

# Using the Adjustment Field in Disbursements

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The Adjustment field in Disbursements can be used to account for early payments and other discount-taken scenarios. The Adjustment Code (#6 in the screenshot below) allows you to drive the discount to the applicable GL account. (Note: Your system administrator [manages the adjustment codes.](#))

As an example, you might have an outstanding purchase to a vendor for \$265.00, with terms of Net 10 2%. You could opt to take advantage of the early payment discount, sending a check for the discounted amount of \$259.70. The disbursement entered in aACE would look like the following screenshot:

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## General Info Section

1. Amount – The payment that will go to the vendor

## Purchases Section

2. Total – The full amount from the original purchase record
3. Suggested Balance – aACE's calculation of the amount due
4. Amount – The amount you are paying toward the purchase's balance
5. Adjustment – The amount you are applying to the purchase's balance as a discount of some sort (see Adjustment Code below)
6. Adjustment Code – A dropdown menu that becomes active after an amount is entered in the Adjustment field. This allows you to specify the reason for each adjustment.

## Accounting Impact of Adjusting a Disbursement

When you post an adjusted disbursement:

- The Total will debit the A/P Account.
- The Amount will credit the Bank Account.
- The Adjustment will credit the Disbursement Adjustments (Discounts Taken) Account associated with the selected adjustment code.

- The Total will be applied towards the related purchase's balance. If the purchase is fully paid, it will be automatically closed.
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