# Adjusting a Supplier Timecard -Negative Adjustment

• Time to Completion: 4 minutes

Users will learn how to adjust a supplier timecard of negative amounts.

Select Supplier Portal.

Good morning, N	/lalena Sot	ŌĮ		
Me Product Management	Supplier Portal	Payables	Projects	Procur
QUICK ACTIONS	APPS			
Create Expense	Expenses	+		
Things to Finish				

#### Select Timecard.

Anici Gii	
	Good morning, Malena Soto
	Me Product Management Supplier Portal I
	د ۱۱۸ -
	Timecard
	Things to Finish
	Yesterday ×
	Assigned to Me (REMINDER) ACTION REQUIRED

#### Select Adjust Timecard.

Dashboz	ard			x178696@	<sup>)</sup> ameren.com
Search	h Refresh Advanc	ed Search New Tim	ecard Adjust Ti Timecard Date	mecard Create Vi	a Spreadsheet Supplier
Code	Timecard Entry Type	Timecard Revision	Timecard Date	Timecard Status	Supplier

#### Select Timecard Number.

			Dashboard				dwelch@gm
30 Days	Adjus	t Timecard * Timecard Nun PO Nun		Ţ	×	Adjust Timecard	I Create Via Sprea
Ending D		Week Ending   Sup Supplier	plier Site	ncel	sion	Timecard Date 05/11/2023	Timecard Status Pending Approval
Ending D	ate	РО Туре	Interface Source Code	Timecard Entry Type	Timecard Revision	Timecard Date	Timecard Status
05/01/202	3	Time And Material	Oracle SSP	Individual Daily	0	05/11/2023	Draft
05/15/202	3	Time And Material	Oracle SSP	Bulk Weekly	0	05/11/2023	Draft

Adjust mecard Adjust Timecard × \* Timecard Number Pending Approval Past 30 Days More results available, please filter further. PO Number T101323 **PO Number** Week Ending D **Timecard Date** Week Ending Date T101329 T101332 Supplier T101342 Supplier Site T101424 T101473 ards Past 30 Days T101472 **PO Number** Week Ending Date PO Type Interface Source Code **Timecard Entry Type Timecard Revision Timecard Date** necards Past 30 Days ▼ ₽

In the Timecard Number drop-down list, select **T101323**.

#### Select **Adjust**.

			-							
		Adjust	t Timecard					×	imecard	Adjust Time
ling Annual al	Pact 30 Dave		* Timecard	d Number	T101323		Ŧ			
ling Approval	Tast So Days		PC	0 Number	P2003051					
PO Number	Week Ending D		Week En	ding Date	2023-04-02				Timeo	ard Date
				Supplier	Gas Material Su	pplier				
			Sup	oplier Site	00KALAUPAPA -	ERS				
Past 30 Days					Adjust	Cancel				
PO Number	Week Ending D	ate	РО Туре	Interface	Source Code	Timecard Entry	Туре	Timecard Revision	Timeo	ard Date
_										
ards Past 30 Days	;		<b></b>							
PO Number	Week Ending D	ate	РО Туре	Interface	Source Code	Timecard Entry	Туре	Timecard Revision	Timeo	ard Date

In the TUE-MAR-28 field, type 12.00.

#### Note

You can enter the appropriate hours or units of measure or use the up and down arrow icons to select the appropriate amount.

Remaining PO Line Amount \$12,750.00	Total N	Aaterial Amount C	-								
Total Labor Hours 24			%								
	Total E	xpense Amount C	hanged \$0.00								
Total Equipment Hours 10 Total Expense Amount Changed 0.00%											
			%								
bor Equipment Material Expense											
+ × E / 3											
Work Type Rate Type SUN-Mar-26 MON-Mar-27 TUE-Mar-28 WE	VED-Mar-29	THU-Mar-30	FRI-Mar-31	SAT-Apr							
D 1007 OT 0.00 V A 22.00 V A 0.0	0.00 ~ ^	0.00 ~ ^	0.00 🗸 🔨	0.00							
1 with Visual Builder, Copyright © 2021											

Select **Save**.

i Note You will need to	) save	after edi	ting or cr	eating ead	ch line.			
		Desc	ription					Тс
		Atta	chment 🕂					
	То	tal No. Of Attac	hments 1				Total	Ma
	Rem	aining PO Line A	<b>mount \$</b> 12,750.	00			Total	Ma
		Total Labor					Total	l Exp
		Total Equipment	t Hours 10				Total	l Exp
	Labor 第 •			aterial Exp	pense			
	Local	Work Type	Rate Type	SUN-Mar-26	MON-Mar-27	TUE-Mar-28	WED-Mar-29	Т
	2-MO	1007	ОТ	0.00 ~ ^	2.00 🗸 🔨	12.00 × ^	0.00 ~ ^	
	About Created wit	h Visual Builder, Cop	nyright © 2021					

#### View Timecard Change Percentages.

Confirm the hours entered are updated in the appropriate fields.

	Total Labor Amount \$32.0	00
	Total Equipment Amount \$10.0	00
mpany	Total Material Amount \$50.0	00
	Total Expense Amount \$100	.00
	Total Timecard Hours 42	
	Total Timecard Amount \$192	.00
h	Timecard Changed Amount \$8.00	0
	Timecard Changed Amount % 4.359	%
	Timecard Total Hours Changed 8	
	Timecard Total Hours Changed % 24%	
lier	Total Labor Hours Changed 8	
	Total Labor Hours Changed % 33.33	3%
	·····	n

#### View Receipt Selection.

Selecting the **Receipt Selection** button will select the Receipt or Approved Timecard you want to put your credit memo (negative adjustment) against.

If the **Receipt Selection** button is not active, then timecard has not yet been approved.

					dwelch@gms.com
Action 👻	Submit	Save	Save and Close	Cancel	Receipt Selection
PO Num	P2003050	)-0			
otal Labor Amou	\$32.00				
iquipment Amou					
al Material Amou					
al Expense Amou	unt \$100.00				
tal Timecard Ho	urs 2				
Timesend Amer	\$192.00				

#### Select Validate.

					dw
	Dashboard				
1784 - 0	Validate Action 👻	Submit	Save	Save and Close	Cancel
84 - 0	PO Nu	mber P2003050	0-0		
/2023					
30	Total Labor An	ount \$32.00			
J	Total Equipment An	ount \$10.00			
en Illinois Company	Total Material An	nount \$50.00			
1	Total Expense An	nount \$100.00			
s, Tiffany A	Total Timecard H	Hours 42			
oving PO.	Total Timecard An				
And Material	Timecard Changed An				

#### Select Submit.

						dwelch@gms.com		
	Dashboard							
	Validate Ac	tion 🔻 Submit	Save	Save and Close	Cancel	Receipt Selection		
<b>PO Number</b> P2003050-0								
		bor Amount \$32.00						
		ent Amount \$10.00						
		nse Amount \$100.00						
	Total Tim	ecard Hours 42						
4	Total Timeo	ard Amount \$192.00						
"	Timecard Chan	ged Amount \$8.00						
	Timecard Change	d Amount % 4.35%						

Select Yes.

#### Note

After you submit your adjustment, your timecard will be updated with a revision number. For example T101784-0 will become T101784-1.

e Card Module		
	Confirmation message ×	
	This action will save the timecard and submit for approval. Do you want to Continue(Y/N)?	
	Yes Cancel	
ment : T101784 - 0	Validate Action 🔻 Submit	Save Save and Close
<b>d Number</b> <sup>T101784 - 0</sup>	PO Number P2003	050-0
ding Date 04/02/2023		
ement BU AMS BU	Total Labor Amount \$32.00	
isition BU AIC BU	Total Equipment Amount \$10.00	
Sold To Ameren Illinois Company	Total Material Amount \$50.00	
Status Adjust	Total Expense Amount \$100.0	0
Approver Pallme, Tiffany A	Total Timecard Hours 42	
comments approving PO.	Total Timecard Amount \$192.0	0
PO Type Time And Material	Timecard Changed Amount \$8.00	

#### Close the tab.

MAV Maverick Training	$\otimes$					
$\leftrightarrow$ $\rightarrow$ C https://tr	aining.mavericksoluti	ons.com				
<b>Time Card Module</b>						
					Dashb	pard
Overview					▼ Sear	ch Refre
	Timecards Pending Approval		Past 30 Days		• <b>F</b> /	
	Timecard Number 👻 PO	Number	Week Ending Date	PO Type	Interface Source Code	Timecard
No data to display.						
	•					
	1 Draft Timacarda Pa	et 20 Dave		E		