# Voucher Entry- KDoc or ETV or Adjustment

**This job aid shows how to create an adjustment for a voucher that was originally coded to the wrong GL Chartfield value(s).**

1. Create a new voucher using the applicable Adjustment **Voucher Style**:
* If the original voucher that you need to adjust was a “Regular Voucher” style, then use the “Adjustments” voucher style
* If the original voucher that you need to adjust was a “Multi-Vendor Voucher” or “ProCard Voucher” style, then use the “Multi-Vendor Adjustment” voucher style



1. Use the Copy from Worksheet Functionality

**Expand** the “Copy from Source Document” section and **click** on the **“Copy from Worksheet”** hyperlink



1. **Select** the Voucher that was incorrect and click Search



1. **Select** the Line and mark the **‘Reverse Qty/Amt**. This will bring in the line from the original voucher as a negative.



1. **Click** the **‘Copy Selected Lines’**.
2. **Click** the **‘Copy From Worksheet’** link again.



1. **Select** the voucher again and click search.
2. **Select** the line but leave the ‘Reverse Qty/Amt’ box unchecked. (This will bring in the line again with the amount as a positive.



1. **Click** the **‘Copy Selected Lines’** to create the second voucher line.
2. Click the **‘View All’** so that you can see both Voucher lines.



If this is a PO voucher, there will be a **“Purchase Order”** box on each voucher line. If this box appears, make sure to check **ON** the **“Adjust Mtch Values/Encumbrance”** checkbox for **BOTH** voucher lines.



1. Scroll down to Line 2 (the positive line) and change the Account and/or the applicable GL Chartfield value.



1. Scroll to the top of the voucher and change the total amount to 0. **Click** the **‘Calculate’** Button.



1. **Click** the **“Voucher Attributes”** tab and change the **Template** to the **“ETV 408”**.



1. Click **“Save”**
2. On the **“Invoice Information” tab,** Select **Match, Doc Tol, Bdgt** in the 'Action' dropdown list and click **Run**.

3. Click the **Refresh** button to determine when the process has completed.

4. When the processes have completed, go to the Summary page to verify the voucher's **Match**, **Doc Tol** and **Budget** status.
5. If your agency is using the automated AP Workflow, submit your voucher for approval.
* Once your voucher is approved, it should be ready for Voucher Posting.
1. If your agency is not using the automated AP Workflow, your voucher should be ready for Voucher Posting.