



#### **Entering an Adjustment Voucher Overview**

Adjustment Vouchers increase or decrease the amount of a regular Voucher. They are subject to the same processes as regular Vouchers (budget check, approval, posting). Adjustment Vouchers are typically entered when credit memos are received from a Supplier.

An adjustment Voucher cannot be entered until there is a corresponding unpaid Voucher in Cardinal. For credit memos, the corresponding unpaid Voucher amount must equal or be greater than the amount of the adjustment. The adjustment is applied against the unpaid Voucher for payment to the Supplier.

**Navigation Note:** Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the processes within this Job Aid. This "Notify" functionality is not currently turned on to send email notifications to specific users within Cardinal.

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### **Revision History**

Revision Date	Summary of Changes
3/1/2025	Updated the screenshot of the Search page ( <u>Section 1</u> , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.



## **Accounts Payable Job Aid**

### AP312\_Entering Adjustment Vouchers

### **Entering an Adjustment Voucher**

Step	Action
1.	Navigate to the <b>Voucher</b> page using the following path:
	Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

The **Voucher** page displays with the **Add a New Value** page displayed by default.

	Main Menu	
Voucher		
Add a N	w Value	ind an Existing Value
	*Business Unit 15100 Q	
	*Voucher ID NEXT	
	*Voucher Style   Regular Voucher	
	Short Supplier Name	
	Supplier ID	
	Supplier Location	
Addre	ss Sequence Number 0 Q	
	Gross Invoice Amount 0.00	
	Freight Amount 0.00	
Estimat	Misc Charge Amount 0.00	
Estimate	d No. of Invoice Lines	
For "Ov Wel	more information pertaining to the Cardinal FIN Search pages, refer t erview of the Cardinal FIN Search Pages". This Job Aid is located on osite in <b>Job Aids</b> under <b>Learning</b> .	o the Job Aid titl the Cardinal
For "Ov Wel The ente	more information pertaining to the Cardinal FIN Search pages, refer t erview of the Cardinal FIN Search Pages". This Job Aid is located on osite in <b>Job Aids</b> under <b>Learning</b> . <b>Business Unit</b> field defaults based on the user. If the Business Unit er, or select the applicable Business Unit.	o the Job Aid titl the Cardinal does not defaul
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## Accounts Payable Job Aid

## AP312\_Entering Adjustment Vouchers

Step	Action
5.	Enter or select the applicable Credit Memo date in the <b>Invoice Date</b> field. Invoice Date 11/18/2016
6.	Click the <b>Add</b> button.

The Invoice Information tab displays.

				New Window Help Personalize Pag
Invoice Information Payments Voucher Attribute	es			
Dustress Unit 45400	Invoice No. (1997	Invoice Total		Non Merchandise Summany
Business Unit 15100	Accounting Date 11/21/2016	Line Total	0.00	Comments(0)
Voucher Style Adjustments	*Pay Terms 30	*Currency	USD	Attachments (0)
Invoice Date 11/18/2016	Basis Date Type Prompt Payment	Miscellaneous		Advanced Supplier Search
		Freight	<u>"</u>	Supplier Hierarchy
Goods & Sarvicas Pacaint	Final Voucher			Supplier 360
Date		Total	0.00	
Aspect Software		Difference	0.00	
Supplier ID 000000003	Control Group			
ShortName ASPECT SOF-001	Incomplete Voucher			
Location MAIN				
*Address 2				
Responsible Org 10000				
Customer Account #				
Customer Account #				
Customer Account #				
Customer Account # ROW Acquisition ID				
Customer Account #ROW Acquisition ID	Action	Run Calculate	Print	
Customer Account # ROW Acquisition ID Save Save For Later Copy From Source Document	Action V	Run Calculate	Print	
Customer Account #ROW Acquisition ID	Action V	Run Calculate	Print	
Customer Account #ROW Acquisition ID Save Save For Later           Copy From Source Document           Voucher IDQ	Action V Copy to V	Run Calculate	Print From Worksheet	
Customer Account #ROW Acquisition ID Save Save For Later           Copy From Source Document           Voucher IDQ	Action V Copy to V	Run Calculate	Print From Worksheet	
Customer Account # ROW Acquisition ID Save Save For Later Copy From Source Document Voucher IDQ	Action Copy to V	Run Calculate	Print From Worksheet	
Customer Account # ROW Acquisition ID  Save Save For Later  Copy From Source Document  Voucher ID  Click the Copy from	Action Copy to V Copy to V m Source Document Expan	Run Calculate	Print From Worksheet	
Customer Account # ROW Acquisition ID Save Save For Later Copy From Source Document Voucher ID Click the Copy from Copy From Source Document Copy From Source Document	Action Copy to V Copy to V m Source Document Expan	Run Calculate	Print From Worksheet	
Customer Account # ROW Acquisition ID Save Save For Later Copy From Source Document Voucher IDQ Click the Copy from Copy From Source Document	Action Copy to V	Run Calculate	From Worksheet	
Customer Account # ROW Acquisition ID Save Save Save For Later Copy From Source Document Voucher ID Click the Copy from Click the Voucher Click the Voucher	Action Copy to V Copy to V m Source Document Expan	Run       Calculate         oucher       Copy         nd icon.         .t of available Voi	From Worksheet	or the selected
Customer Account # ROW Acquisition ID Save Save Save For Later Copy From Source Document Voucher ID Click the Copy from Click the Voucher Click the Voucher Supplier to be copi	Action Copy to V Copy to V m Source Document Expan	Run Calculate Copy Copy Copy Copy Copy Copy Copy Copy	From Worksheet	or the selected
Customer Account # ROW Acquisition ID Save Save For Later Copy From Source Document Voucher ID Click the Copy from Click the Voucher Click the Voucher Supplier to be copi	Action	Run Calculate Copy Copy nd icon. t of available Vou	Print From Worksheet Uchers fc	or the selected
ROW Acquisition ID  ROW Acquisition ID  Save Save For Later  Copy From Source Document  Click the Copy from Copy From Source Document  Click the Voucher Click the Voucher Supplier to be copi  Copy From Source Document	Action	Run Calculate	Print From Worksheet Uchers fo	or the selected
Customer Account # ROW Acquisition ID Save Save Save For Later Copy From Source Document Voucher ID Q Click the Copy from Click the Voucher Click the Voucher Supplier to be copi Copy From Source Document Click the Voucher Click	Action Copy to V m Source Document Expan ID Lookup icon to view a lised.	Run Calculate Copy I Co	From Worksheet	or the selected



Step	Action		
The <b>Loo</b> l	k Up Vouch	r ID page displays.	
		Look Up Voucher ID	
		Help	
		Business Unit 15100	
		Supplier ID 000000003	
		Voucher ID begins with V	
		Supplier Name begins with V	
		Look Up Clear Cancel Basic Lookup	
l .		Search Results	
		Gross	
		Voucher         Invoice         Invoice         Short Supplier         Supplier Name         Voucher           ID         Number         Amount         Date         Name         Supplier Name         Style	
l		00001626 abc234 1236.29 11/03/2016 ASPECT SOF-001 Aspect Software Regular	
		00001623 123692 1250 11/02/2016 ASPECT SOF-001 Aspect Software Regular	
9.	Select the Voucher ID	Goucher to be copied by clicking the corresponding Voucher ID link.       voice Invoice Invoice Date     Short Supplier Name     Voucher Style	
	00001626	c234 1236 29 11/03/2016 ASPECT SOE-001 Aspect Software Regular	
	00001623 1	3692 1250 11/02/2016 ASPECT SOF-001 Aspect Software Regular	
The page	e refreshes a	nd the selected Voucher ID populates.	
RO	W Acquisition ID		
Col	Save Sav	t	
	Voucher ID 0000162	Copy to Voucher Copy From Worksheet	
10.	Click the C	py to Voucher button.	
	Copy to	oucher	



# Accounts Payable Job Aid

Step	Action
The Invo	<b>bice Lines</b> tab displays.
Invo	sice Lines ② Find   View All First ④ 1 of 1 ④ Last
	Line 1 SpeedChart Q One Asset Distribute by Amount V Ship To COVA Q *Distribute by Amount V ODUCA Q Item Q Description Related Voucher 00001623 UOM Q Packing Slip P Line Amount 1,250.00 Multi-SpeedCharts Calculate
	Distribution Lines     Personalize   Find   View All   [2]   Eret ④ 1 of 1 ⑥ Last
	GL Chart Exchange Rate Statistics Assets
	Line Merchandise Amt Quantity GL Unit Account Fund Program Department Cost Center Task FIPS Asset Agen
	< >>
	Save Save For Later
i	The Invoice Line and distribution information copied from the original Voucher default on the <b>Invoice Information</b> page.
	The <b>Related Voucher</b> field (in the <b>Invoice Lines</b> section of the <b>Invoice Information</b> page) is populated with the <b>Voucher ID</b> you selected to copy. The related Voucher information is useful when you need to research this Supplier and payments at a later time.
11.	Click the <b>Payments</b> tab.
	Invoice Information Payments Voucher Attributes



Step	Action
The Pay	ments tab displays.
Favorit	s ▼ Main Menu ▼ → Accounts Payable ▼ → Vouchers ▼ → Add/Update ▼ → Regular Entry
Invoice	Information Payments Voucher Attributes
	Business Unit     15100     Invoice No     43927       Voucher ID     NEXT     Invoice Date     09/01/2024     Action     Run       Voucher Style     Regular Voucher     Incomplete Voucher     Action     Run       Total Amount     -100.00     "Pay Terms     30     Net 30     Schedule Payments
Paym	Supplier Name Aspect Software
Pay	Payment 1  Remit to 000000003  Remit to 00000003  Remit to 00000003  Remit to 0000003  Remit to 000000  Remit to 0000  Remit to 000  Remit to 0000  Remit to 0000  Remit to 0000  Remit to 0000  Remit to 000  Re
Mes	*Bank     1100     Pay Group     Netting     Not Applicable     Supplier Bank       *Account     "Handling     Regular Payments     L/C ID     Messages       *Method     CHK     Check     Hold Reason     I/C ID     Hold Payment       Message       Separate Payment     Separate Payment
i	On the <b>Payments</b> tab, the location and address information for the Adjustment Voucher default from the Supplier setup, not the original Voucher.
12.	Review the <b>Location</b> and <b>Address</b> fields to verify that the location and address on the adjustment Voucher matches the original Voucher.
	*Address 3
13.	Click the <b>Invoice Information</b> tab.
	Invoice Information Payments Voucher Attributes



Step	Action
The <b>Invo</b>	ice Information tab displays.
Scenario	A Credit Memo is being entered. The amount of the credit memo is "100.00".
	Favorites       Main Menu       > Accounts Payable >> Vouchers -> Add/Update >> Regular Entry         Invoice Information       Payments       Youcher Attributes         Business Unit 15100       Invoice No 49927         Voucher ID NEXT       Accounting Date 11/21/2016       Invoice Total         Voucher ID NEXT       Accounting Date 11/21/2016       Net 300         Invoice Receipt Date       Invoice Receipt Date       Supplier Hearchy         Goods & Service Stoffware       Control Group       Q         Supplier ID 000000003       Control Group       Q         'Address 2       Q       Incomplete Voucher         'Address 2       Q       Incomplete Voucher         Customer Account #       Responsible Org 10000       Q
	Save       Save For Later       Action       Run       Calculate       Print         Voucher ID       Copy Form Worksheet         Invoice Lines @       Find   View All First @ 1 of 1 @ Last         "Ubit hubbe by Annount       SpeedChart       One Asset         "Ubit hubbe by Annount       Does cription       Boes cription         Restanded Voucher for 00001623       Does has to the fine of the
14.	Enter the amount of the credit as a negative number in the <b>Total</b> field.          Total       -100.00
15.	Enter the amount of the credit as a negative number in the Line Amount field.          Line Amount       -100.00
16.	Enter the amount of the credit as a negative number in the Merchandise Amt field.  Merchandise Amt -100.00



Enter or select the applicable Invoice receipt date in the <b>Invoice Receipt Date</b> field. Invoice Receipt Date 11/21/2016
Enter or select the applicable goods or services receipt date in the Goods & Services Receipt Date field. Goods & Services Receipt 11/18/2016
If the adjustment is negative, the Pay Terms, Invoice Receipt Date, and Goods & Services Receipt Date entered on the adjustment Voucher should be identical to those on the original Voucher or the same as the next available Voucher for the supplier.
Update the <b>Responsible Org</b> field to match the original Voucher as needed.       Responsible Org 10000
Click the <b>Save</b> button.
e refreshes and a Voucher ID Number is assigned.  Main Menu  Accounts Payable  Vouchers  Add/Update  Regular Entry New Window   Help   Personalize Page
Related Documents       Invoice Information       Payments       Youcher Attributes       Error Summary         Business Unit       15100       Invoice No       43927       Invoice Total       Non Merchandise Summary         Voucher ID       00001629       Accounting Date       11/21/2016       Invoice Total       -100.00       Comments(0)         Invoice Date       11/18/2016       Basis Date Type       Prompt Payment       Invoice Information       Supplier Hierarchy         Services Receipt       11/18/2016       Final Voucher       Final Voucher       Total       -100.00         Date       Total       -100.00       Difference       0.00       0.00
The adjustment Voucher will be budget checked and sent through approvals. During payment processing, the adjustment Voucher will be offset against the original or next available Voucher for the Supplier If the adjustment is for a credit memo, you will need to verify that the <b>Separate Payment</b> flag
i