

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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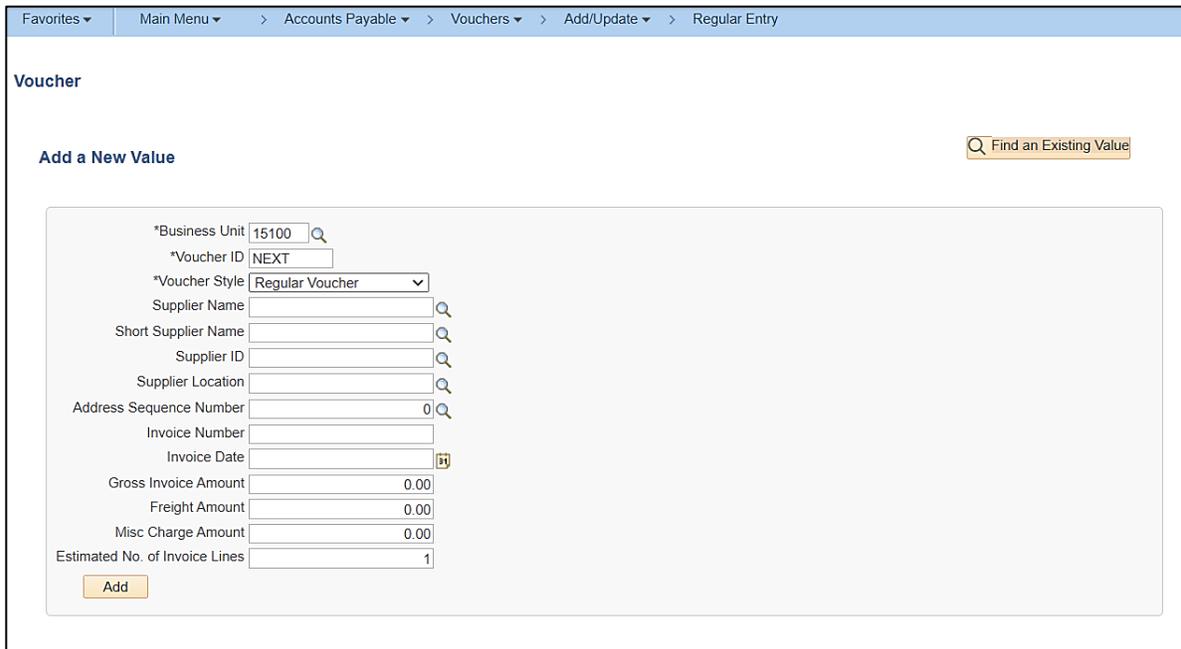
Revision History

Revision Date	Summary of Changes
3/1/2025	Updated the screenshot of the Search page (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 Voucher page using the following path: Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry

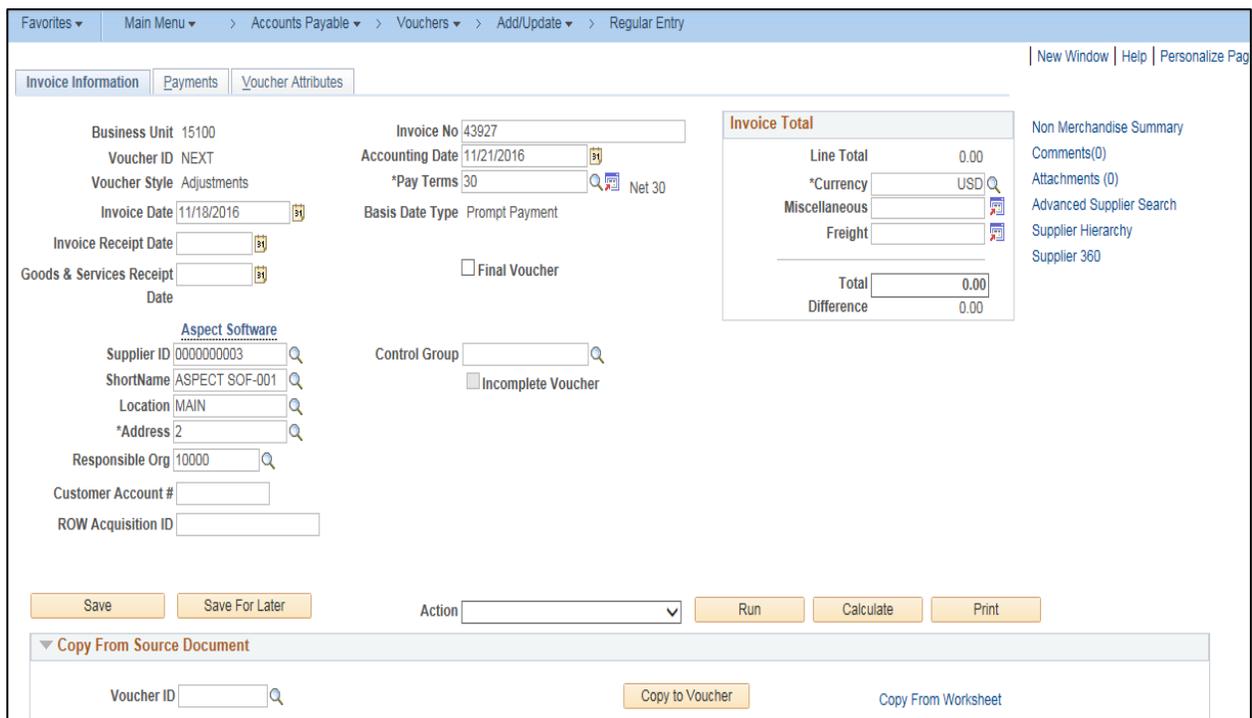
The **Voucher** page displays with the **Add a New Value** page displayed by default.



	For more information pertaining to the Cardinal FIN Search pages, refer to the Job Aid titled "Overview of the Cardinal FIN Search Pages". This Job Aid is located on the Cardinal Website in Job Aids under Learning .
	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. 
3.	Enter or select the applicable Supplier ID using the Supplier ID Look Up icon. 
4.	Enter the Credit Memo Number in the Invoice Number field. 

Step	Action
5.	Enter or select the applicable Credit Memo date in the Invoice Date field. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> Invoice Date 11/18/2016 </div>
6.	Click the Add button. <div style="border: 1px solid red; padding: 5px; margin-top: 5px; text-align: center;"> Add </div>

The **Invoice Information** tab displays.



The screenshot shows the 'Invoice Information' tab with the following fields and values:

- Business Unit: 15100
- Voucher ID: NEXT
- Voucher Style: Adjustments
- Invoice Date: 11/18/2016
- Invoice Receipt Date: (empty)
- Goods & Services Receipt Date: (empty)
- Supplier ID: 000000003
- ShortName: ASPECT SOF-001
- Location: MAIN
- *Address: 2
- Responsible Org: 10000
- Customer Account #: (empty)
- ROW Acquisition ID: (empty)
- Invoice No: 43927
- Accounting Date: 11/21/2016
- *Pay Terms: 30
- Basis Date Type: Prompt Payment
- Control Group: (empty)
- Final Voucher:
- Incomplete Voucher:

Buttons at the bottom include: Save, Save For Later, Action (dropdown), Run, Calculate, Print, Copy From Source Document (expanded), Voucher ID (lookup), Copy to Voucher, and Copy From Worksheet.

7.	Click the Copy from Source Document Expand icon. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> ▼ Copy From Source Document </div>
8.	Click the Voucher ID Lookup icon to view a list of available Vouchers for the selected Supplier to be copied. <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 5px;"> ▼ Copy From Source Document </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> Voucher ID 🔍 Copy to Voucher Copy From Worksheet </div> </div>

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

Look Up Voucher ID
✕

[Help](#)

Business Unit 15100
Supplier ID 0000000003
Voucher ID begins with
Invoice Number begins with
Short Supplier Name begins with
Supplier Name begins with

[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

9. Select the Voucher to be copied by clicking the corresponding **Voucher ID** link.

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

The page refreshes and the selected Voucher ID populates.

ROW Acquisition ID

Action ▼

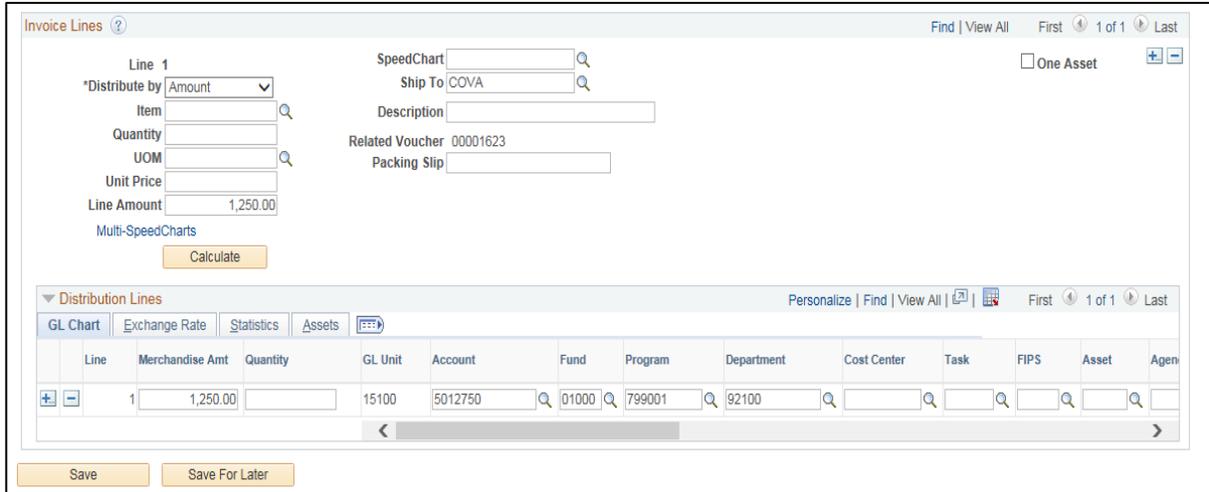
▼ Copy From Source Document

Voucher ID [Copy From Worksheet](#)

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

Step	Action
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The **Invoice Lines** tab displays.



The screenshot shows the 'Invoice Lines' interface. At the top, there are search and navigation options: 'Find | View All', 'First', '1 of 1', and 'Last'. Below this, the 'Line 1' section includes fields for 'SpeedChart', 'Ship To' (with value 'COVA'), 'Description', 'Related Voucher' (with value '00001623'), and 'Packing Slip'. There are also search icons for 'Item', 'UOM', and 'Unit Price'. The 'Line Amount' is displayed as '1,250.00'. A 'Calculate' button is located below the 'Multi-SpeedCharts' section. Below the main form is the 'Distribution Lines' section, which has tabs for 'GL Chart', 'Exchange Rate', 'Statistics', and 'Assets'. It features a table with columns: Line, Merchandise Amt, Quantity, GL Unit, Account, Fund, Program, Department, Cost Center, Task, FIPS, Asset, and Agen. The table contains one row with values: Line 1, Merchandise Amt 1,250.00, Quantity, GL Unit 15100, Account 5012750, Fund 01000, Program 799001, Department 92100. At the bottom of the interface are 'Save' and 'Save For Later' buttons.



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.

11. Click the **Payments** tab.



The screenshot shows a horizontal tab navigation bar with three tabs: 'Invoice Information', 'Payments', and 'Voucher Attributes'. The 'Payments' tab is highlighted with a red border, indicating it is the active tab.

Step	Action
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The **Payments** tab displays.

	<p>On the Payments tab, the location and address information for the Adjustment Voucher default from the Supplier setup, not the original Voucher.</p>
<p>12.</p>	<p>Review the Location and Address fields to verify that the location and address on the adjustment Voucher matches the original Voucher.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> <div style="text-align: right;">Location</div> <div style="border: 1px solid #ccc; padding: 2px;">MAIN</div> <div style="font-size: 0.8em;">🔍</div> </div> <div style="display: flex; justify-content: space-between;"> <div style="text-align: right;">*Address</div> <div style="border: 1px solid #ccc; padding: 2px;">3</div> <div style="font-size: 0.8em;">🔍</div> </div> </div>
<p>13.</p>	<p>Click the Invoice Information tab.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-around; border-bottom: 1px solid #ccc;"> <div style="border: 2px solid #f00; padding: 2px 10px;">Invoice Information</div> <div style="padding: 2px 10px;">Payments</div> <div style="padding: 2px 10px;">Voucher Attributes</div> </div> </div>



Accounts Payable Job Aid

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

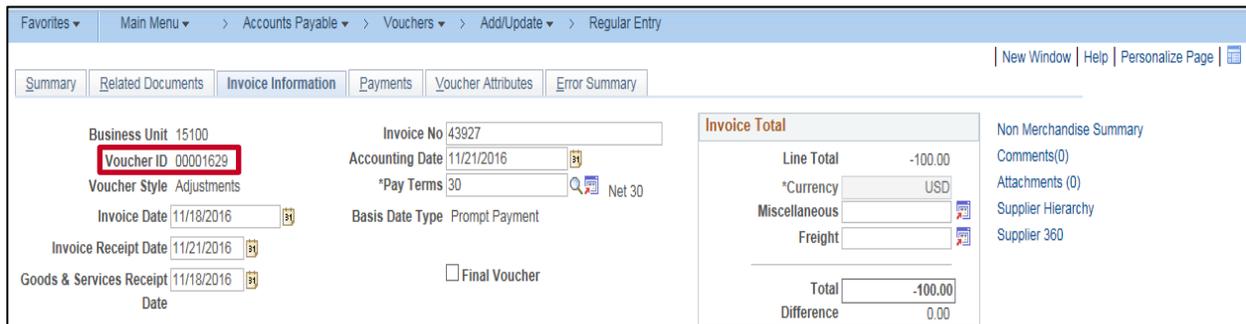
Scenario: A Credit Memo is being entered. The amount of the credit memo is "100.00".

The screenshot shows the 'Invoice Information' tab in the software. The 'Invoice Total' field is highlighted with a red box, showing a value of -100.00. The 'Line Amount' field is also highlighted with a red box, showing a value of -100.00. The 'Merchandise Amt' field is highlighted with a red box, showing a value of -100.00.

14.	Enter the amount of the credit as a negative number in the Total field. 
15.	Enter the amount of the credit as a negative number in the Line Amount field. 
16.	Enter the amount of the credit as a negative number in the Merchandise Amt field. 

Step	Action
17.	Enter or select the applicable Invoice receipt date in the Invoice Receipt Date field. 
18.	Enter or select the applicable goods or services receipt date in the Goods & Services Receipt Date field. 
	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.
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.



	<p>The adjustment Voucher will be budget checked and sent through approvals.</p> <p>During payment processing, the adjustment Voucher will be offset against the original or next available Voucher for the Supplier</p> <p>If the adjustment is for a credit memo, you will need to verify that the Separate Payment flag is not checked on either Voucher.</p>
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