

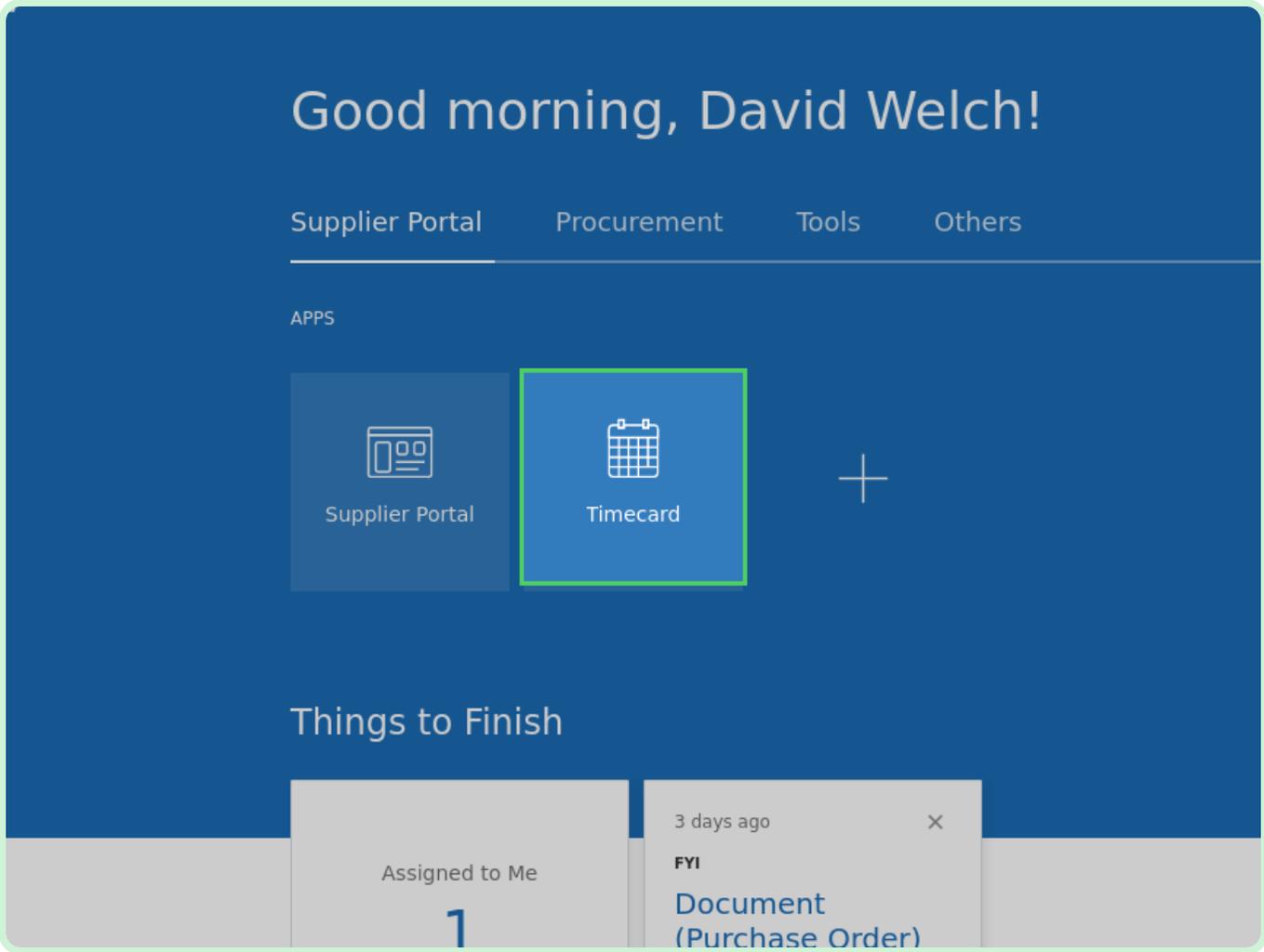
Adjusting a supplier timecard (Positive Adjustment)

🕒 Time to Completion: **5 minutes**

You will learn how to adjust a supplier timecard.

Step 1

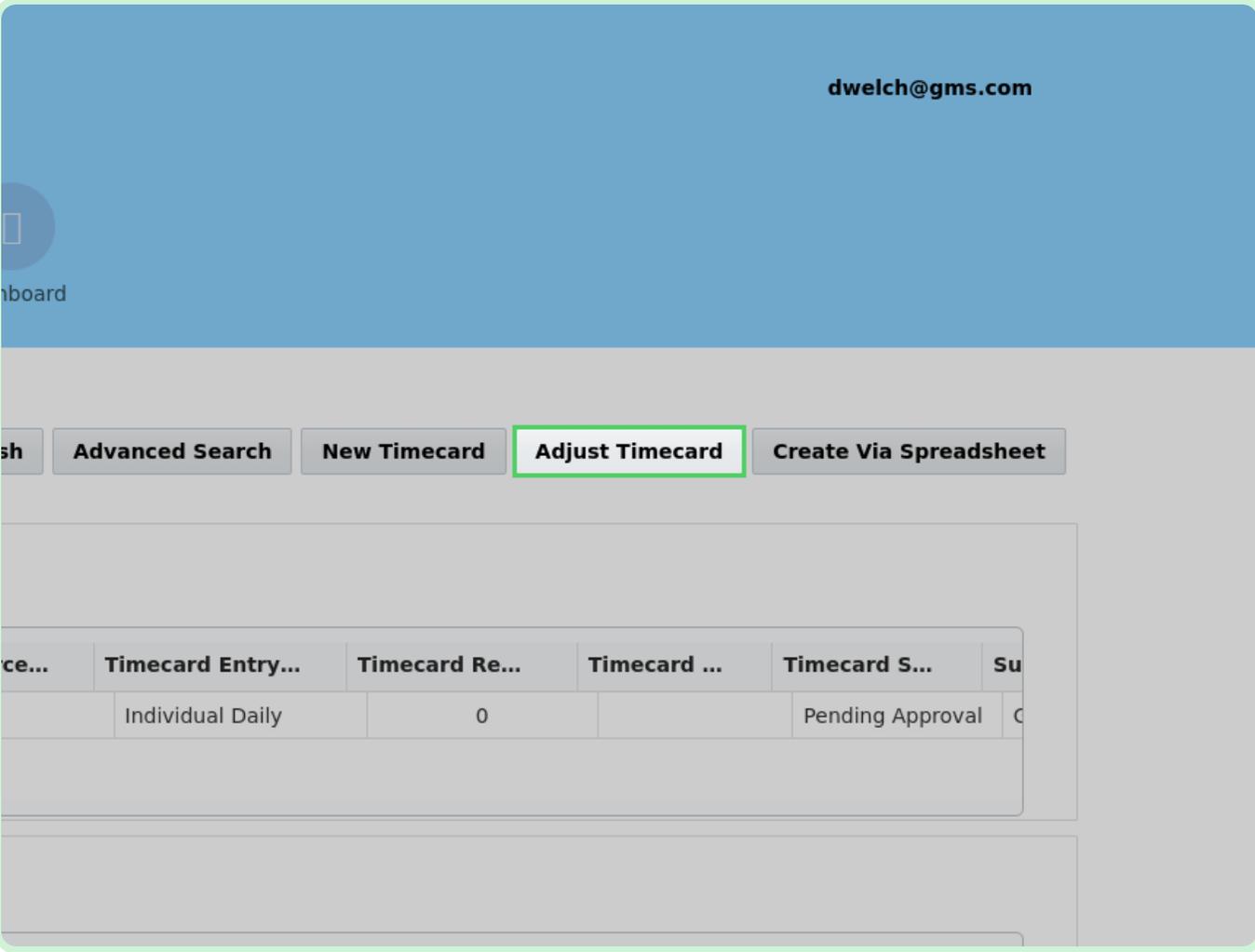
Select **Timecard**.



Step 2

Select **Adjust Timecard**.

Note
Only timecards with a status of *Closed* are eligible to be adjusted.



Step 3

Select **Timecard Number**.

The screenshot shows a software interface with a modal dialog box titled "Adjust Timecard". The dialog box contains the following fields:

- * Timecard Number (with a dropdown arrow highlighted by a green box)
- PO Number
- Week Ending Date
- Supplier
- Supplier Site

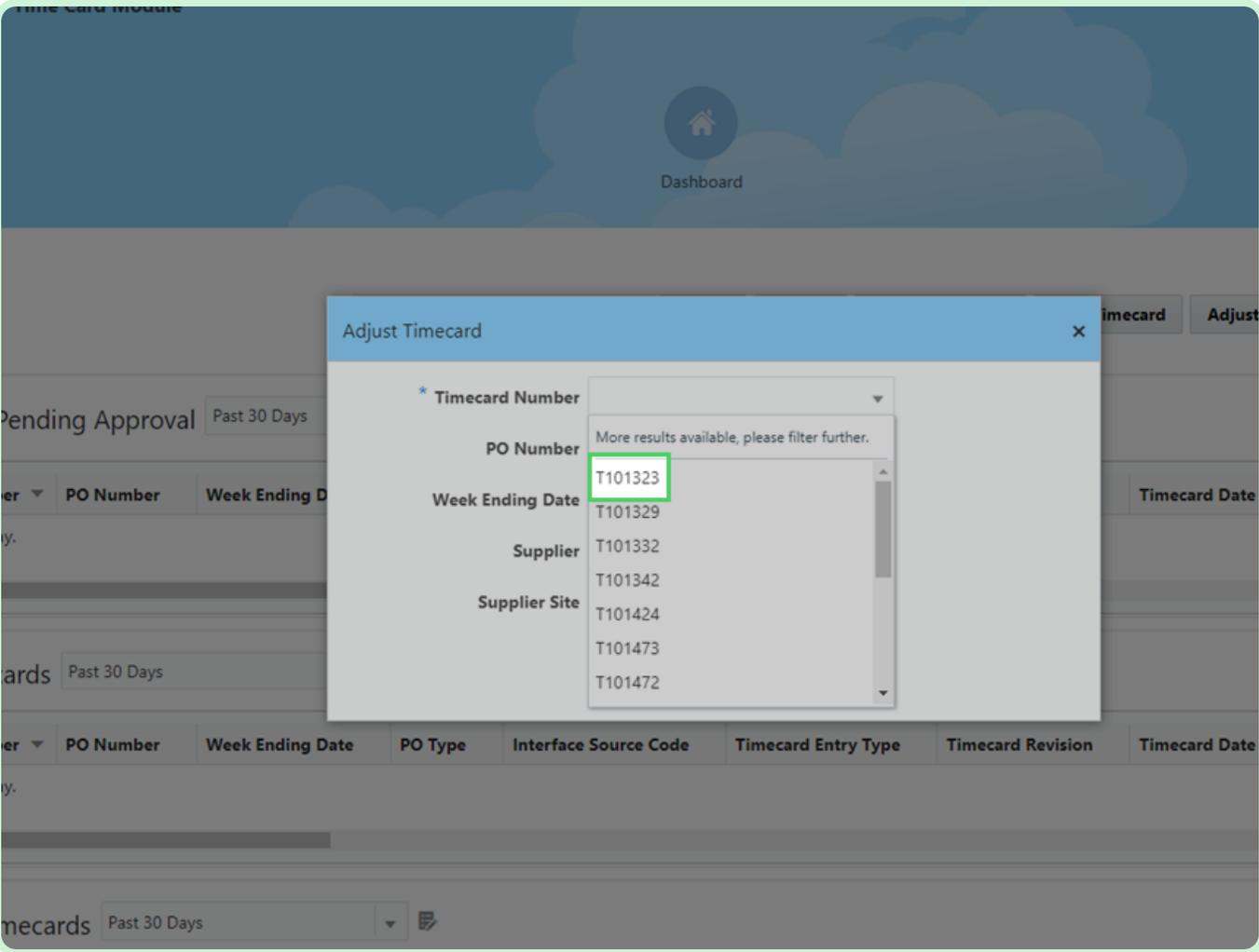
At the bottom of the dialog box are two buttons: "Adjust" and "Cancel".

The background interface includes a "Dashboard" button and a table with the following data:

Ending Date	PO Type	Interface Source Code	Timecard Entry Type	Timecard Revision	Timecard Date	Timecard Status
05/01/2023	Time And Material	Oracle SSP	Individual Daily	0	05/11/2023	Draft
05/15/2023	Time And Material	Oracle SSP	Bulk Weekly	0	05/11/2023	Draft

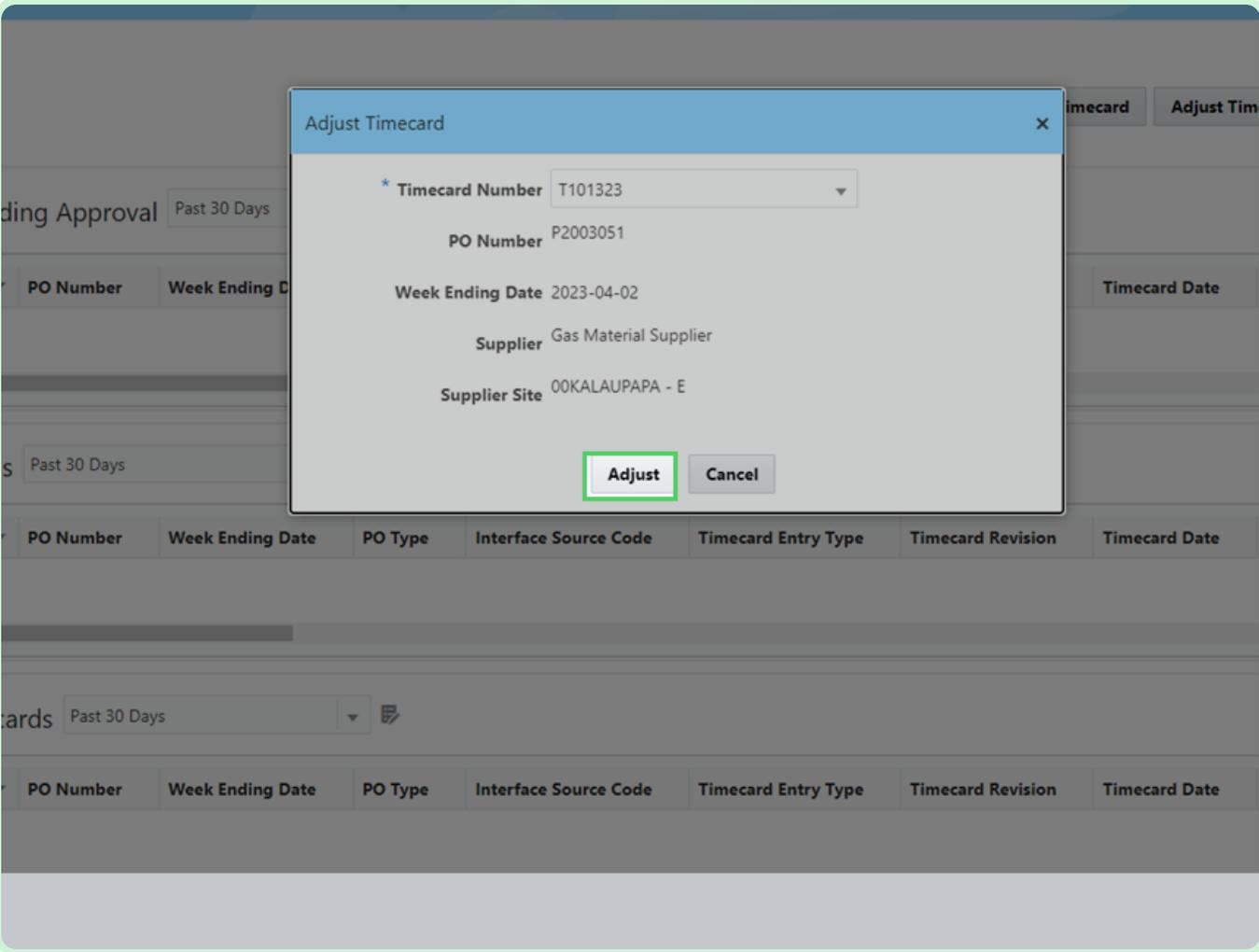
Step 4

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



Step 5

Select **Adjust**.



Step 6

In the **WED-Mar-29** field, type **8.00**.

Note

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

The screenshot displays a software interface with a table. The table has columns for dates from SUN-Mar-26 to SAT-Apr-1 and a UOM column. The WED-Mar-29 cell contains the value 0.00 and is highlighted with a green border. The table also includes a Rate Type column and up/down arrow icons for each date cell.

Rate Type	SUN-Mar-26	MON-Mar-27	TUE-Mar-28	WED-Mar-29	THU-Mar-30	FRI-Mar-31	SAT-Apr-1	UOM
OT	0.00	2.00	22.00	0.00	0.00	0.00	0.00	HR

Step 7

In the Labor section, select **Save**.

Note

If needed, update the hours within the **Equipment** tab as well. Make sure you save the changes after you make them.

The screenshot displays a software interface with a summary section at the top and a table below. 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 is a tabbed interface with four tabs: Labor, Equipment, Material, and Expense. The Labor tab is selected. Below the tabs is a toolbar with icons for grid, add, delete, list, edit, and save. The save icon is highlighted with a green box. Below the toolbar is a table with the following data:

Local	Work Type	Rate Type	SUN-Mar-26	MON-Mar-27	TUE-Mar-28	WED-Mar-29
2-MO	1007	OT	0.00	2.00	22.00	8.00

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

Step 8

View **Timecard Changed Amount**.

Confirm the hours entered are updated in the appropriate fields.

The screenshot displays a list of financial and timecard metrics. The following table summarizes the data shown:

Metric	Value
Total Labor Amount	\$32.00
Total Equipment Amount	\$10.00
Total Material Amount	\$50.00
Total Expense Amount	\$100.00
Total Timecard Hours	42
Total Timecard Amount	\$192.00
Timecard Changed Amount	\$8.00
Timecard Changed Amount %	4.35%
Timecard Total Hours Changed	8
Timecard Total Hours Changed %	24%
Total Labor Hours Changed	8
Total Labor Hours Changed %	33.33%

The values for 'Timecard Changed Amount % 4.35%' and 'Timecard Total Hours Changed 8' are highlighted with a green border in the original image.

Step 9

Select **Equipment**.

Note

If needed, update the hours within the **Equipment** tab as well. Make sure you save the changes after you make them.

The screenshot displays a software interface for a Purchase Order (PO) line item. The top section shows summary statistics for the PO line, including 'Total No. Of Attachments 1', 'Remaining PO Line Amount \$12,750.00', 'Total Labor Hours 24', and 'Total Equipment Hours 10'. Below this, there are four tabs: 'Labor', 'Equipment', 'Material', and 'Expense'. The 'Equipment' tab is currently selected and highlighted with a green border. Underneath the tabs is a table with columns for 'Local', 'Work Type', 'Rate Type', and four dates: 'SUN-Mar-26', 'MON-Mar-27', 'TUE-Mar-28', and 'WED-Mar-29'. The 'Equipment' tab shows a rate of 0.00 for SUN-Mar-26, 2.00 for MON-Mar-27, 22.00 for TUE-Mar-28, and 8.00 for WED-Mar-29. At the bottom of the interface, there is a blue footer bar with the text 'About Created with Visual Builder, Copyright © 2021'.

Local	Work Type	Rate Type	SUN-Mar-26	MON-Mar-27	TUE-Mar-28	WED-Mar-29
2-MO	1007	OT	0.00	2.00	22.00	8.00

Step 10

View **Equipment**.

Note
You can add or reduce the quantity or amount, but you can't make the amount a negative number.

Equipment Hours 10 Total Expense Amount Changed 0.00%

Equipment | Material | Expense

MON-Mar-27	TUE-Mar-28	WED-Mar-29	THU-Mar-30	FRI-Mar-31	SAT-Apr-1	UOM
0.00	0.00	0.00	0.00	10.00	0.00	

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Step 11

In the Equipment section, select **Save**.

The screenshot shows a software interface with a summary section at the top and a data table below. The summary section includes:

- Total No. Of Attachments 1
- Remaining PO Line Amount
- Total Labor Hours 32
- Total Equipment Hours 10

Below the summary is a navigation bar with tabs for Labor, Equipment, Material, and Expense. The 'Equipment' tab is selected. Below the navigation bar is a toolbar with icons for grid, add, delete, list, edit, and save. The save icon is highlighted with a green box.

Rate Type	SUN-Mar-26	MON-Mar-27	TUE-Mar-28	WED-Mar-29	THU-Mar-30	FRI-Mar-31
2022 AMERI	0.00	0.00	0.00	0.00	0.00	

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

Step 12

Select **Material**.

Attachment 

Total No. Of Attachments 1

Remaining PO Line Amount

Total Labor Hours 32

Total Equipment Hours 10

Labor **Equipment** **Material** Expense

Rate Type	SUN-Mar-26	MON-Mar-27	TUE-Mar-28	WED-Mar-29	THU-Mar-30	FRI-Mar-31
2022 AMERI	0.00  	0.00  	0.00  	0.00  	0.00  	

Step 13

View **Material**.

Note
You can add or reduce the quantity or amount, but you can't make the amount a negative number.

Total Equipment Hours 15 Total Expense A

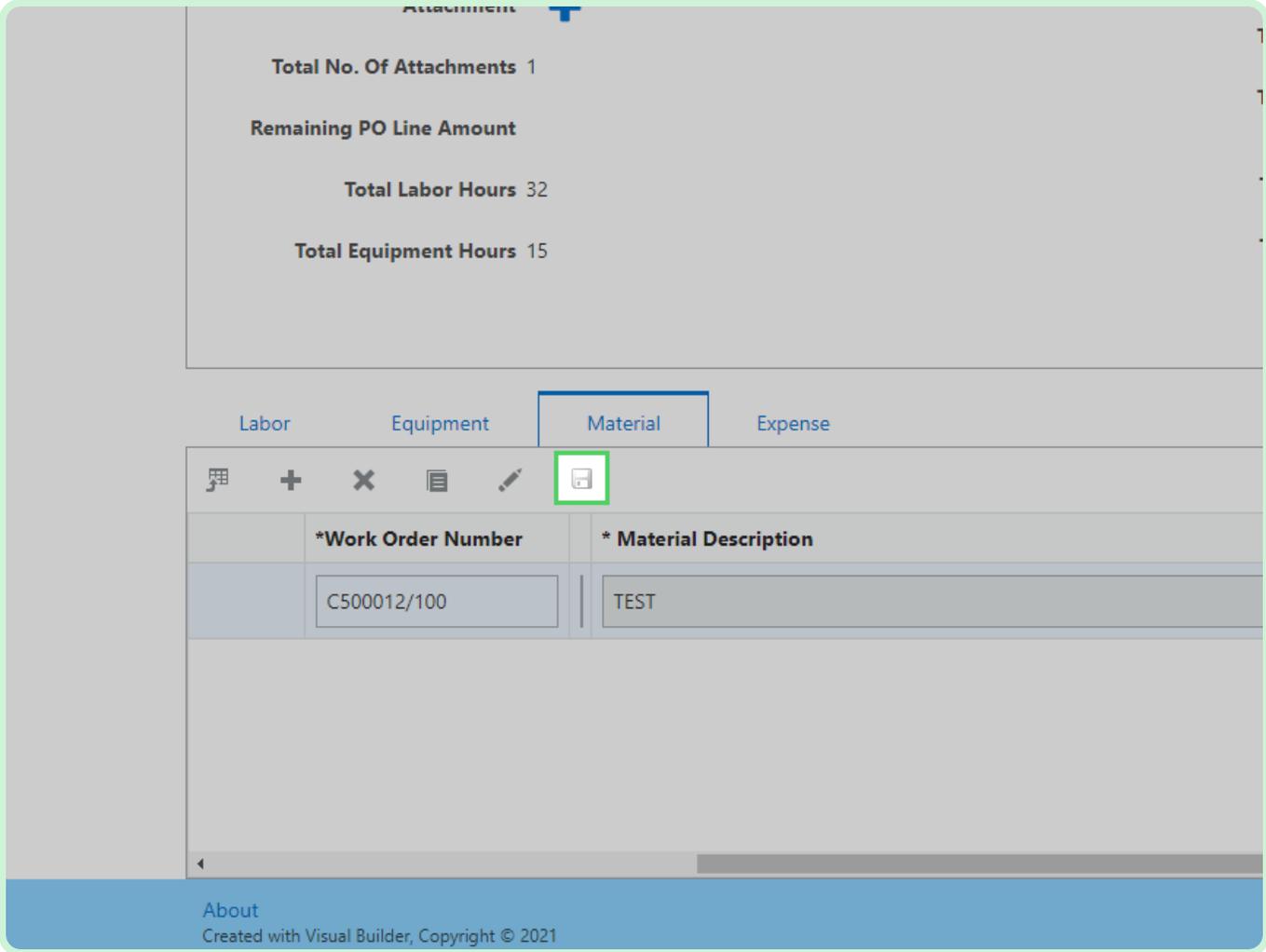
Labor Equipment **Material** Expense

*Work Order Number	* Material Description
C500012/100	TEST

About
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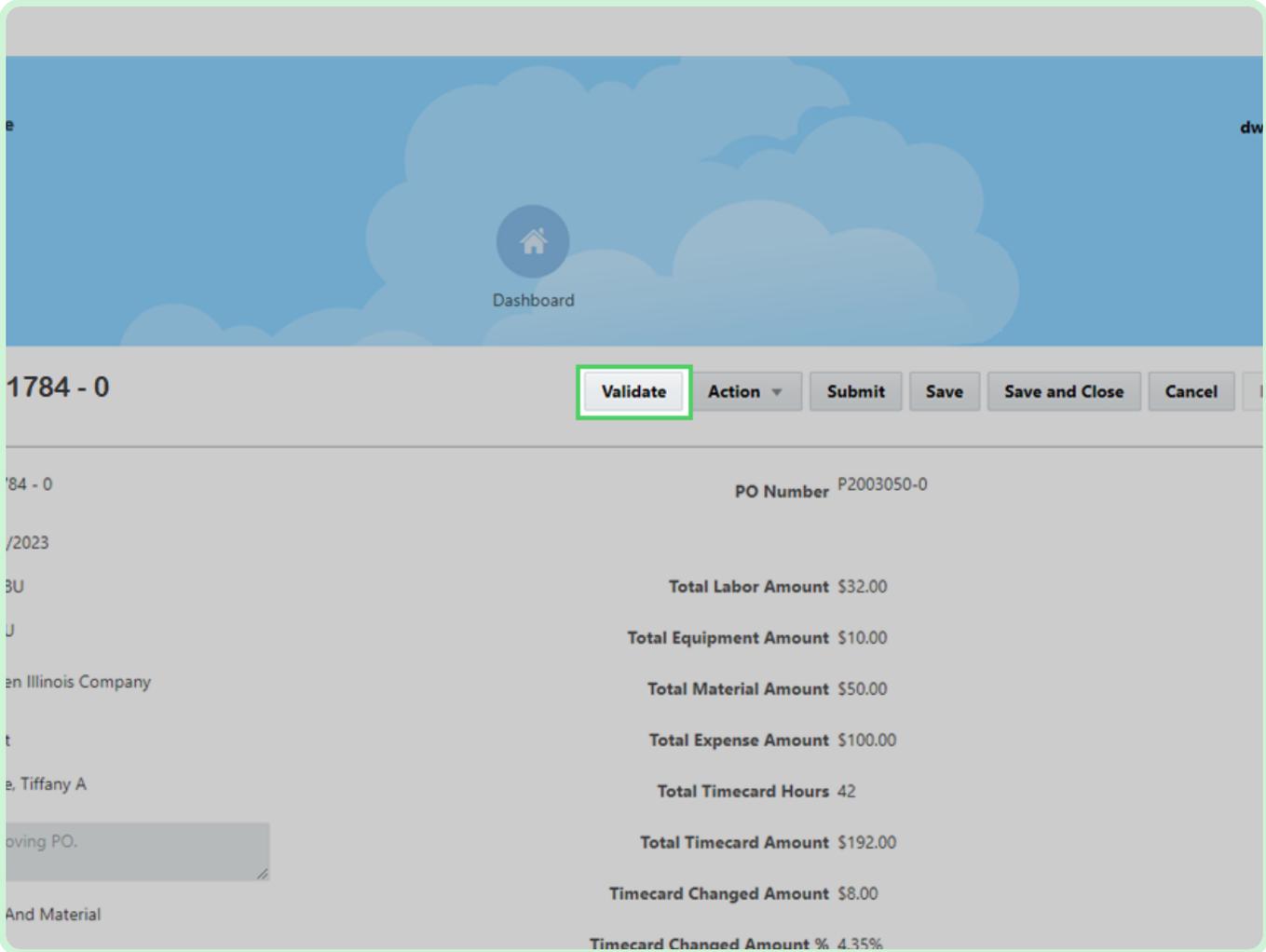
Step 14

In the Material section, select **Save**.



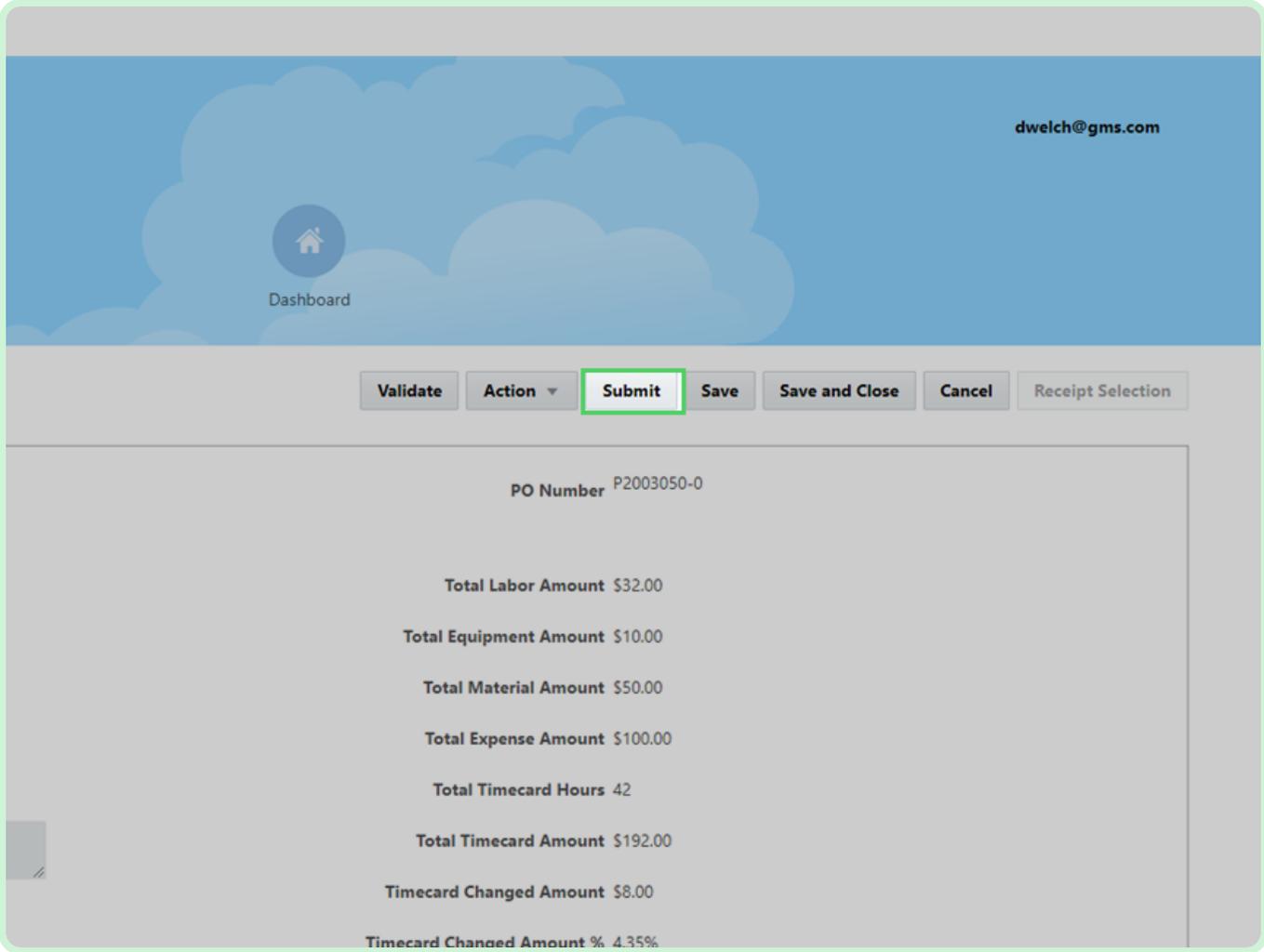
Step 15

Select **Validate**.



Step 16

Select **Submit**.



Step 17

Select **Yes**.

The timecard will now be submitted for approval.

The screenshot shows a software interface with a confirmation dialog box in the center. The dialog box has a blue header with the text "Confirmation message" and a close button (X). The main text of the dialog reads: "This action will save the timecard and submit for approval. Do you want to Continue(Y/N)?". Below the text are two buttons: "Yes" and "Cancel". The "Yes" button is highlighted with a green border. In the background, the software interface is dimmed, showing a "Time Card Module" header, a document ID "T101784 - 0", and various data fields. A toolbar at the top right contains buttons for "Validate", "Action", "Submit", "Save", and "Save and Close".

Document : T101784 - 0

Validate Action Submit Save Save and Close

Document Number	T101784 - 0	PO Number	P2003050-0
Posting Date	04/02/2023		
Document BU	AMS BU	Total Labor Amount	\$32.00
Position 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 18

Close the tab.

Note
Only timecards with a status of *Closed* are eligible to be adjusted.

