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 (p-card) transaction.

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

If you are unable to adjust the accounting on a supplier invoice adjustment then you do not have the appropriate access within Workday. In order to create a supplier accounting adjustment, you need to have the cost center financial analyst or the cost center manager role for the cost center of the invoice being adjusted. To be granted access to that role, please submit a ticket to workday-help@brandeis.edu and cc your manager requesting access to the cost center financial analyst or cost center manager role. The ticket will be routed to the finance and ITS security teams for approval. You will be notified once your access has been granted and the ticket will be closed. Once access to the role has been granted, you will be able to adjust the accounting on a supplier invoice.

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. If no selection is made, you will be able to view all invoice results that you have access to see.

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.

![Adjust Accounting](image)

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 using the journal source 'Manual Journal'.

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

![Lines](image)

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**.

   *Enter text in the Comment Text Box to describe why the entry is being requested. This narrative should include details that explain the relevant who, what, where, when, why of the entry and give the approver the necessary information to fully understand the intent of the issuer.*
Once the entry description is complete, you have two choices to advance the journal entry 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.

In order to view a supplier invoice adjustment that is in process or has been completed within your cost centers, you can view Find Accounting Adjustment Lines for Organization.