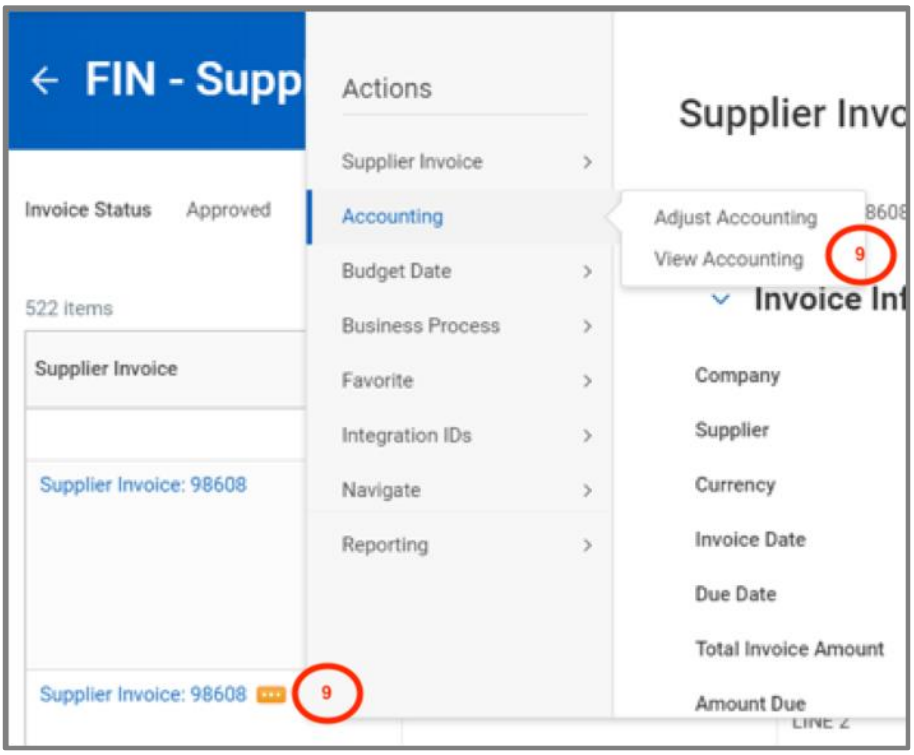


2. The **Organization** is the cost center or cost center hierarchy. Multiple selections can be made.
3. The **Invoice Status** defaults to Approved. All invoices that have integrated into Workday and have posted will be in the Approved status.
4. The **Payment Status** is the payment status of the invoice.

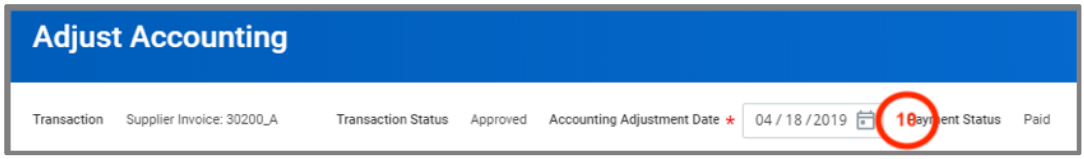
   You can only adjust the accounting on a supplier invoice that has been paid
5. The **Supplier** is the supplier or vendor assigned to the invoice.
6. The **Accounting Dates** allow you to select a date range for your search.
7. The **Worktags** field allows you to search by specific worktags (other than cost center – see Organization above) such as gift, grant, project, category, etc.
8. Click **OK**.



9. Click the Related Actions button ••• to the right of the Supplier invoice you want to adjust. Then click **Accounting → Adjust Accounting**.



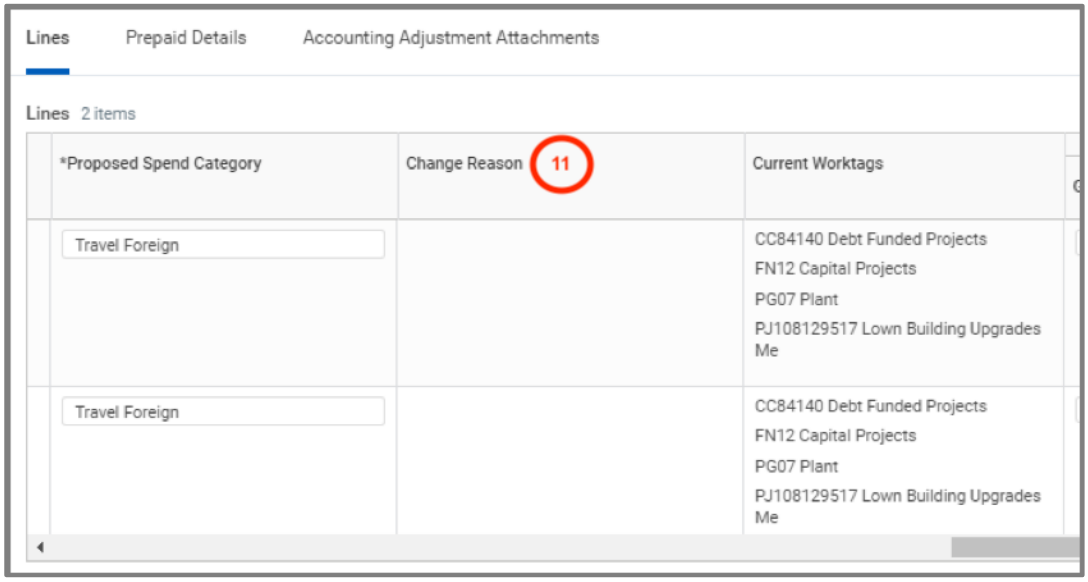
10. The **Accounting Adjustment Date** will default to today's date. This will be the accounting date of the adjustment entry.



11. The worktags on each line item can be adjusted, such as grant, gift, cost center, fund, etc. When you adjust a worktag, the system will require you to select a **Change Reason**.

You cannot adjust the amount of a line or split a line into multiple lines. For example, if a supplier invoice was supposed to be split over multiple funding sources and it wasn't, this change cannot be made via a supplier invoice accounting adjustment. A journal entry is required to make this type of adjustment.

If you adjust the spend category, the account will automatically adjust accordingly.



12. Click the **Accounting Adjustment Attachments** tab and upload any supporting documentation, such as emails, invoices, or written confirmations.

13. Click **Submit**.

14. Click **Review**.

*You have two choices when advancing the accounting adjustment down the approval chain. Selecting **Approve** will send the adjustment onto the next approver in the defined business process, based on the worktags selected. Selecting **Add Approvers** will allow you to insert multiple approvers of your choosing into the next step of the defined business process. This functionality can be useful when you need to make a unique individual aware of the adjustment.*

You can see who needs to approve the adjustment by clicking the Process tab on the entry.