

# Invoice Adjustment Request Instructions

## Section 1: Invoice Details

- Enter in the customer name, number, invoice number that is being adjusted or cancelled and the amount the invoice should be once adjustments are completed.
- Invoice details can be found in FAMIS on screen 635.

## Section 2: Choose the Appropriate Action

- Choose to cancel (A), increase (B), or decrease (C) the invoice. An invoice can have line items to increase and decrease.
  - To cancel an invoice, check box A.
  - To increase line items or to create a new line item check box B. Then choose the line number(s) from the drop down box, enter the amount to increase and enter in the amount the line item should be once the adjustment is entered. In the drop down box there is also the option to create a new line item. If a new line is created, note the account number, support account, object code the reason for the adjustment in the reason box. Refer to FAMIS screen 635 for the line numbers.
  - To decrease line items check box C. Then choose the line number(s) that are to be decreased from the drop down box, enter the amount the line item is to be decreased by and enter the amount the line item will be once the adjustment is completed. Refer to FAMIS screen 635 for the line numbers.
- The reason for the adjustments or cancelation must be completed for all actions. Please verify that the accounts used on the invoice are not frozen in FAMIS. General ledger (g/l) accounts (0xxxxx) can be verified on screen 043 and subsidiary ledger (s/l) accounts on screen 044. List out any frozen accounts in this section.

## Section 3: Departmental Approval

- Enter in the name of the person who prepared the request.
- The account's Responsible Person must approve this request and the approver cannot be the same person who prepared the request.

## Section 4: Grants office and Accounts Receivable (Routing)

- If the invoice to be adjusted is for a grant account number, the Invoice Adjustment Request form must be signed off by the Grants Office who will forward the request to the Accounts Receivable Office for entry into FAMIS.
- If the invoice to be adjusted is not for a grant, the form needs to be sent directly to Accounts Receivable for processing.
- To verify when the adjustment is complete, go to screen 635 in FAMIS.