



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 be equal to or 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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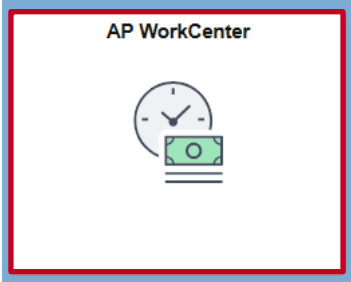
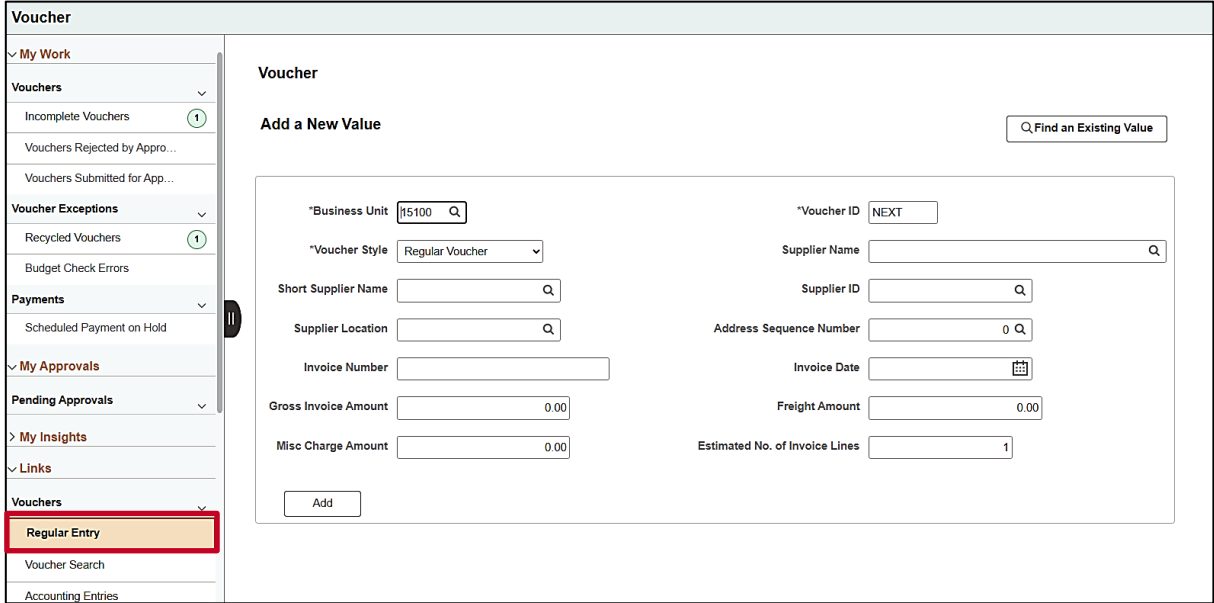
Accounts Payable Job Aid

AP312 Entering Adjustment Vouchers

Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
3/1/2025	Updated the screenshot of the Search page (Section 1 , after Step 1). Added reference information to the Overview of the Cardinal FIN Search Pages Job Aid.

Entering an Adjustment Voucher

Step	Action
1.	Navigate to the Regular Entry page by clicking the AP WorkCenter tile on the Cardinal Financials Homepage. 
	For information about WorkCenters, see the Job Aid titled Overview of the Cardinal Financials WorkCenters located on the Cardinal website in Job Aids under Learning.
2.	Use the following navigation path in the WorkCenter: Links > Vouchers > Regular Entry Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles. 
	Users can also access the Regular Entry page using the following navigation path: NavBar > Menu > Accounts Payable > Vouchers > Regular Entry



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Step	Action
	The Voucher Add a New Value page displays. Add a New Value *Business Unit 15100 Q *Voucher ID NEXT *Voucher Style Regular Voucher ▼ Short Supplier Name Q Supplier Location Q Invoice Number Gross Invoice Amount 0.00 Misc Charge Amount 0.00 Find an Existing Value Supplier Name Q Supplier ID Q Address Sequence Number 0 Q Invoice Date 📅 Freight Amount 0.00 Estimated No. of Invoice Lines 1 Add
	The Business Unit field defaults based on the user. If the Business Unit does not default, enter or select the applicable Business Unit. The Voucher ID field defaults to "NEXT". Do not change it.
2.	Click the Voucher Style dropdown button and select "Adjustments" from the list. *Voucher Style Regular Voucher ▼ Adjustments Amortization Voucher Journal Voucher Prepaid Voucher Register Voucher Regular Voucher Reversal Voucher Single Payment Voucher Template Voucher Third Party Voucher



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Step	Action
The Voucher Add a New Value page refreshes.	
Add a New Value Find an Existing Value *Business Unit15100 *Voucher IDNEXT *Voucher StyleAdjustments Supplier Name Short Supplier Name Supplier ID Supplier Location Address Sequence Number0 Invoice Number Invoice Date Add	
	The following fields no longer display after the page refreshes: • Gross Invoice Amount • Misc. Charge Amount • Freight Amount • Estimated No. of Invoice Lines
3.	Enter or select the applicable Supplier ID using the Supplier ID Look Up icon. Supplier ID
4.	Enter the Invoice or Credit Memo Number in the Invoice Number field. Invoice Number
5.	Enter or select the applicable date in the Invoice Date field. Invoice Date
6.	Click the Add button. Add



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Step	Action
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The **Invoice Information** page displays.

Invoice Information | Payments | Voucher Attributes

Business Unit 15100 Invoice No 7258

Voucher ID NEXT Accounting Date 04/10/2026

Voucher Style Adjustments *Pay Terms 30 Net 30

Invoice Date 04/03/2026 Basis Date Type Prompt Payment

Invoice Receipt Date

Goods & Services Receipt Date

Supplier ID 000000001 Control Group

ShortName MICRO AUDI-001

Location MAIN

*Address 2

Responsible Org 10001

Customer Account #

ROW Acquisition ID

Final Voucher

Incomplete Voucher

Save Save For Later Action Run Calculate Print

> Copy From Source Document

Invoice Lines

Line 1

*Distribute by Amount

Item

Quantity

UOM

Unit Price

Line Amount 0.00

SpeedChart

Ship To COVA

Description

Related Voucher

Packing Slip

One Asset

Calculate

Multi-SpeedCharts

Distribution Lines

GL Chart

Line	Merchandise Amt	Quantity	*GL Unit	Account	Department	Fund	Program	Cost Center	FIPS
1	0.00		15100						

Save Save For Later

Notify Refresh

Add Update

Invoice Information | Payments | Voucher Attributes

7. Click the **Copy From Source Document Expand** icon.

> Copy From Source Document



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Step	Action
8.	Click the Voucher ID Look up icon to view a list of available Vouchers for the selected Supplier to be copied. ▼ Copy From Source Document Voucher ID  Copy to Voucher Copy From Worksheet

The **Look Up Voucher ID** page displays.

Look Up Voucher ID

×

Help

Business Unit 15100

Supplier ID 0000000001

Voucher ID begins with

Invoice Number begins with

Short Supplier Name begins with

Supplier Name begins with

Search Clear Cancel Basic Lookup

Search Results

View 100 |< < 1-2 of 2 > >|

Voucher ID	Invoice Number	Gross Invoice Amount	Invoice Date	Short Supplier Name	Supplier Name	Voucher Style
00006585	962	1250	03/27/2026	MICRO AUDI-001	Micro Audiometrics Corp	Regular
00006581	9154873	15	04/03/2026	MICRO AUDI-001	Micro Audiometrics Corp	Regular

9.	Select the Voucher to be copied by clicking the corresponding Voucher ID link.						
	00006585	962	1250	03/27/2026	MICRO AUDI-001	Micro Audiometrics Corp	Regular

The page refreshes and the selected Voucher ID populates in the **Voucher ID** field.

▼ Copy From Source Document

Voucher ID 00006585



Copy to Voucher

Copy From Worksheet

10.	Click the Copy to Voucher button. Copy to Voucher
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Step Action

The **Invoice Lines** page displays.

Invoice Information Payments Voucher Attributes

Business Unit 15100 Invoice No 7258

Voucher ID NEXT Accounting Date 04/10/2026

Voucher Style Adjustments *Pay Terms 30 Net 30

Invoice Date 04/03/2026 Basis Date Type Prompt Payment

Invoice Receipt Date

Goods & Services Receipt Date

Micro Audiometrics Corp

Supplier ID 000000001 Control Group

ShortName MICRO.AUDI-001

Location MAIN

*Address 2

Responsible Org 10001

Customer Account #

ROW Acquisition ID

Final Voucher

Incomplete Voucher

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 1,250.00

SpeedChart

Ship To COVA

Description

Related Voucher 00006585

Packing Slip

One Asset Calculate

Distribution Lines

GL Chart Exchange Rate Statistics Assets ID

Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Department	Fund	Program	Cost Cen
1		100.0000	1,250.00		15100	5012750	92100	01000	799001	

Save Save For Later

Notify Refresh Add Upd

Invoice Information Payments Voucher Attributes



The **Invoice Lines**, **Invoice Total**, and **Distribution Lines** sections default from the original Voucher 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** that was selected to copy. The related Voucher information is useful to research this Supplier and payments.



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Step	Action
11.	Click the Payments tab. Invoice Information Payments Voucher Attributes

The **Payments** page displays.



On the **Payments** tab, the location and address information for the Adjustment Voucher default from the Supplier setup, not from the original Voucher.

12.

Review the **Location** and **Address** fields to verify that the Location and Address on the adjustment Voucher match the original Voucher.



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Step	Action
13.	Click the Invoice Information tab. Invoice Information Payments Voucher Attributes

The **Invoice Information** page displays.

Invoice Information

Payments

Voucher Attributes

Business Unit: 15100

Invoice No: 7258

Invoice Total

Line Total: 0.00

*Currency: USD

Miscellaneous:

Freight:

Total: 1,250.00

Difference: 0.00

Non Merchandise Summary

Comments(0)

Attachments(0)

Supplier Hierarchy

Supplier: 350

Voucher ID: NEXT

Accounting Date: 04/10/2026

Voucher Style: Adjustments

*Pay Terms: 30

Net 30

Invoice Date: 04/03/2026

Basic Date Type: Prompt Payment

Invoice Receipt Date:

Goods & Services Receipt Date:

Supplier ID: 0000000001

Control Group:

ShortName: MICRO AUDIOL 001

Location: MAIN

*Address: 2

Responsible Org: 10001

Customer Account #:

ROW Acquisition ID:

*Final Voucher

*Incomplete Voucher

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: 1,250.00

Multi-SpeedCharts

SpeedChart:

Ship To: COVA

Description:

Related Voucher: 00000585

Packing Slip:

*One Asset

Calculate

Distribution Lines

GL Chart

Exchange Rate

Statistics

Assets

IP>

Line	PO Percent	Percent	Merchandise Amt	Quantity	*GL Unit	Account	Department	Fund	Program	Cost Cent
1		100.0000	1,250.00		15100	5012750	02100	01000	799001	

Save

Save For Later

Notify

Refresh

Add

Up

Step	Action												
	The amount that defaults in the Total field will be the amount of the original Voucher. This amount must be updated as applicable. Invoice Total <table> <tr> <td>Line Total</td> <td>0.00</td> </tr> <tr> <td>*Currency</td> <td>USD</td> </tr> <tr> <td>Miscellaneous</td> <td> </td> </tr> <tr> <td>Freight</td> <td> </td> </tr> <tr> <td>Total</td> <td>1,250.00</td> </tr> <tr> <td>Difference</td> <td>0.00</td> </tr> </table>	Line Total	0.00	*Currency	USD	Miscellaneous		Freight		Total	1,250.00	Difference	0.00
Line Total	0.00												
*Currency	USD												
Miscellaneous													
Freight													
Total	1,250.00												
Difference	0.00												
14.	Enter the applicable amount of the Adjustment Voucher in the Total field. In this example, a Credit Memo is being entered for “-100.00”. Total -100.00												
15.	Enter the applicable amount the Line Amount field. In this example, “-100.00”. Line Amount -100.00												
16.	Enter the applicable amount Merchandise Amt field. In this example, “-100.00”. Merchandise Amt -100.00												
17.	Enter or select the applicable Invoice receipt date in the Invoice Receipt Date field. Invoice Receipt Date 												
18.	Enter or select the applicable goods or services receipt date in the Goods & Services Receipt Date field. Goods & Services Receipt Date 												



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Step	Action
	If the adjustment is negative, the Pay Terms , Invoice Receipt Date , and Goods & Services Receipt Date fields 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.
19.	Update the Responsible Org field to match the original Voucher as needed. 
20.	Click the Save button. 

The page refreshes and a Voucher ID Number is assigned.

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
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Business Unit	15100	Invoice No	7258		
Voucher ID	00006586	Accounting Date	04/10/2026		
Voucher Style	Adjustments	*Pay Terms	30	Net 30	
Invoice Date	04/03/2026	Basis Date Type	Prompt Payment		
Invoice Receipt Date	04/10/2026				
Goods & Services Receipt Date	03/25/2026	☐ Final Voucher			
Supplier ID	0000000001	Control Group			

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

	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, verify that the Separate Payment flag is not checked on either Voucher.
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