

About Entering an Adjustment Voucher

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.

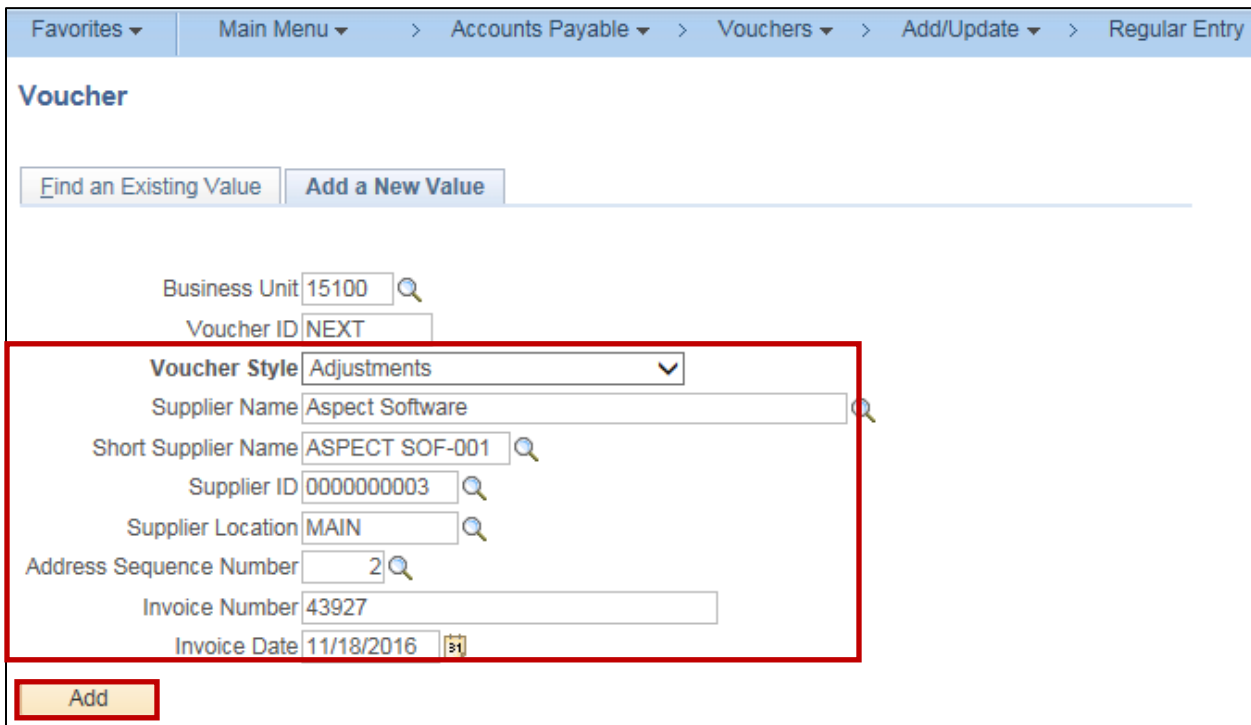
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Enter an Adjustment Voucher

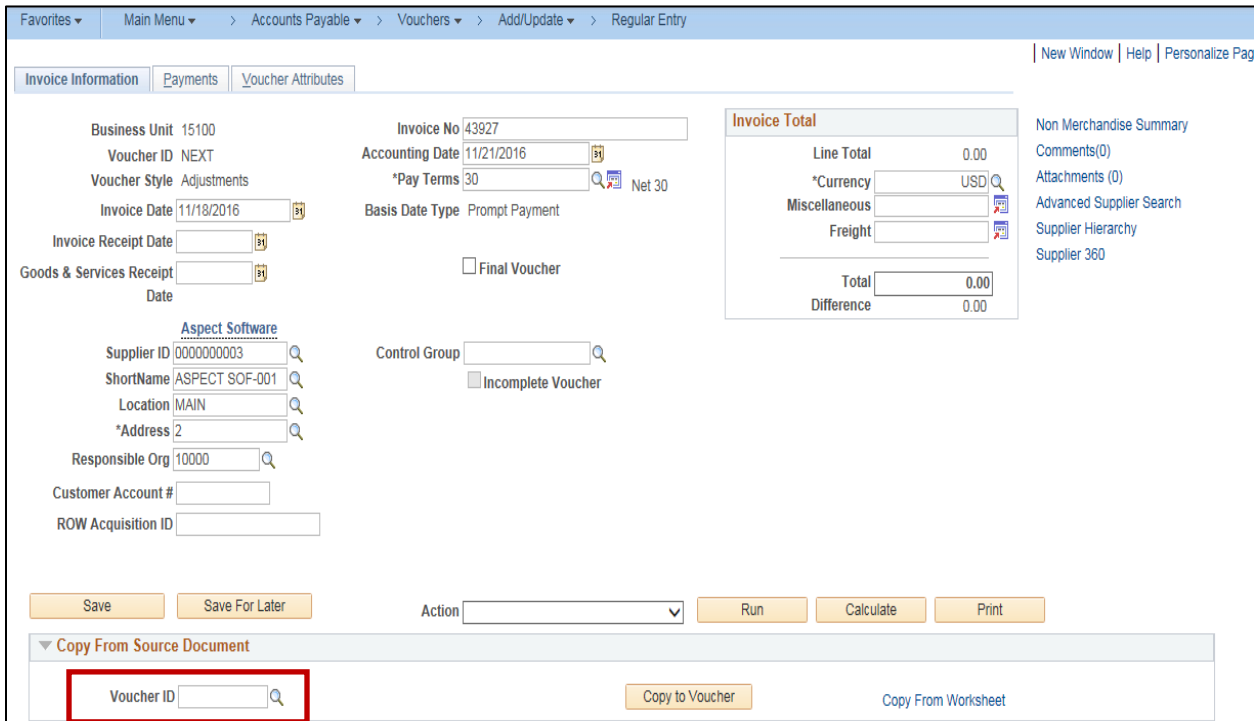
- 1 Navigate to the **Voucher** page using the following path:

Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry



SW AP312 Entering Adjustment Vouchers

- 2 The **Business Unit** field defaults to your agency based on your User Profile in Cardinal.
- 3 The **Voucher ID** defaults to **NEXT**. Do not change it.
- 4 Click the **Voucher Style** drop-down menu and select **Adjustments** from the list.
- 5 Enter or select either the **Short Supplier Name** or the **Supplier ID**.
- 6 Enter the Credit Memo Number in the **Invoice Number** field.
- 7 Enter the Credit Memo date in the **Invoice Date** field.
- 8 Click the **Add** button.



Business Unit 15100 Invoice No 43927 Invoice Total

Voucher ID NEXT Accounting Date 11/21/2016 Line Total 0.00

Voucher Style Adjustments *Pay Terms 30 Net 30 *Currency USD

Invoice Date 11/19/2016 Basis Date Type Prompt Payment Miscellaneous

Invoice Receipt Date Goods & Services Receipt Date Final Voucher Freight

Supplier ID 000000003 Control Group Incomplete Voucher Total 0.00

ShortName ASPECT SOF-001 Location MAIN *Address 2 Responsible Org 10000 Customer Account # Difference 0.00

ROW Acquisition ID

Save Save For Later Action Run Calculate Print

Copy From Source Document

Voucher ID Copy to Voucher Copy From Worksheet

- 9 Go to the **Copy From Source Document** section. Click on the **Voucher ID** lookup icon to view a list of available vouchers for the selected supplier to be copied.

Look Up Voucher ID Help

Business Unit: 15100
 Supplier ID: 0000000003
 Voucher ID:
 Invoice Number:
 Short Supplier Name:
 Supplier Name:

[Basic Lookup](#)

Search Results

View 100 First 1-5 of 5 Last

Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Supplier Name	Supplier Name	Voucher Style
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

10 Select the voucher to be copied by clicking the **Voucher ID** link.

ROW Acquisition ID:

Action:

Copy From Source Document

Voucher ID: [Copy From Worksheet](#)

11 Click the **Copy to Voucher** button.

Invoice Lines Find | View All | First 1 of 1 Last

Line 1 SpeedChart: One Asset

*Distribute by: Ship To:

Item: Description:

Quantity: **Related Voucher: 00001623**

UOM: Packing Slip:

Unit Price: Line Amount: 1,250.00

Multi-SpeedCharts



Distribution Lines Personalize | Find | View All | First 1 of 1 Last


GL Chart	Exchange Rate	Statistics	Assets	FIPS								
Line	Merchandise Amt	Quantity	GL Unit	Account	Fund	Program	Department	Cost Center	Task	FIPS	Asset	Agent
1	1,250.00		15100	5012750	01000	799001	92100					


12 The invoice line and distribution information copied from the original voucher default on the **Invoice Information** page. The **Related Voucher** field (in the **Invoice Lines** section of the **Invoice Information** page) is populated with the **Voucher ID** you selected to copy. The related voucher information is useful when you need to research this supplier and payments at a later time.

Payment Information

Payment 1

*Remit to 0000000003  

Location MAIN 

*Address 3 

Aspect Software
300 Apollo Drive
VA10036551
EVAAD68206

Chelmsford, MA 01824

- 13 On the **Payments** tab, the **Location** and **Address** information for the Adjustment voucher default from the supplier setup, not the original voucher. In order for the original and Adjustment vouchers to properly net during the pay cycle process, ensure that the remit **Location** and **Address** on the adjustment voucher matches the original voucher.



Accounts Payable Job Aid

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Navigation: Favorites > Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

Invoice Information | Payments | Voucher Attributes

Business Unit: 15100
Voucher ID: NEXT
Voucher Style: Adjustments
Invoice Date: 11/18/2016
Invoice Receipt Date:
Goods & Services Receipt Date:
Supplier: Aspect Software
Supplier ID: 000000003
ShortName: ASPECT SOF-001
Location: MAIN
Address: 2
Responsible Org: 10000
Customer Account #:
ROW Acquisition ID:
Invoice No: 43927
Accounting Date: 11/21/2016
Pay Terms: 30 Net 30
Basis Date Type: Prompt Payment
Final Voucher:
Control Group:
Incomplete Voucher:
Invoice Total:
Line Total: -100.00
Currency: USD
Miscellaneous:
Freight:
Total: -100.00
Difference: 0.00
Non Merchandise Summary
Comments(0)
Attachments (0)
Supplier Hierarchy
Supplier 360
Buttons: Save, Save For Later, Action, Run, Calculate, Print

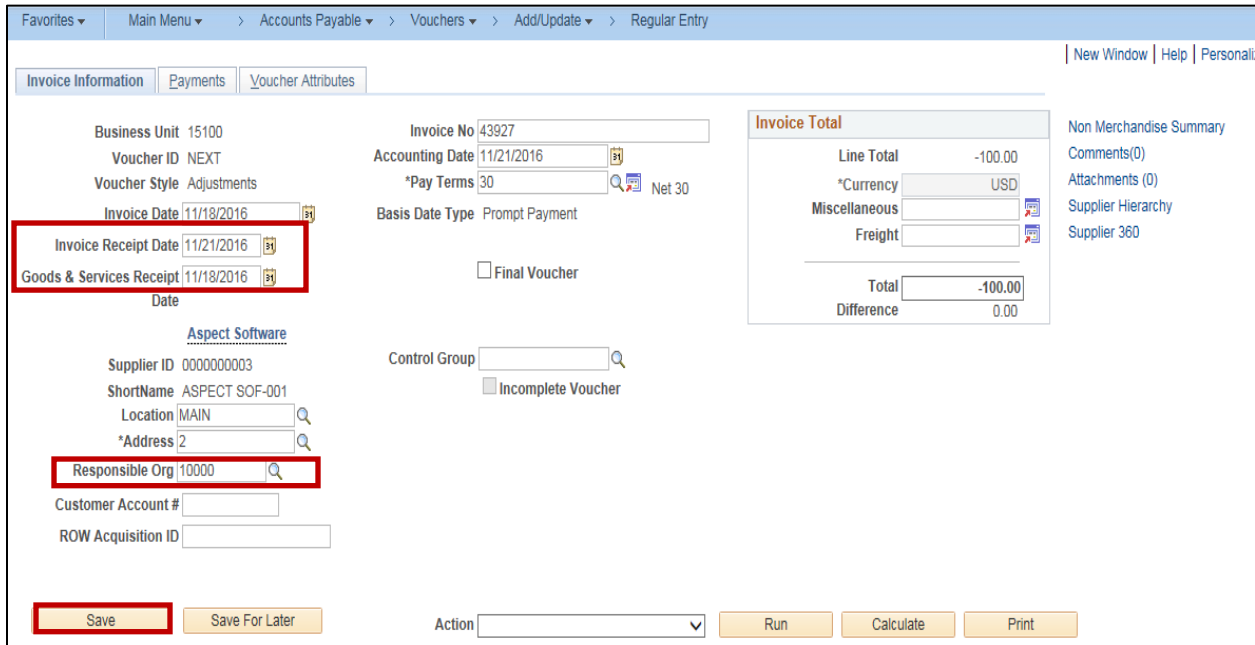
Copy From Source Document
Voucher ID:
Copy to Voucher
Copy From Worksheet

Invoice Lines
Line 1
Distribute by: Amount
Item:
Quantity:
UOM:
Unit Price:
Line Amount: -100.00
SpeedChart:
Ship To: COVA
Description:
Related Voucher: 00001623
Packing Slip:
Buttons: Calculate

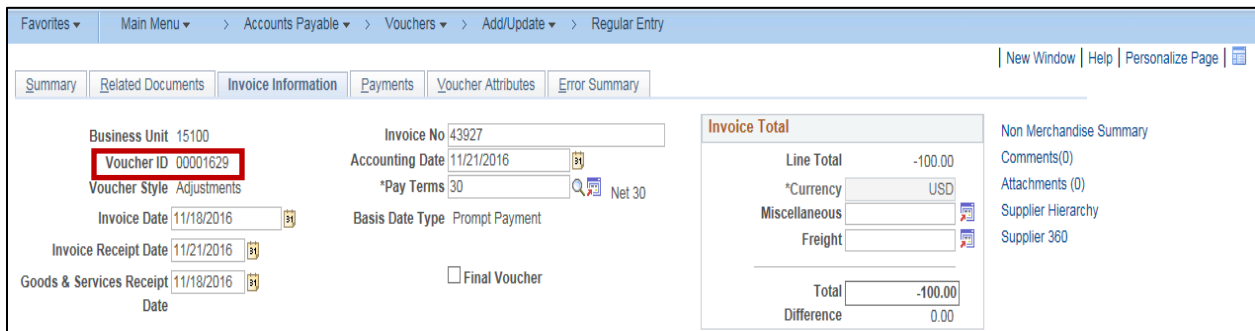
Distribution Lines
GL Chart | Exchange Rate | Statistics | Assets |
Table:
Line | Merchandise Amt | Quantity | GL Unit | Account | Fund | Program | Department | Cost Center | Task | FIPS | Asset | Agen
+ | - |
-100.00 | | 15100 | 5012750 | 01000 | 799001 | 92100 | | | | | |

Buttons: Save, Save For Later

14 The example above is for a credit memo. Enter a negative number for the credit in the **Line Total**, **Line Amount** and **Merchandise Amt** fields. In this scenario, the amount of the credit memo (**\$100.00**).



- 15 Enter the **Invoice Receipt Date** and **Goods & Services Receipt Date**. 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.
- 16 Change the **Responsible Org** to the **Responsible Org** for the original voucher.
- 17 Click the **Save** button.



- 18 A **Voucher ID** number is assigned.
- 19 The adjustment voucher will be budget checked and sent through approvals.
- 20 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 **Separate Payment** flag is not checked on either voucher.