AP Adjustment

Frequently Asked Questions

Version 1 – November 12, 2026

TABLE OF CONTENTS

AP ADJUSTMENT FAQs 2

Q: When is the **FA Monthly Close**? 2

Q: Can I **change the period** on an AP Adjustment? 2

Q: Is there logic that **checks the tub/org** chosen in the approval matches the invoice tub/org? 2

Q: The **AP Adjustment is stuck**, and the approver doesn't have the ability to approve it. What to do? 3

Q: The **approver is out on leave**; can the AP Adjustment be deleted? 3

Q: Can AP adjustments be used for **more than adjusting Fixed Assets** transactions? 3

Q: Why is only **one side** of my AP adjustments showing in Fixed Assets? 3

Q: Will my AP Adjustment show in **HART reporting** (HDW)? 3

Q: AP Adjustment **notification emails** are not being received, why? 4

Q: An AP Adjustment Status is "**Approved but Waiting For Invoice Creation**" 4

Q: How to do an AP Adjustment on an invoice with a **prompt pay discount**? 4

Q: If the user **cannot find** the AP Adjustment, what steps should be taken to find the adjustment? 4

Q: The **system glitched** while doing an AP Adjustment. Now some lines say adjusted (1-10). Some lines are not adjusted (11-12). I can still adjust the ones which are currently not adjusted, but I cannot submit the lines which I started to adjust. How do I fix this? 4

Q: Can I **save in the middle** of my AP Adjustment and come back to it later? 4

Q: Does the **vendor really need to be active** in order to do an AP Adjustment? 4

Q: Who can **approve** an AP Adjustment? 5

AP ADJUSTMENT FAQs

Q: When is the FA Monthly Close?

A: The Fixed Assets (FA) monthly close is on the 4th business day of the month at 9 AM. All actions should be completed by 9 AM. The only exception is the fiscal year end (FYE) close in June. The June close is usually on the second Thursday in July. The FYE calendar should be consulted to confirm the date.

Q: Can I change the period on an AP Adjustment?

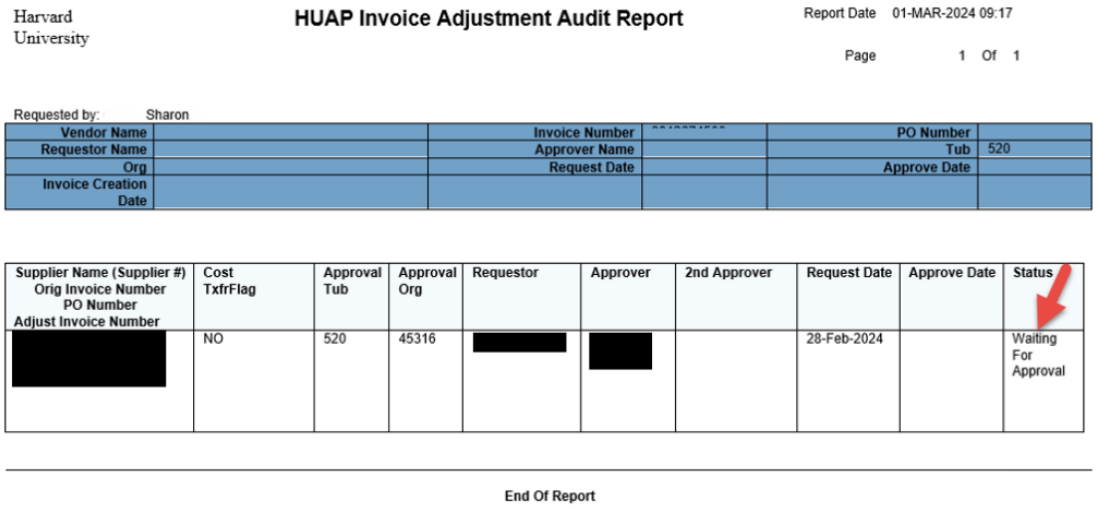
A: No. The user can delete the adjustment and create a new one. Alternately, the user can create a journal entry for the month to complete a reclass, then reverse it for the next month so it would balance out.

Q: Is there logic that checks the tub/org chosen in the approval matches the invoice tub/org?

A: Yes, on the back end. But since you can have a 'range' of orgs if adjusting many lines and we only give one 'approver' tub/org, the logic makes sure the approver can approve all orgs in the range. If not, the system throws an error that the approver cannot approve.

Q: The AP Adjustment is stuck, and the approver doesn't have the ability to approve it. What to do?
A: Find the invoice on the AP Adjustments Requestor screen. Use the "Next" in the upper right hand corner. Individually delete the lines in the adjustment on the screen. From there, return to the home screen and restart the adjustment process. Note, that the Audit report will still show it as "Waiting For Approval"…

Q: The approver is out on leave; can the AP Adjustment be deleted?
A: Find the invoice on the AP Adjustments Requestor screen. Use the "Next" in the upper right hand corner. Individually delete the lines in the adjustment on the screen. From there, return to the home screen and restart the adjustment process. Note, that the Audit report will still show it as "Waiting For Approval"…



Harvard University

HUAP Invoice Adjustment Audit Report

Report Date 01-MAR-2024 09:17

Page 1 Of 1

Requested by: Sharon

Vendor Name		Invoice Number		PO Number	
Requestor Name		Approver Name		Tub	520
Org		Request Date		Approve Date	
Invoice Creation Date					

Supplier Name (Supplier #) Orig Invoice Number PO Number Adjust Invoice Number	Cost TxfrFlag	Approval Tub	Approval Org	Requestor	Approver	2nd Approver	Request Date	Approve Date	Status
[redacted]	NO	520	45316	[redacted]	[redacted]		28-Feb-2024		Waiting For Approval

End Of Report

Q: Can AP adjustments be used for more than adjusting Fixed Assets transactions?
A: The AP Adjustment was not built for use for other AP adjustments.

Q: Why is only one side of my AP adjustments showing in Fixed Assets?
A: Only AP Adjustments which use the Fixed Asset object codes will be brought into Mass Additions. Example:

1	610.56562.7980.030550.780008.0000.00000	7980 Other Professional Svcs, GENERAL NOT an ASSET Object Code – WILL NOT SHOW IN MASS ADDITIONS
2	580.53326.1250.000000.022298.0000.06205	1250 CIP, General Construction IS AN ASSET OBJECT CODE – WILL SHOW IN MASS ADDITIONS

Q: Will my AP Adjustment show in HART reporting (HDW)?
A: Yes, the Transaction Listing report should show it.

Q: AP Adjustment notification emails are not being received, why?

A: There are several possibilities:

- The emails come from a "no reply" email address, users/schools may be filtering them out or blocking them.
- On the AP Adjustment try having the user select the approver instead of letting it default. By selecting manually, the email address may fill in properly again.
- The approver should have the HRVD^FA^AP Adjustments Approver responsibility. Not having this role could be a factor.

Q: An AP Adjustment Status is "Approved but Waiting For Invoice Creation"

A: If it is in AP, it could be on hold because of distribution issues. Open a helpdesk ticket for assistance (ithelp@harvard.edu) mentioning Oracle Fixed Assets AP Adjustment. They will attempt to fix it and release the hold. It successful, it would process into the current open AP month.

Q: How to do an AP Adjustment on an invoice with a prompt pay discount?

A: Adjust only the amount paid (Original Amount minus the discount) in the AP Adjustment. Then when the lines come over, move the correct amount to the asset and set the remaining lines to delete in Mass Additions (should equal zero in that CCID).
The discount shows in AP, FA and HART, but not in AP Adjustments. The discount is not taken at the invoice level, but at the payment level which is technically why it doesn't show in the AP Invoice Adjustment module.

Q: If the user cannot find the AP Adjustment, what steps should be taken to find the adjustment?

A: If the AP Adjustment cannot be found, run a report at HRVD^FA^AP^Adjustments Requestor > Run Notifications > Single Request > HUAP Invoice Adjustment Audit Report. For the Parameters, type in the Tub and Invoice fields. If that doesn't help, open a helpdesk ticket for assistance (ithelp@harvard.edu) mentioning Oracle Fixed Assets AP Adjustment.

Q: The system glitched while doing an AP Adjustment. Now some lines say adjusted (1-10). Some lines are not adjusted (11-12). I can still adjust the ones which are currently not adjusted, but I cannot submit the lines which I started to adjust. How do I fix this?

A: Individually delete the lines in the adjustment on the screen, sometimes a back and forth to the next screen is needed that eventually allows the lines to be deleted. From there, return to the home screen and restart the adjustment process.

Q: Can I save in the middle of my AP Adjustment and come back to it later?

A: No, there is no save and come back to it – should be done all at once.

Q: Does the vendor really need to be active in order to do an AP Adjustment?

A: Yes, the AP Adjustment is processed by the AP module. So, the vendor must be active, and a site needs to be active as it creates an invoice. The user will get an error message that states the vendor or site needs to be re-enabled.

Q: Who can **approve** an AP Adjustment?

A: An error message will appear if the selected approver cannot approve for the tub/org combination selected or does not have an appropriate role assigned.

The AP Adjustment Approver responsibility can only approve.

The AP Adjustment Requestor responsibility can request and approve.