
ADJUSTMENTS USER MANUAL.....	1
APPROVING ADJUSTMENT DOCUMENTS.....	1
INTRODUCTION	1
APPROVE AN ADJUSTMENT DOCUMENT	1
SERVER ERROR WHEN SUBMITTING FINAL APPROVAL	3

ADJUSTMENTS USER MANUAL

APPROVING ADJUSTMENT DOCUMENTS

INTRODUCTION

The Adjustment administrator will assign users to whatever approval levels have been created for your agency. The Adjustment administrator sets up the number of approval levels and also the names of the approval levels as they appear in the application. The names of the approval levels are seen as the ‘Status’ on the **Status** screen, on the approval buttons on the **Approval** screen, and on **Reports**.

There is no DFM approval step in Adjustments. Thus, if a transaction code that requires Department of Financial Management approval is used on a transaction, the batch will error in STARS when the Adjustments document is uploaded. In that case, contact your DFM analyst and ask them to release the batch in STARS.

APPROVE AN ADJUSTMENT DOCUMENT

Select an adjustment document from the **Status** screen. It will open on the **Approval** screen where you can review the details and then approve the document. If you do not have appropriate permissions to open a document, a message will be displayed stating so.

1. On the **Status** tab, click **Select** next to a document with a **Status** of **Awaiting Approval Level** to open a document that needs to be approved. The name of the **Approval Level** is set up by your agency.

Figure 1 - Status screen

	Document#	Batch Type	Description	Status
Select	ADJ6085C	A	RECORD EXP ADJ AGENCY ***	Adj Distribution in Progress
Select	ADJTST1	A	Dre	Adj Distribution in Progress
Select	jTe	A	te EXP ADJ	Awaiting Approval
Select	n085C	A	RECORD E	Awaiting Approval
Select	p085C	A	RECORD A	Adj Distribution in Progress

2. The **Approval** screen will open. You can check the check box for any ‘title check box’ for a fiscal code to view its descriptive title.
For example, check **SubObj Title** to display the title of the subobject code.
Uncheck a ‘title check box’ to hide its title.

Figure 2 - Fiscal Code title and effective date

TC	R	Amt	BFY	Index	PCA	Title	PCN	ExpSub	Dtl	RevSub	Dtl	Grant	Ph
27A		25.31	2016	2300	23313	PUBLIC SAFETY-TIME & MATERIALS-BFY 2016		5199				23313	16
27B		25.31	2016	2300	23313	PUBLIC SAFETY-TIME & MATERIALS-BFY 2016		5999				23313	16

3. If the transaction code requires Department of Financial Management approval, the batch will error in STARS because there is no DFM approval step in Adjustments. In that case, contact your DFM analyst and ask them to release the batch in STARS.
4. If there are attached documents to view for the document, an asterisk will appear on **Attachments** tab. (You can also add a new or additional attachment.)
 - a. Click the **Attachments** tab.
 - b. Click **View** to open a separate window for each attachment.
 - c. When finished viewing the attachments, click the **Approval** tab.
 - d. To add new or additional attachments, see [Attaching Scanned Documents](#).
5. If needed, change the **Effective Date** (see above) to set when the transaction will process in STARS.
 - The date entered may not be later than the current day’s date.
 - The date entered may not be earlier than the first day of the previous month.
 - The **Effective Date** will be uploaded to STARS.
6. Click the **Approve** button (the name or label of the actual button will be set up by your Payment Services administrator).
 - Click **View History** to view the approval history of the document.

7. To reject an adjustment document, click **Undo Approval**, select where you want to return the document to, and then click **Save**.

Figure 3 - Undo approval



8. Adjustments that are final approved by 6:30 PM MST of the business day will be sent to STARS that night. Adjustments that are final approved after that time will be sent at the end of the next business day. The **Status** of such adjustments will read, "**Released**". The batch number for adjustment transactions will be displayed in the **Today's Batch #** indication at the top of the Adjustments screen. Batch numbers are automatically incremented from 001 to 899.

Figure 4 - Released



SERVER ERROR WHEN SUBMITTING FINAL APPROVAL

Do not exceed **20 transaction rows** of a document, fiscal coding distribution, or a template in a Statewide Accounting Application. Exceeding this number of transaction rows may cause an error when fiscal coding distribution is completed or when you submit the transactions for approval.