

Understanding Adjustment Invoices

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This guide explains adjustment invoices and how to use them to adjust invoices that have been opened. It is intended for advanced users.

Invoices create general ledger (i.e. accounting) entries when they are opened. Editing an invoice that has been opened would, therefore, require changing accounting entries that may have already appeared in financial reports. For this reason, aACE does *not* allow users to edit invoices once they have been opened; they can only be edited while they are in a Pending status. (Note: This same rule applies to other transactions that generate general ledger entries, such as purchases, disbursements, etc.)

However, some business cases require changes to be made to an invoice after it has been opened. Adjustment invoices fill this need. They do not carry their own balance, but instead affect the balance on the invoice they are adjusting (i.e. the 'parent' invoice). And most importantly, they help preserve a clear audit trail of all changes. Even if adjustment invoices are created on different dates by different users, each change can be easily reviewed.

Adjustment invoices can be used to:

- Record a price adjustment
- Record a credit for a customer (e.g. process a return or an order cancellation)
- Print a credit memo

When you create an adjustment invoice, the default state is for aACE to initially generate a full reversal of the parent invoice. Then you can edit the adjustment to only change the values you want updated.

Note: Adjustment invoices *cannot* be opened in a closed [accounting period](https://aace5.knowledgeowl.com/help/period-management-preferences) (<https://aace5.knowledgeowl.com/help/period-management-preferences>). If you need to adjust an invoice that is in a closed period, there are two options. One, you can create the adjustment invoice and manually change the record date to an open period. Or two, you can request your controller to re-open the period, then create the adjustment invoice. Your choice depends on when the changes need to be reflected in the books. You may need to consult with your controller to choose the best option.

Examples of Using an Adjustment Invoice

Fully Reversing an Invoice

Suppose a customer is unable to pay for product they recently ordered. You determine that you will not be receiving payment and that the best way to resolve the situation is to simply reverse the outstanding invoice.

Your A/R rep locates the open invoice for that order:

The screenshot displays an invoice management application window titled "Invoices". The main header shows "Invoice: 50111 Shea Township School District 11/18/2020" and an "OPEN" status indicator. Below the header, there are tabs for "Invoice Details", "Notices", "Emails", and "Docs".

The "Invoice Details" section is divided into several panels:

- Bill To:** Customer (Bill To) is "Shea Township School" and Contact is "Julia Delaney". Recur Transaction is "50089 Shea Township School". Billing Terms are "Net 30", Invoice Due is "12/18/20", and Pmt Expected is "12/18/20".
- Description:** The description field is empty.
- Additional Info:** Contains the text "FedEx Ground".
- Payment Comments:** A large empty text area for adding comments.

The **Invoice Items** section contains a table with the following data:

Line	Item Code	Description	Order	Quantity	Unit Price	Unit Adj	Total	Tax Profile
1	WS-001	King Lear	50089	10	14.08	0.00	140.80	DEF

At the bottom right, a summary table shows:

Subtotal	140.80
Adjustment	0.00
Total	140.80
Shipping	5.99
Tax	DEF 0.00
Grand Total	140.80
Balance	140.80 100%

At the bottom left, there are tabs for "Receipts (Payments)", "Adjustments", and "Refunds". The "Adjustments" tab is currently selected. The footer shows "Dept AI-A/P", "Assigned To Alexis Kohn", and "Tracking Status Sent via Email".

At the detail view, she uses the Actions menu to create a credit/adjustment invoice. (Note: She could also create an adjustment invoice by clicking the Plus icon on the Adjustments tab.) The adjustment invoice in its default state fully reverses the values from the original invoice and provides a link to that invoice in the footer:

Invoice: 50113 **Credit/Adjust Inv #50111** **11/18/20** **PENDING**

Adjustment Details Notices Emails Docs

Bill To **Description** **Payment Comments**

Customer (Bill To) > Contact >

Shea Township School Julia Delaney

Recur Transaction > Order >

50089 Shea Township School

Additional Info

Cust PO # Billing Terms Invoice Due Pmt Expected

 Credit/Adjust 11/18/20 11/18/20

Invoice Items

Line	Item Code	Description	Order	Quantity	Unit Price	Unit Adj	Total	Tax Profile
1	WS-001	King Lear	50089	-10	14.08	0.00	-140.80	DEF

Subtotal -140.80

Adjustment 0.00

Total -140.80

Shipping -5.99 0.00

Tax DEF 0.00 Exempt

Grand Total -140.80

Dept: AI-A/P Assigned To: Alexis Kohn Tracking Status: **Adj Invoice > 50111 Shea Township School District** Cancel Save

With the new, fully reversed adjustment, the A/R rep could edit the items or the quantities to reflect the appropriate entry. For this example, the invoice needs to be reversed in its entirety, no changes are required. She clicks Save and aACE displays a message summarizing how the adjustment invoice will affect its parent invoice:

Message

Open this adjustment for -140.80? The adjusted balance of Invoice #50111 will be 0.00.

Not Yet Open

The message highlights that the balance of the parent invoice will be reduced to zero. She clicks Open, then aACE processes and closes both the adjustment invoice and the parent invoice. The order record's Billing tab shows the invoicing history and zero balance:

Order: 50089 Shea Township School District 11/17/2020

OPEN

Sales Order Management Job Costs & Approvals

Overview Billing Procurement Fulfillment Shipping

Invoices

Invoice	Date	Title	Bill Terms	Grand Total	Balance	Pmt Exp	Tracking Status	Status
> 50111	11/18/20	Shea Township School District	Net 30	140.80	0.00	12/18/20		
> 50113	11/18/20	Credit/Adjust Inv #50111	Credit/Adjustment	-140.80	0.00	11/18/20		
				0.00	0.00			

Progress Billing

Date	Invoice Title	Invoice Description	Item Desc	Amnt/Pct	Invoice

Create Final Invoice

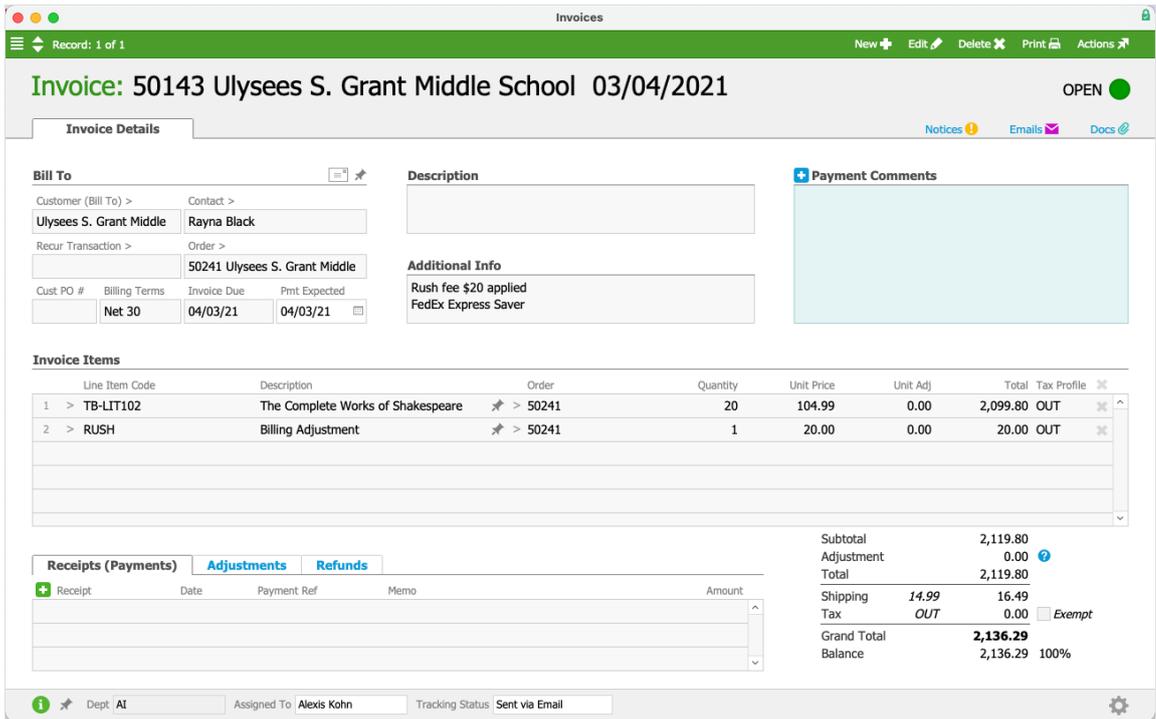
Dept: AI-A/P Assigned By: Scot Hanson Assigned To: Kristie Hernandez Tracking Status:

Note: For more info about handling this kind of situation, see our guide on [writing off bad debt](https://aace5.knowledgeowl.com/help/writing-off-bad-debt) (<https://aace5.knowledgeowl.com/help/writing-off-bad-debt>).

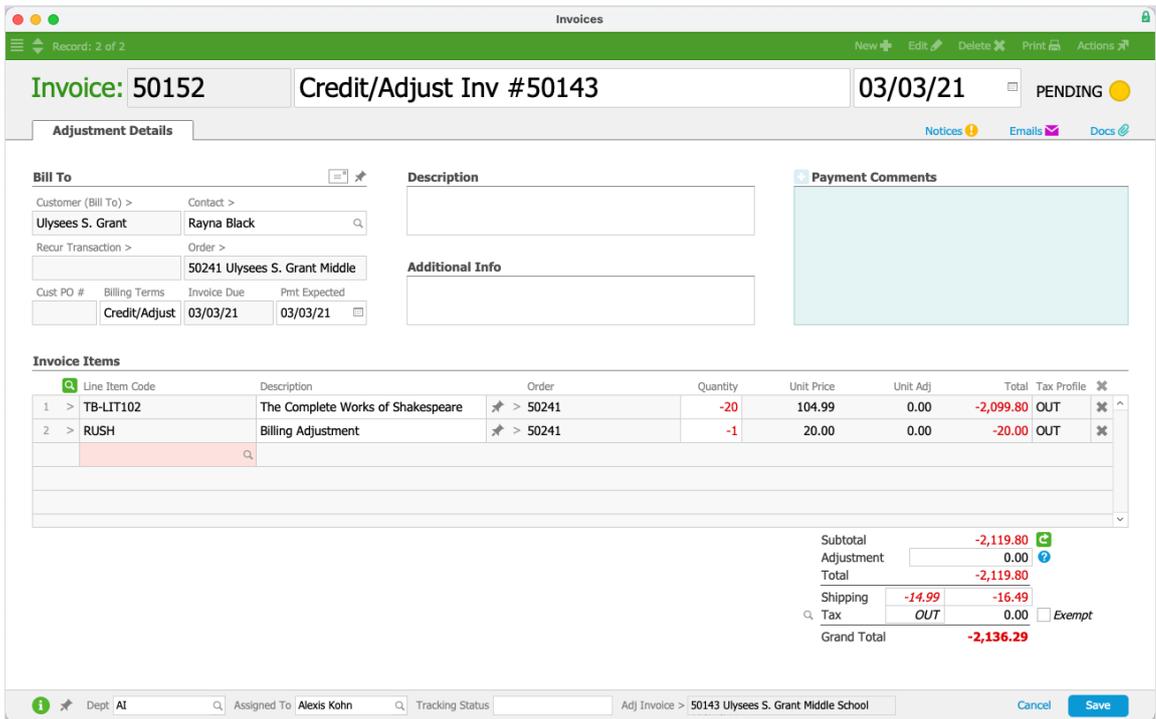
Partially Reversing an Invoice

Suppose a customer sends in a rush order. A \$20 charge for same-day shipment is added; however, other factors slow the order down slightly. When the customer receives the invoice, they dispute the rush charge, but agree to pay half the amount since the order did arrive earlier than normal. The rush charge can be modified using an adjustment invoice.

Your A/R rep locates the open invoice for that order:



At the detail view, she uses the Actions menu to create a credit/adjustment invoice:



On the adjustment, she edits the items and quantities to reflect the appropriate credit entry. For this example, only part of the rush charge needs to be reversed. She clicks the Delete icon (x) to remove the textbooks, then also clears the Shipping values. The Unit Price on the invoice item cannot be modified (see below for details), so she updates the Quantity from -1 to -5:

Invoice: 50152 **Credit/Adjust Inv #** 50143 **03/03/21** **PENDING**

Adjustment Details Notices Emails Docs

Bill To **Description** **Payment Comments**

Customer (Bill To) > Ulysees S. Grant Contact > Rayna Black

Recur Transaction > Order > 50241 Ulysees S. Grant Middle

Cust PO # Billing Terms Invoice Due Prnt. Expected

 Credit/Adjust 03/03/21 03/03/21

Additional Info

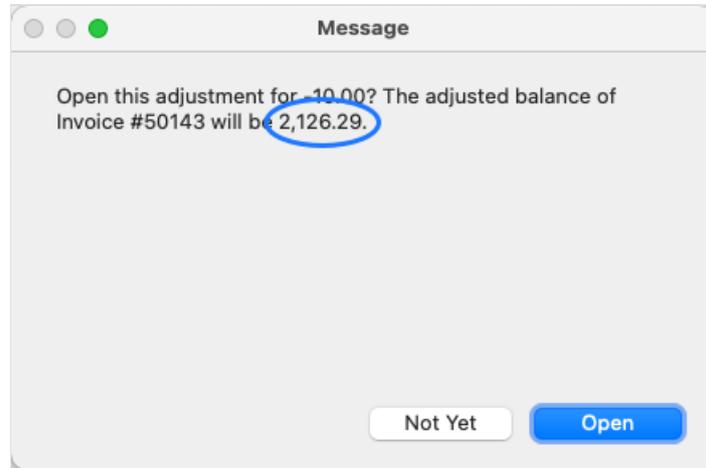
Invoice Items

Line	Item Code	Description	Order	Quantity	Unit Price	Unit Adj	Total	Tax Profile
1	RUSH	Billing Adjustment	50241	-0.5	20.00	0.00	-10.00	OUT

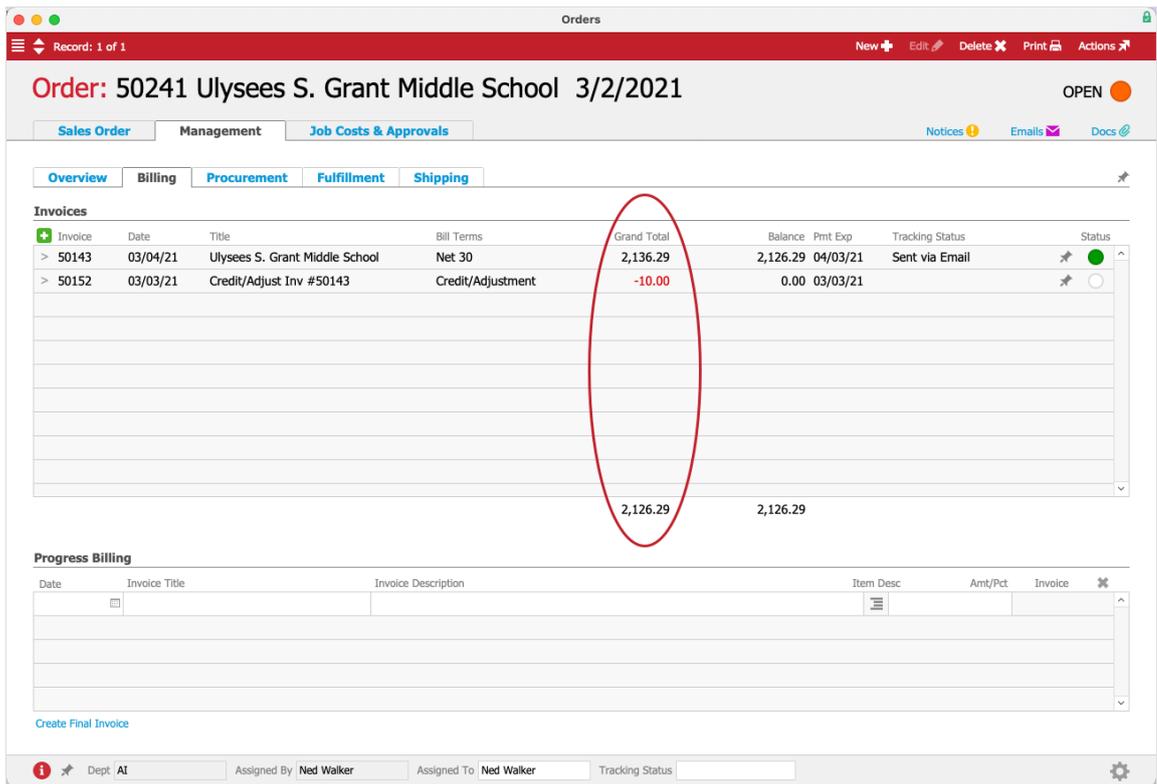
Subtotal -10.00 Adjustment 0.00 Total -10.00 Shipping 0.00 Tax OUT 0.00 Exempt Grand Total -10.00

Dept AI Assigned To Alexis Kohn Tracking Status Adj Invoice > 50143 Ulysees S. Grant Middle School Cancel Save

When she clicks Save, aACE displays a message summarizing how the adjustment invoice will affect the parent invoice:



The message highlights that the balance of the parent invoice will be reduced by \$10.00. She clicks Open, then aACE processes and closes the adjustment invoice. The order record's Billing tab shows the invoicing history and balance:



Changing Quantities vs Changing Prices

While you can edit quantities on an invoice that has been opened, aACE does *not* allow users to directly edit prices for lines tied to the parent invoice. This constraint helps keep records clear and reporting accurate.

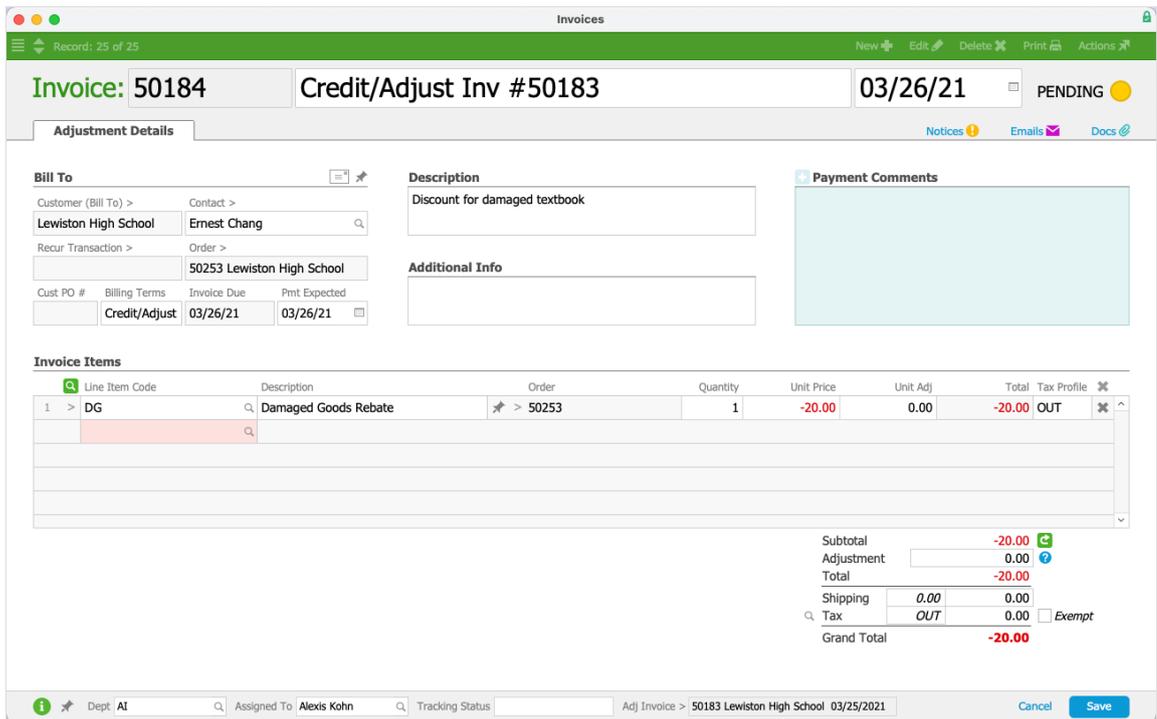
For example, suppose the last unit of an item was sold for \$80, but was damaged en route and a reduced price of \$60 was negotiated. The parent invoice would show Quantity '1' and Unit Price '\$80'. The A/R rep might create various adjustment invoices affecting *both* the quantity and price, but they would not match the reality:

Adjusted Qty	Adjusted Price	Reporting Impact
-1	\$20	The net quantity on the sale is zero; the revenue is \$60.
1	-\$20	The net quantity on the sale is two; the revenue is \$60.

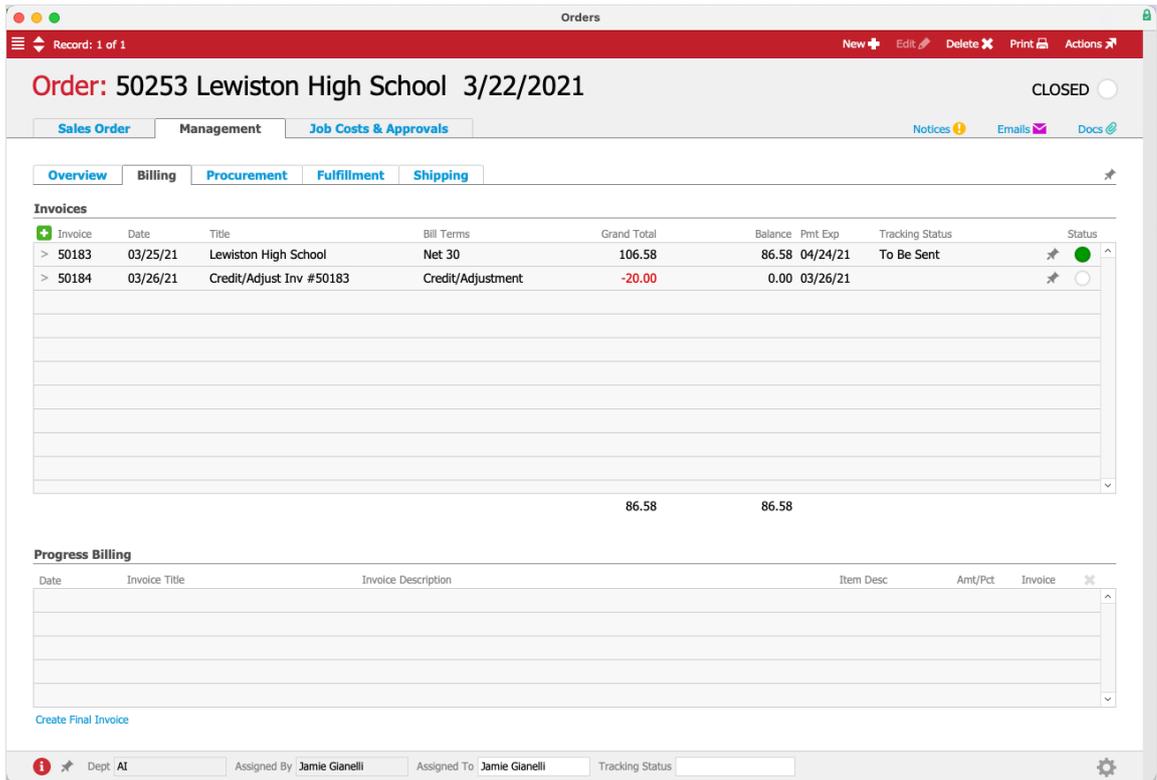
Neither of these results are accurate. We need the records to match the reality – one unit sold for \$80 and then granted a \$20 credit. This is of critical importance for keeping sales reports reliable because many organizations use these reports to guide their decision-making.

When you adjust an invoice, the best method for handling updated values or new charges (e.g. damaged goods, a restocking fee, etc) is usually to add a new line using a line item code specifically for that charge. This allows you to control both quantity and price.

Suppose a customer bought a textbook for \$60.00. When the customer received it, they saw that it was damaged, so they demanded a price reduction of -\$20.00. The customer service rep created an adjustment invoice which initially fully reversed the invoice. She removed the textbook from the adjustment invoice, added the appropriate line item code for the rebate, set the adjustment item Unit Price to -\$20.00, then cleared the shipping and tax values:



When she opened the adjustment invoice, the balance on the parent invoice was reduced accordingly. The order's Billing tab shows the invoice history:



Voiding an Invoice

Voiding an invoice can resolve some situations easily. For example, suppose you wanted to fully reverse an invoice (as described above) with fewer steps. Or perhaps a large number of changes needed to be made to an invoice and it would just be easier to recreate it.

When you void an invoice (Actions > Void Invoice), aACE automatically creates and opens an adjustment invoice that *fully reverses* the parent invoice.

Voiding and Replacing an Invoice

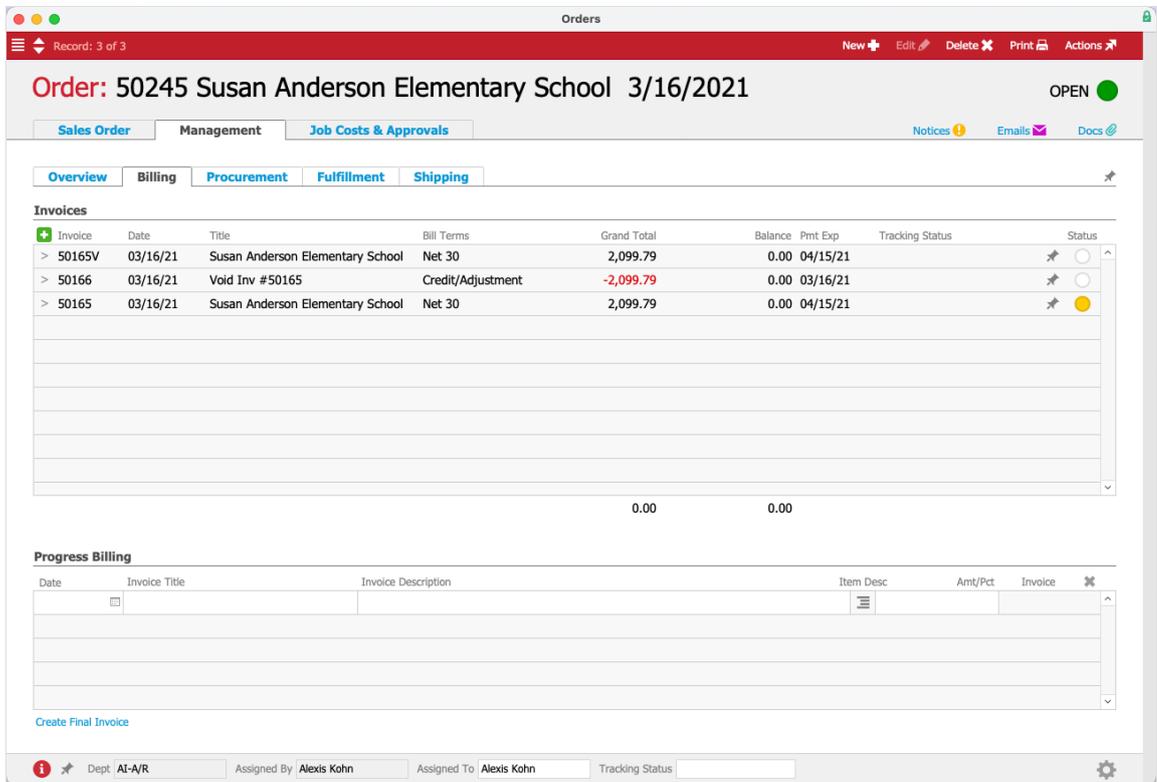
Suppose a customer requires a large number of changes on an invoice, but does not want to alter your invoice number that they have already entered in their system. aACE enables you to handle this easily.

At the invoice detail view, click Admin Actions () > Void and Replace Invoice. This feature automatically completes several actions:

- Adds the suffix 'V' to the original invoice ID (e.g. invoice #12345 becomes #12345V)
- Voids the original invoice
- Duplicates the original invoice
- Transfers the original invoice ID to the duplicate invoice

- Leaves the duplicate invoice in Pending status where you can make changes

The order Billing tab will display the invoicing history, including the original invoice with the 'V' suffix, the voiding adjustment invoice, and the new, duplicated invoice:



Correcting Errors

After you adjust an invoice, you might realize you made a mistake. There are two general ways of correcting an adjustment invoice: void the adjustment so you can start over or adjust the adjustment.

Voiding an Adjustment Invoice

This is often the best solution because it keeps the adjustment requirements simple, rather than creating a new record to modify a second record in order to modify a third record.

Suppose that in the example used above, where a -\$20.00 credit should have been applied to an invoice for a damaged textbook, instead the A/R rep accidentally created an adjustment for \$20.00, increasing the invoice balance. After she recognizes the error, she locates the order again and reviews the Billing tab:

Order: 50254 Lewiston High School 3/22/2021

Overview | Billing | Procurement | Fulfillment | Shipping

Invoices

Invoice	Date	Title	Bill Terms	Grand Total	Balance	Pmt Exp	Tracking Status	Status
> 50185	03/24/21	Lewiston High School	Net 30	106.58	126.58	04/23/21	To Be Sent	🚀 ●
> 50186	03/25/21	Credit/Adjust Inv #50185	Credit/Adjustment	20.00	0.00	03/25/21		🚀 ○
				126.58	126.58			

Progress Billing

Date	Invoice Title	Invoice Description	Item Desc	Amt/Pct	Invoice

Dept AI | Assigned By: Jamie Gianelli | Assigned To: Jamie Gianelli | Tracking Status:

She clicks the goto link for the incorrect adjustment invoice. At the adjustment invoice detail view, she clicks Actions > Void Invoice. aACE prompts for a reversal date, then completely reverses the adjustment, returning the order to its initial values:

Order: 50254 Lewiston High School 3/22/2021

Overview | Billing | Procurement | Fulfillment | Shipping

Invoices

Invoice	Date	Title	Bill Terms	Grand Total	Balance	Pmt Exp	Tracking Status	Status
> 50185	03/24/21	Lewiston High School	Net 30	106.58	106.58	04/23/21	To Be Sent	🚀 ●
> 50186	03/25/21	Credit/Adjust Inv #50185	Credit/Adjustment	20.00	0.00	03/25/21		🚀 ○
> 50187	03/25/21	Void Adj #50186	Credit/Adjustment	-20.00	0.00	03/25/21		🚀 ○
				106.58	106.58			

Progress Billing

Date	Invoice Title	Invoice Description	Item Desc	Amt/Pct	Invoice

Dept AI | Assigned By: Jamie Gianelli | Assigned To: Jamie Gianelli | Tracking Status:

At this point, the A/R rep can create the proper adjustment for the parent invoice.

Voiding Multiple Adjustment Invoices

If there are multiple adjustment invoices that you need to void, you can take care of them at one time from the invoice list view. Remove any invoices that don't need to be reversed, then click **Actions > Void Invoices in List**.

Adjusting an Adjustment

At times, it may be simple to create a second adjustment. Before you begin, make sure you have a clear understanding of what the end result should look like. To get a clearer picture of the data, you can review the LICs on the invoices:

1. At the Invoices module list view, filter the list to show the original invoice and the current adjustment invoice(s).
2. Click the footer link for **Related Records > Invoice Items**.
3. At the Invoice Items module, click the **Line Item Code** column to sub-summarize the list.

aACE displays the net quantities and values for each LIC included on the invoices. This can help you discern what changes are needed to correct the situation.

Using an earlier example again, suppose a textbook was sold, but was damaged en route. A \$20.00 credit should have been applied to the invoice, but instead \$20.00 was *added* to the total. When the A/R rep recognizes the error, she can search the Invoices module for the needed Order number, then review the Invoice Items module to see where things stand:

Line Item Code	Code Type	Description	Order	Invoice	Invoice Date	Customer	Quantity	Unit Price	Unit Adj	Total	Inv Status
DG Damaged Goods Rebate											
> DG	Misc	Damaged Goods	> 50254	> 50186	03/25/21	Lewiston High	1	20.00	0.00	20.00	CLOSED
DG Damaged Goods Rebate							1			20.00	
TB-LIT102 The Complete Works of Shakespeare											
> TB-LIT102	Textbook	The Complete	> 50254	> 50185	03/24/21	Lewiston High	1	99.99	0.00	99.99	OPEN
TB-LIT102 The Complete Works of Shakespeare							1			99.99	
List Totals							2			119.99	

Handling Negative Balances After an Adjustment

Adjusting an invoice downward may result in a negative balance if the customer has already paid the invoice. You can handle this balance in three ways:

- Leave it as a [credit for future transactions](https://aace5.knowledgeowl.com/help/applying-a-customer-credit-to-an-invoice) (https://aace5.knowledgeowl.com/help/applying-a-customer-credit-to-an-invoice)
- [Issue a refund](https://aace5.knowledgeowl.com/help/processing-refunds-for-customer-payments) (https://aace5.knowledgeowl.com/help/processing-refunds-for-customer-payments)
- [Move the payment to another existing invoice](https://aace5.knowledgeowl.com/help/moving-a-customer-payment-from-one-invoice-to-another) (https://aace5.knowledgeowl.com/help/moving-a-customer-payment-from-one-invoice-to-another) (or a portion of it)

Guidelines for Adjustment Invoices

To set up the adjustment invoice, it's often helpful to consider what the net value needs to be. In other words, the original order was the starting point, while subsequent changes to the order create a new end point – the adjustment invoice is the difference between the start and the end point.

Often you can identify the needed changes by going to the Orders module's Management view and reviewing the Overview tab. This may include values or quantities in the Invoiced column that need to match another value, such as the Shipped column. For example, suppose a customer ordered 20 units. The order was fully shipped and invoiced. But then three units were returned. The Shipped column would then show seventeen. Therefore, the net quantity of invoiced units should be seventeen, which means the adjustment invoice should show -3 units.

Events that Auto-generate an Adjustment Invoice

You can configure aACE system preferences to automatically generate a credit/adjustment invoice for certain situations, including:

- Receiving a return shipment
- Voiding an order or invoice
- Clicking the Request Refund link during the order process

In addition, your Billing preferences can help adapt this automatic functionality to your business policies (e.g. leaving auto-generated invoices pending).