

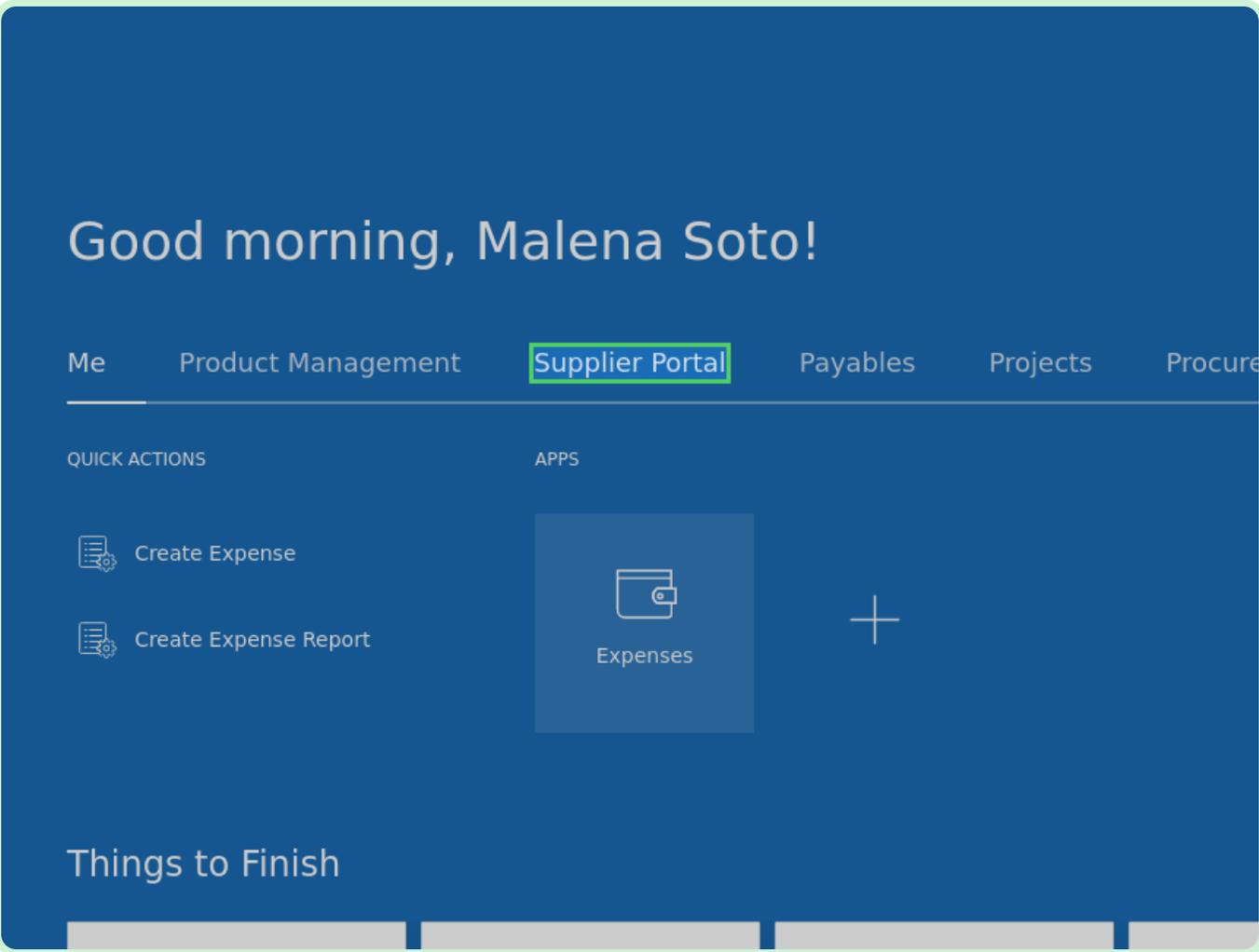
Adjusting a Supplier Timecard – Negative Adjustment

🕒 Time to Completion: **4 minutes**

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

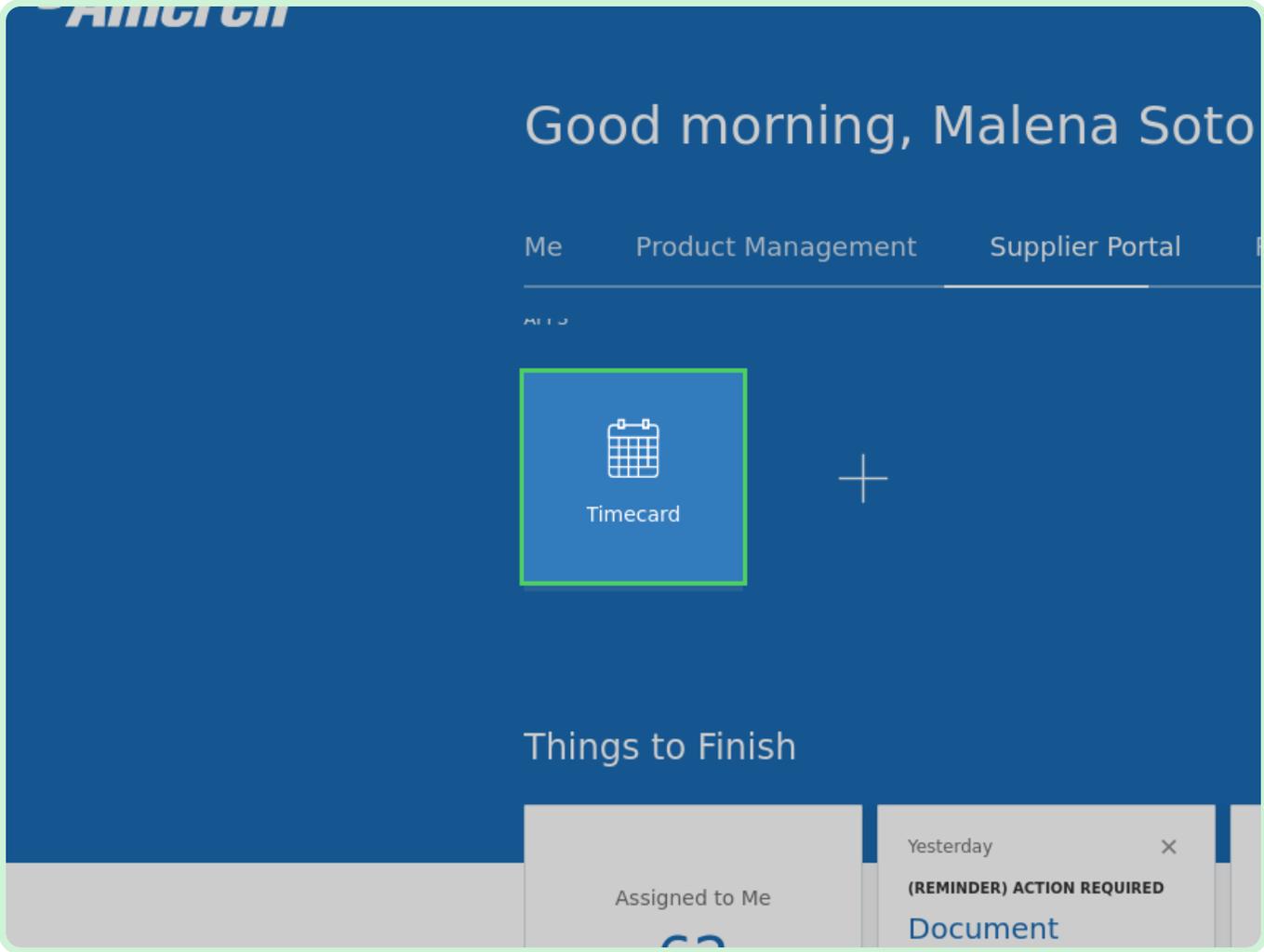
Step 1

Select **Supplier Portal**.



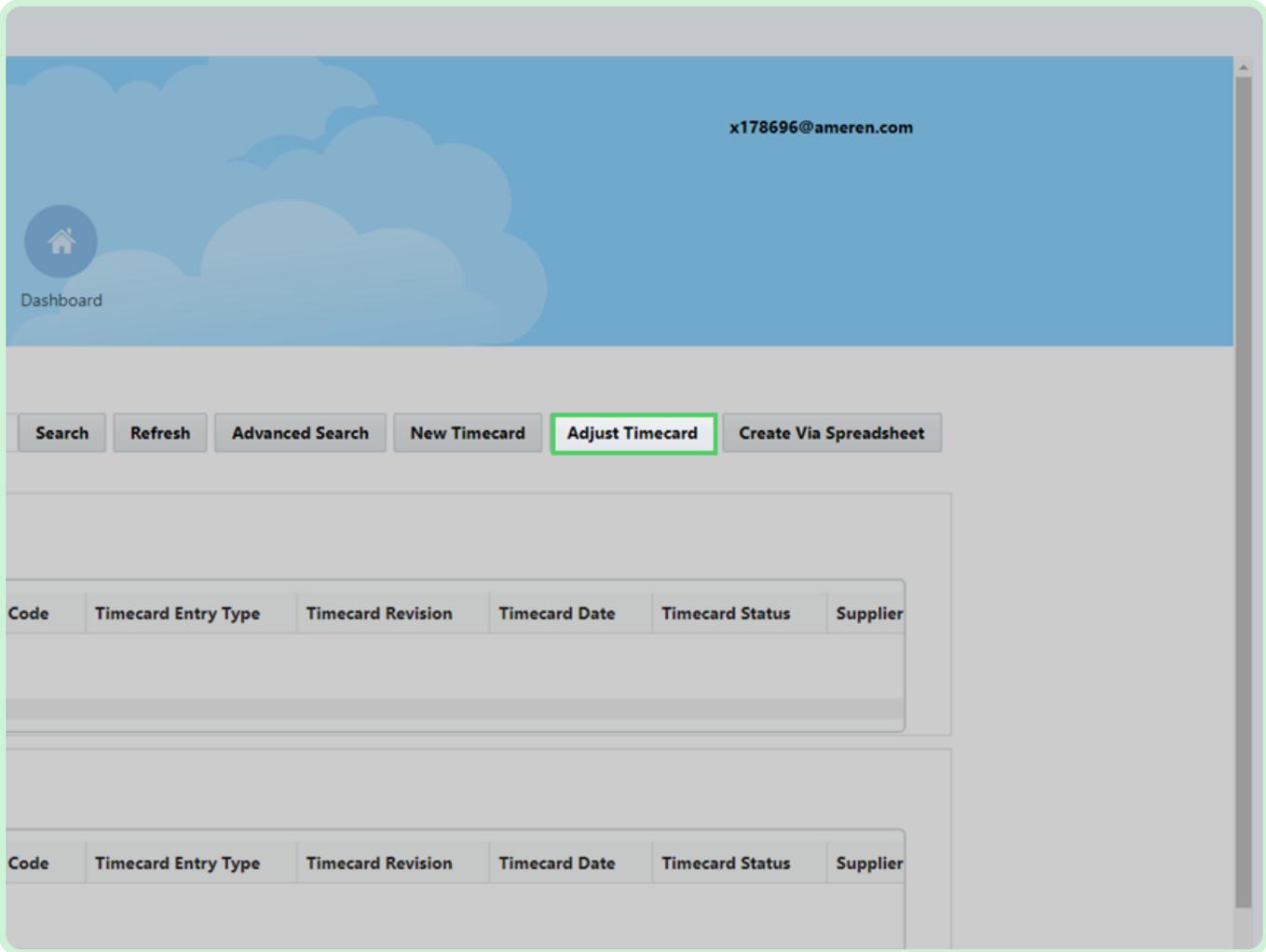
Step 2

Select **Timecard**.



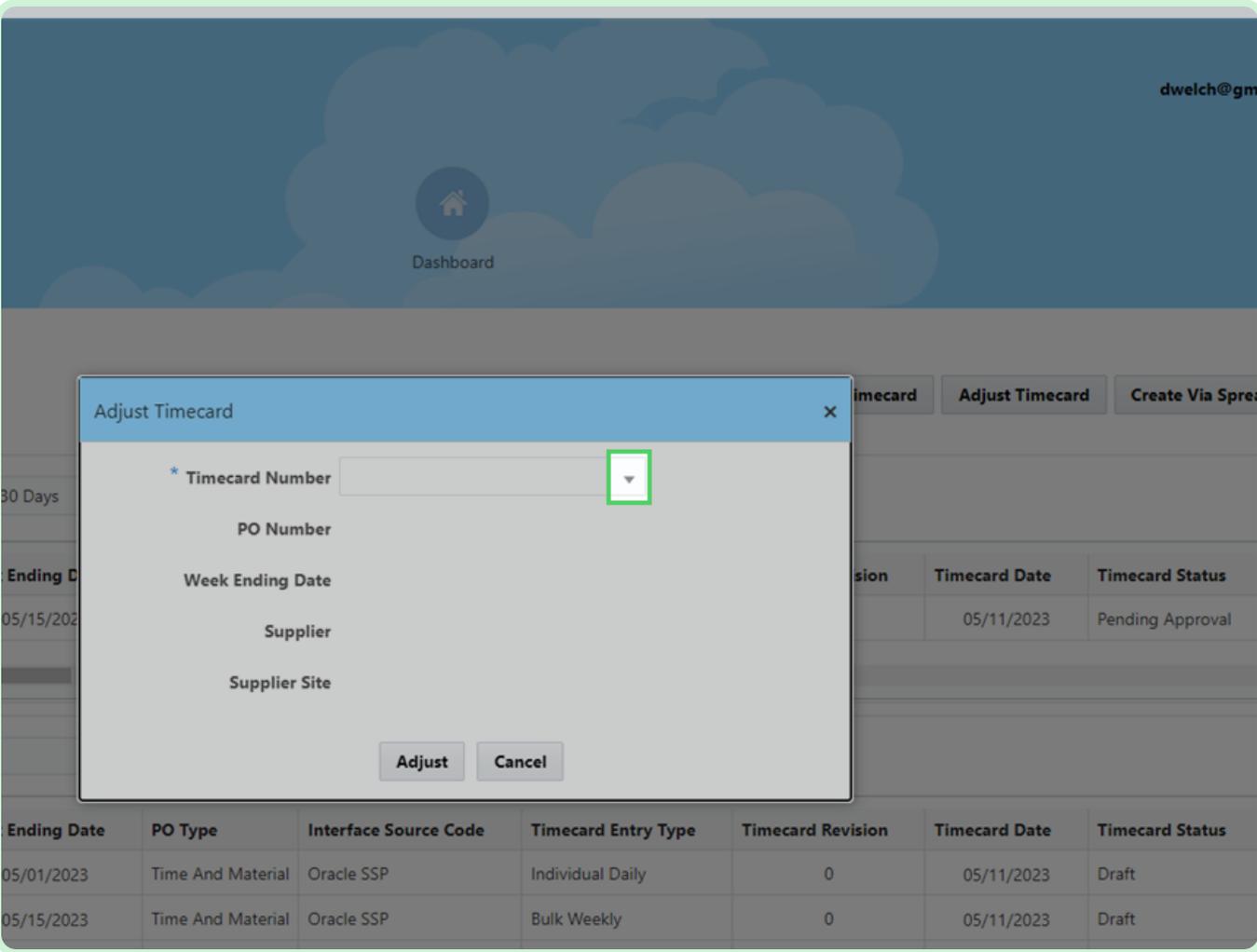
Step 3

Select **Adjust Timecard**.



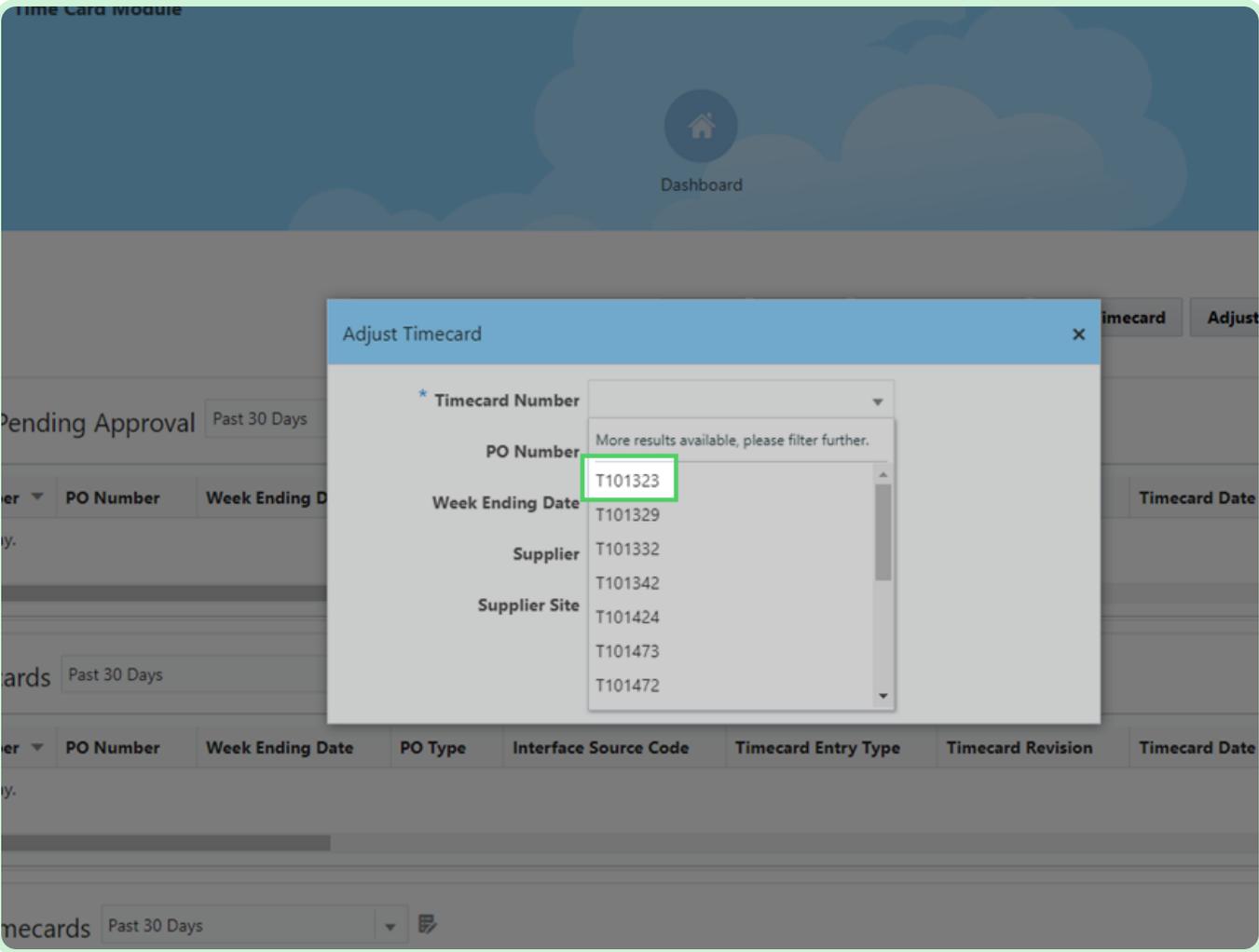
Step 4

Select **Timecard Number**.



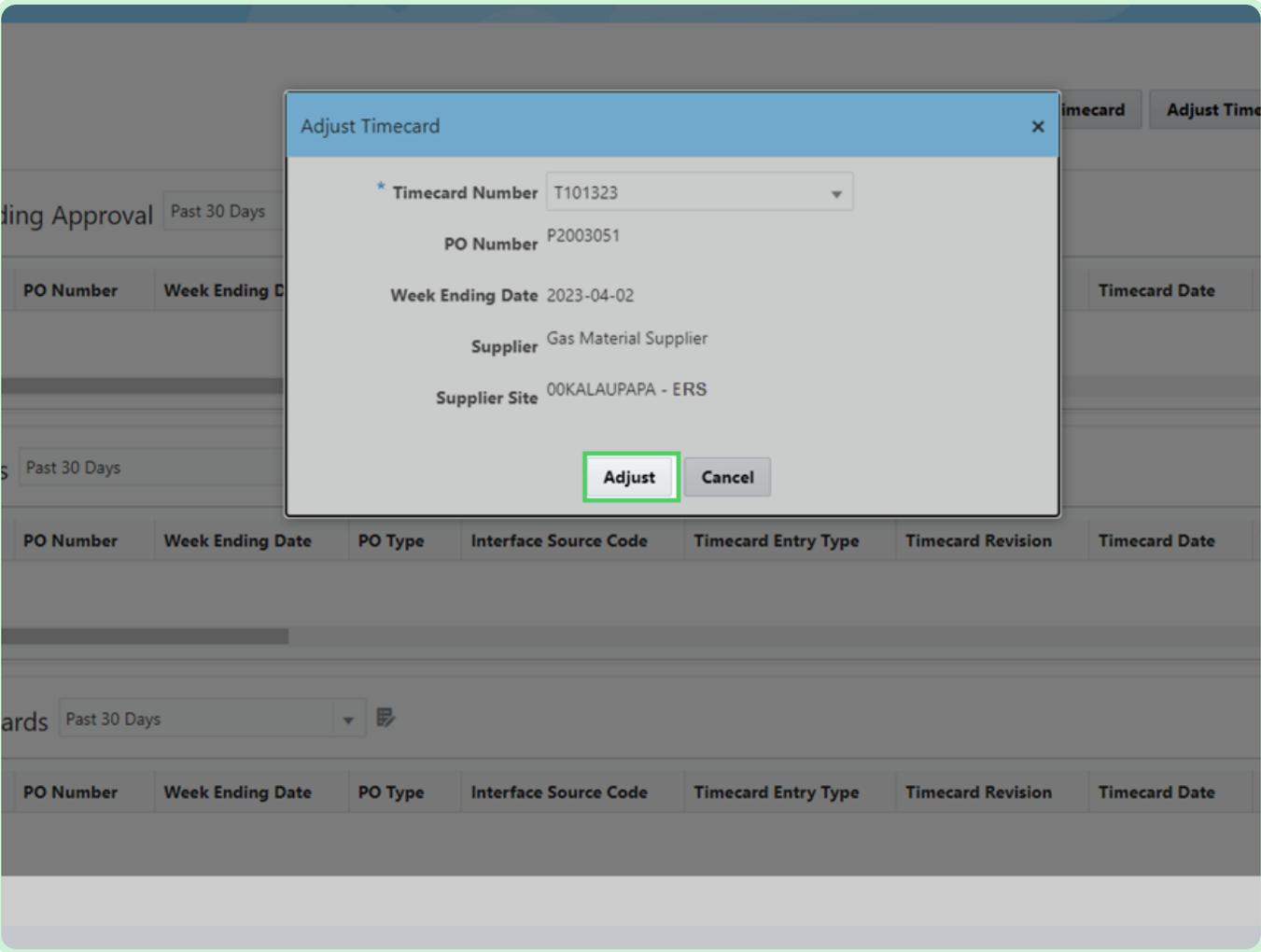
Step 5

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



Step 6

Select **Adjust**.



Step 7

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 Labor Hours 24

Total Equipment Hours 10

Total Material Amount Changed 0.00%

Total Expense Amount Changed \$0.00

Total Expense Amount Changed 0.00%

| | Work Type | Rate Type | SUN-Mar-26 | MON-Mar-27 | TUE-Mar-28 | WED-Mar-29 | THU-Mar-30 | FRI-Mar-31 | SAT-Apr |
|---|-----------|-----------|------------|------------|------------|------------|------------|------------|---------|
| 0 | 1007 | OT | 0.00 | 2.00 | 22.00 | 0.00 | 0.00 | 0.00 | 0.00 |

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Step 8

Select **Save**.

Note
You will need to save after editing or creating each line.

The screenshot displays a software interface with a summary section and a table. The summary section includes:

- Description
- Attachment +
- Total No. Of Attachments 1
- Remaining PO Line Amount \$12,750.00
- Total Labor Hours 24
- Total Equipment Hours 10

Below the summary are tabs for Labor, Equipment, Material, and Expense. The Material tab is selected and highlighted with a green box. Below the tabs is a table with the following data:

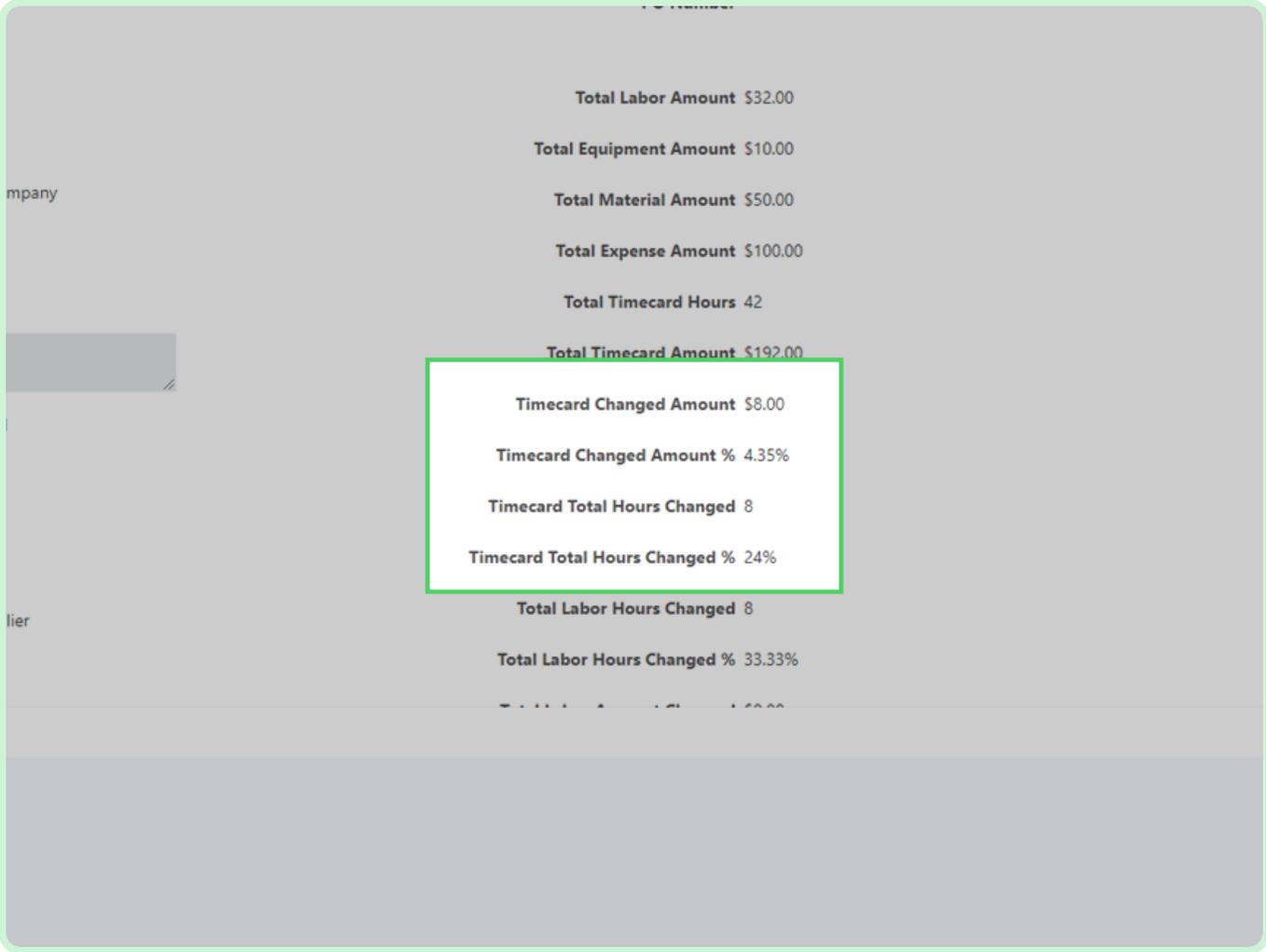
| Local | Work Type | Rate Type | SUN-Mar-26 | MON-Mar-27 | TUE-Mar-28 | WED-Mar-29 | T |
|-------|-----------|-----------|------------|------------|------------|------------|---|
| 2-MO | 1007 | OT | 0.00 | 2.00 | 12.00 | 0.00 | |

At the bottom of the interface, there is a footer that reads: "About Created with Visual Builder, Copyright © 2021".

Step 9

View **Timecard Change Percentages**.

Confirm the hours entered are updated in the appropriate fields.

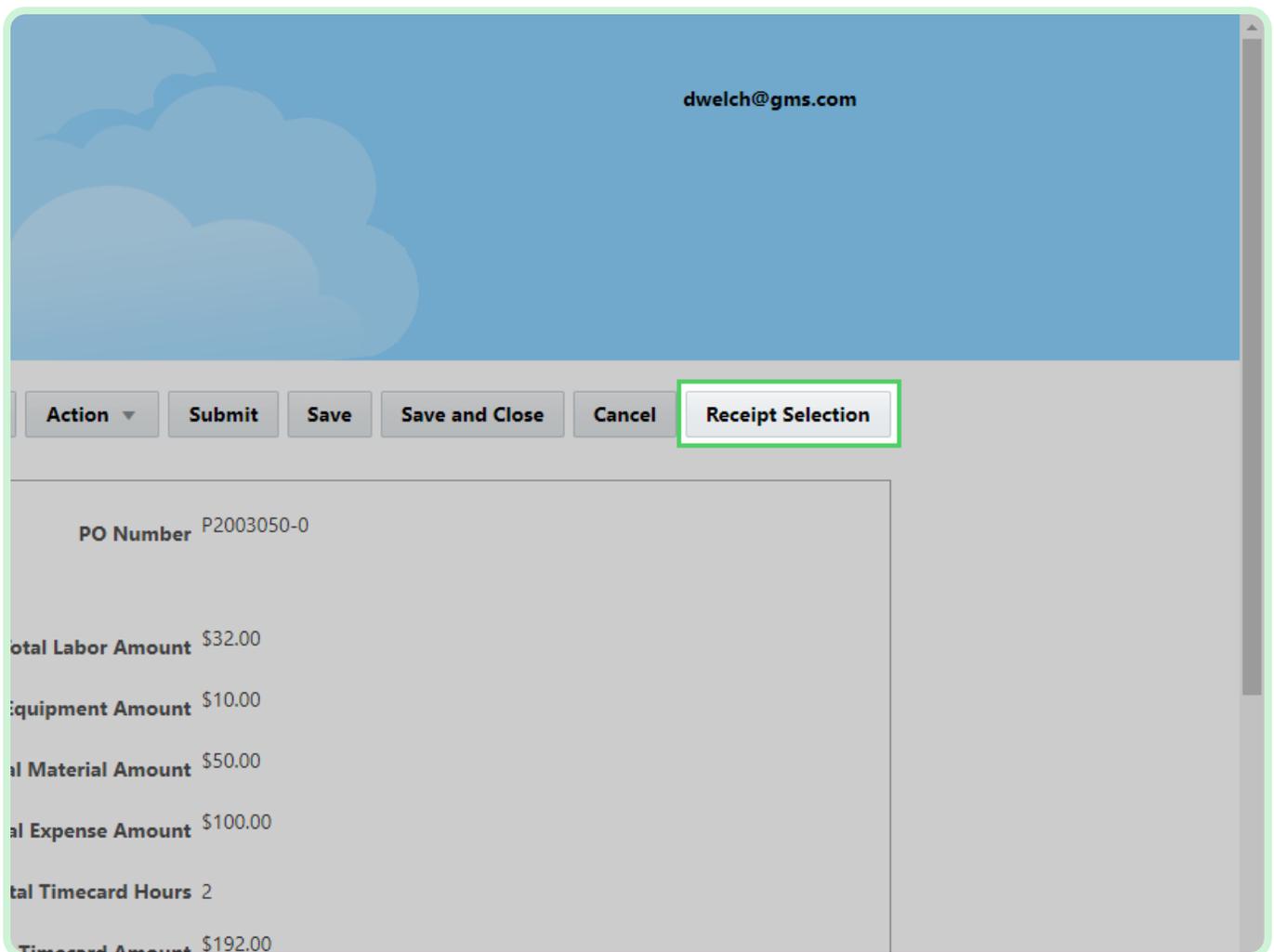


Step 10

View **Receipt Selection**.

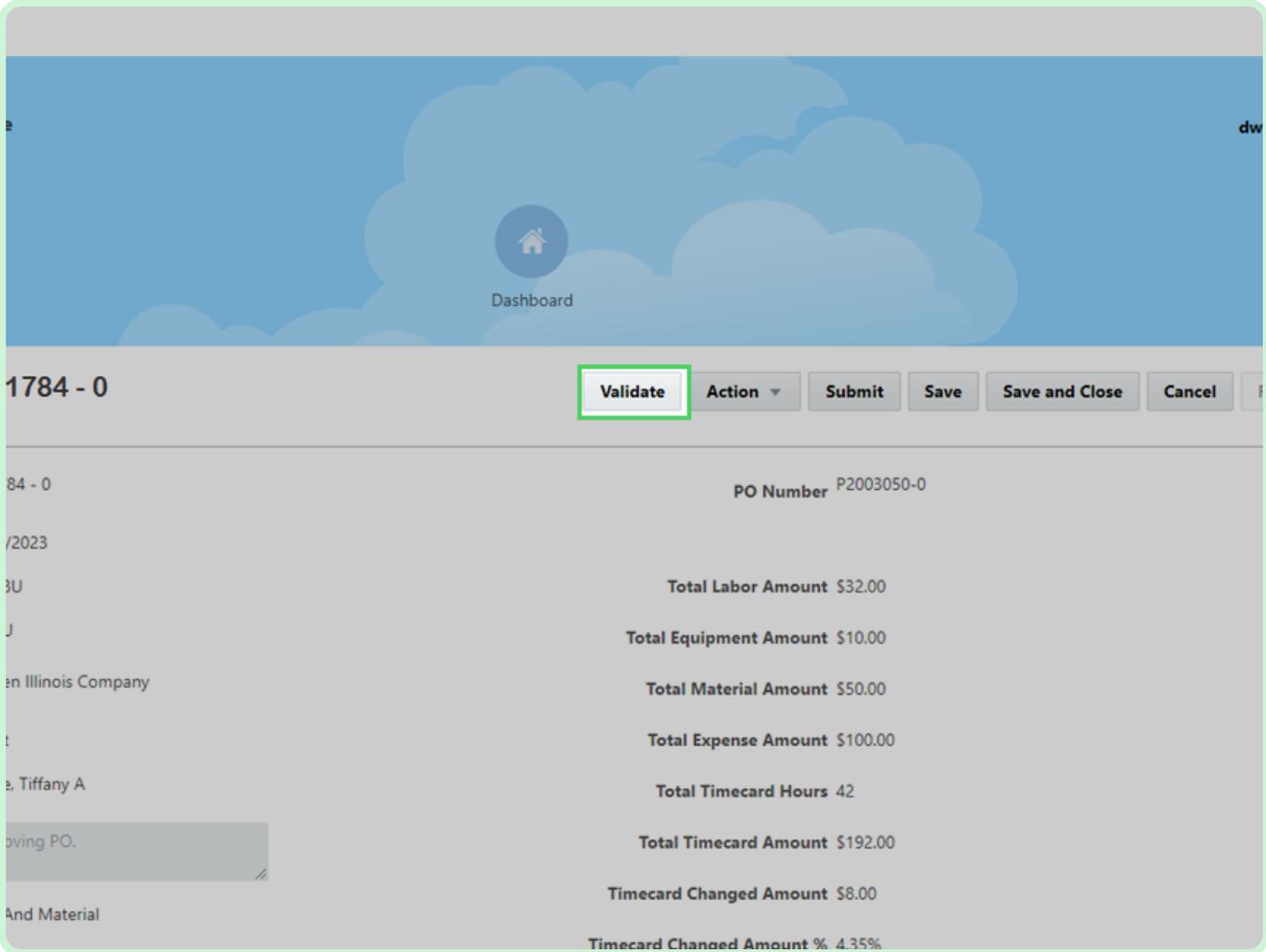
Selecting the **Receipt Selection** button will select the Receipt or Approved Timecard you want to put your credit memo (negative adjustment) against.

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



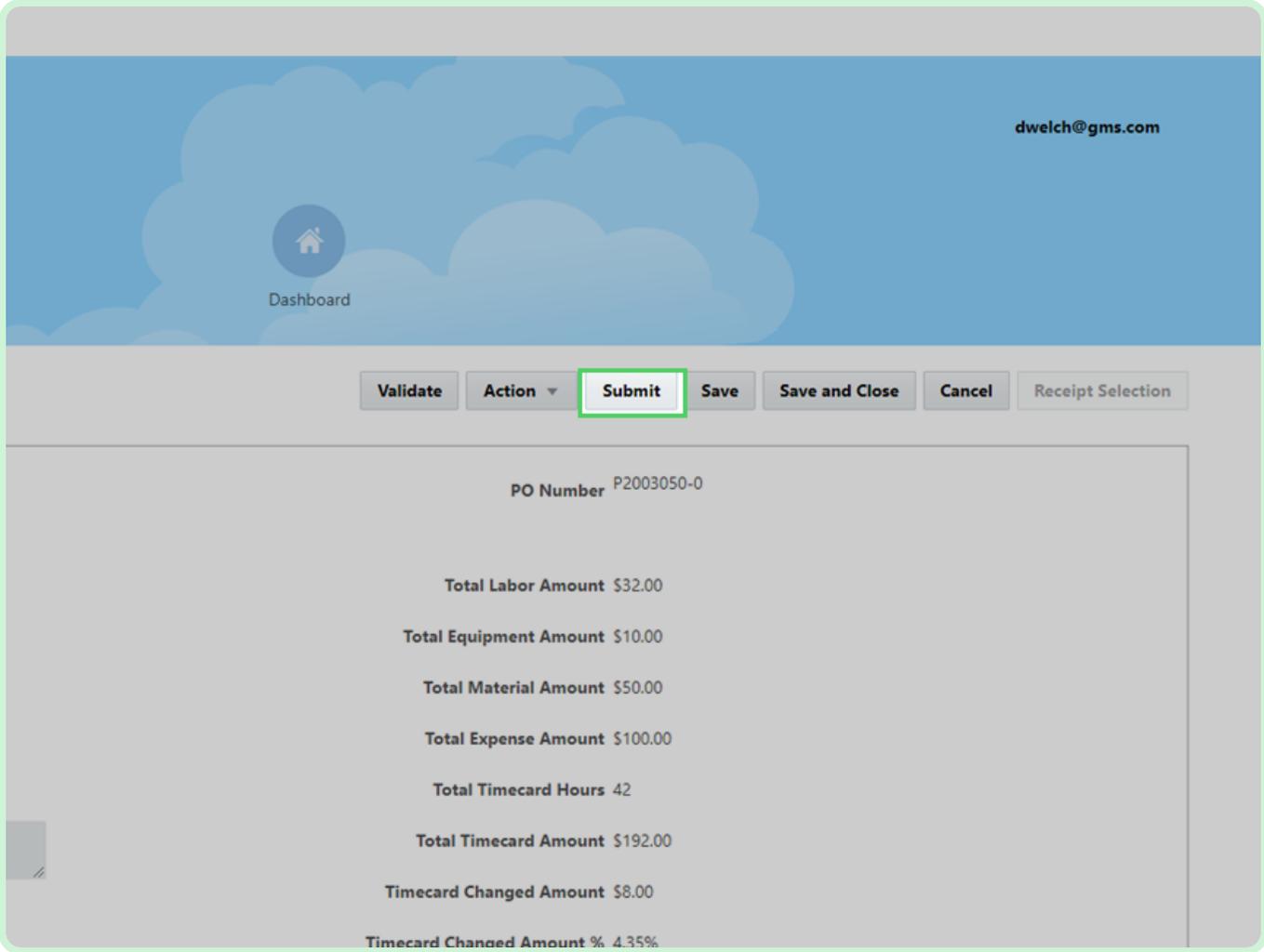
Step 11

Select **Validate**.



Step 12

Select **Submit**.



Step 13

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.

The screenshot shows a web application interface for a timecard adjustment. A modal dialog box titled "Confirmation message" is centered on the screen, asking "This action will save the timecard and submit for approval. Do you want to Continue(Y/N)?". The "Yes" button is highlighted with a green border. Below the dialog, the form displays the adjustment number "T101784 - 0" and various fields for validation and submission. The form includes a "Comments" field with the text "approving PO." and a "PO Type" field set to "Time And Material".

Confirmation message

This action will save the timecard and submit for approval. Do you want to Continue(Y/N)?

Yes Cancel

Adjustment : T101784 - 0

Validate Action Submit Save Save and Close

Adjustment Number T101784 - 0 PO Number P2003050-0

Posting Date 04/02/2023

Adjustment BU AMS BU Total Labor Amount \$32.00

Revision BU AIC BU Total Equipment Amount \$10.00

Sold To Ameren Illinois Company Total Material Amount \$50.00

Status Adjust Total Expense Amount \$100.00

Approver Pallme, Tiffany A Total Timecard Hours 42

Comments approving PO. Total Timecard Amount \$192.00

PO Type Time And Material Timecard Changed Amount \$8.00

Timecard Changed Amount % 4.35%

Step 14

Close the tab.

