ADJUSTMENTS USER MANUAL 1

REPORTS AND PROCESSED DOCUMENTS 1

INTRODUCTION 1

ADJUSTMENT REPORTS 1

ADJUSTMENT AUDIT REPORT 3

PROCESSED DOCUMENTS 3

ADJUSTMENTS USER MANUAL

REPORTS AND PROCESSED DOCUMENTS

INTRODUCTION

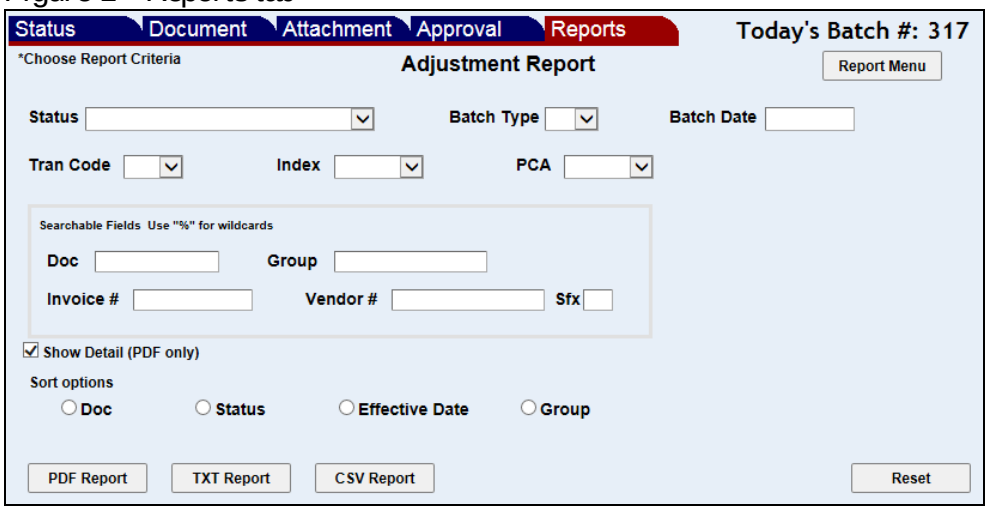
Reports can be generated to provide you with information about your agency's transactions. Two options are presented on the Reports screen: **Adjustment** and **Audit**. Audit reports are generated only in PDF format and will report the approval history of a document – for each adjustment transaction, the approver's names and approval levels that have been completed will be displayed.

Processed Documents will help you find adjustments that have been sent to STARS and view the approval history of documents.

ADJUSTMENT REPORTS

1. Select **Adjustments** from the main menu.
2. Click the **Reports** tab
3. Select **Adjustment Report**.

Figure 1 - Reports tab



4. The report criteria include:

Selectable criteria	**Searchable fields**
• Status • Batch Type • Batch Date (the date transactions went to STARS) • Trans Code (transaction code) • Index • PCA	(Use the percent symbol (%) as a wildcard in 'searchable' fields) • Doc - Document number • Invoice # - Invoice number • Group - Group name • Vendor # and Sfx – Vendor number and suffix

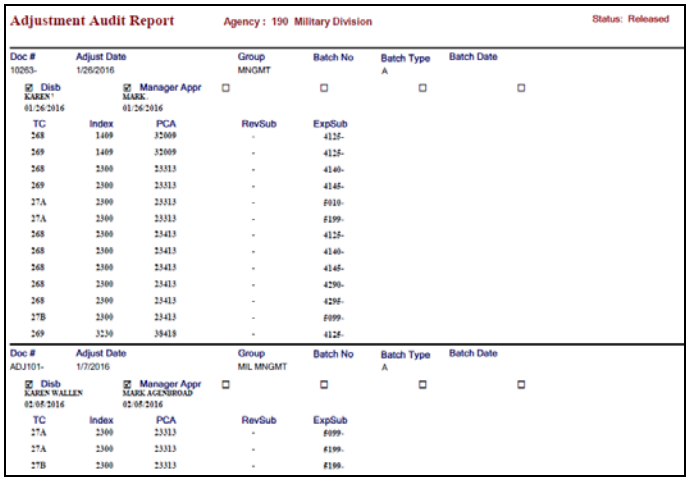
Note the following:

- The **Status** criteria selection will only display status for existing documents. If no documents exist for any given status (e.g., Released,) that status will not appear on the menu. If you have just changed the status of your documents, you may have to exit the application and open it again to refresh the Reports Status selection.
- The transaction code (**Trans Code**), **Index**, or **PCA** criteria selection will show only those codes that have been used on the Adjustments documents for your agency.
- In the **Searchable Fields** section, you do not have to type the complete information. For example you only have to type the first few letters of a vendor name to get a report that finds all vendors beginning with what you have typed. You can also use the percent symbol (%) as a wildcard.

5. Click **PDF Report**, **TXT Report**, or **CSV Report**. Reports are then generated and displayed in the file format you select - PDF, text, or comma separated value (CSV) format. The reports can be saved to your computer.

ADJUSTMENT AUDIT REPORT

The report menu and search criteria are the same as the Adjustment Report. The only output selection is PDF. Below is an example of an audit report. The approver's names and approval levels that have been completed (checked check boxes), and important fiscal codes will be displayed.



Adjustment Audit Report Agency : 190 Military Division Status: Released

Doc #	Adjust Date	Group	Batch No	Batch Type	Batch Date
10263-	1/26/2016	MNGMT		A	

☑ Disb KAREN' 01/26/2016 ☑ Manager Appr MARK. 01/26/2016 ☐ ☐ ☐ ☐

TC	Index	PCA	RevSub	ExpSub
268	1409	32009	-	4125-
269	1409	32009	-	4125-
268	2300	23313	-	4140-
269	2300	23313	-	4145-
27A	2300	23313	-	f010-
27A	2300	23313	-	f199-
268	2300	23413	-	4125-
268	2300	23413	-	4140-
268	2300	23413	-	4145-
268	2300	23413	-	4290-
268	2300	23413	-	4295-
27B	2300	23413	-	f099-
269	3230	38418	-	4125-

Doc #	Adjust Date	Group	Batch No	Batch Type	Batch Date
ADJ101-	1/7/2016	MIL MNGMT		A	

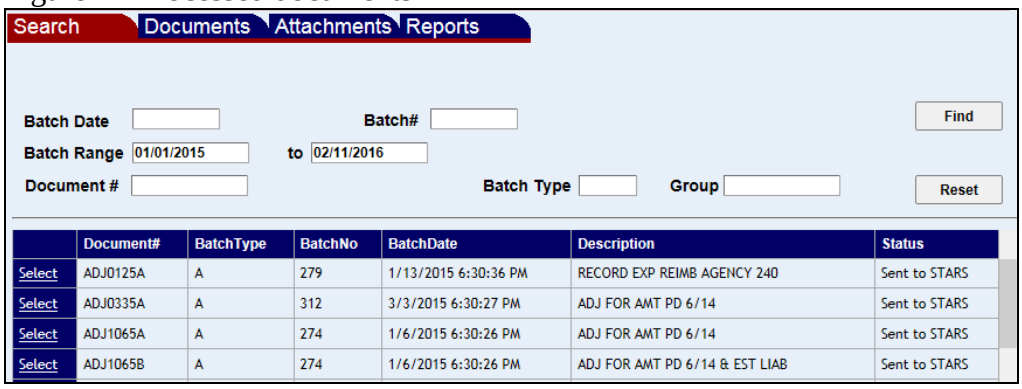
☑ Disb KAREN WALLEN 02/05/2016 ☑ Manager Appr MARK AGENBROAD 02/05/2016 ☐ ☐ ☐ ☐

TC	Index	PCA	RevSub	ExpSub
27A	2300	23313	-	f099-
27A	2300	23313	-	f199-
27B	2300	23313	-	f199-

PROCESSED DOCUMENTS

1. Select **Processed** form the main Adjustments menu.
2. Enter at least one of the following: a **Batch Date**, a **Batch Number**, a **Batch Range** (date range), a **Document** number, a **Batch Type**, or a **Group** name. You can combine these criteria.
3. Click **Find.**

Figure 2 - Processed documents



Search | Documents | Attachments | Reports

Batch Date Batch# Find
Batch Range 01/01/2015 to 02/11/2016
Document # Batch Type Group Reset

	Document#	BatchType	BatchNo	BatchDate	Description	Status
Select	ADJ0125A	A	279	1/13/2015 6:30:36 PM	RECORD EXP REIMB AGENCY 240	Sent to STARS
Select	ADJ0335A	A	312	3/3/2015 6:30:27 PM	ADJ FOR AMT PD 6/14	Sent to STARS
Select	ADJ1065A	A	274	1/6/2015 6:30:26 PM	ADJ FOR AMT PD 6/14	Sent to STARS
Select	ADJ1065B	A	274	1/6/2015 6:30:26 PM	ADJ FOR AMT PD 6/14 & EST LIAB	Sent to STARS

4. Click **Select** to view the details of a document.

5. Click **View History** to view the approval history of the document.

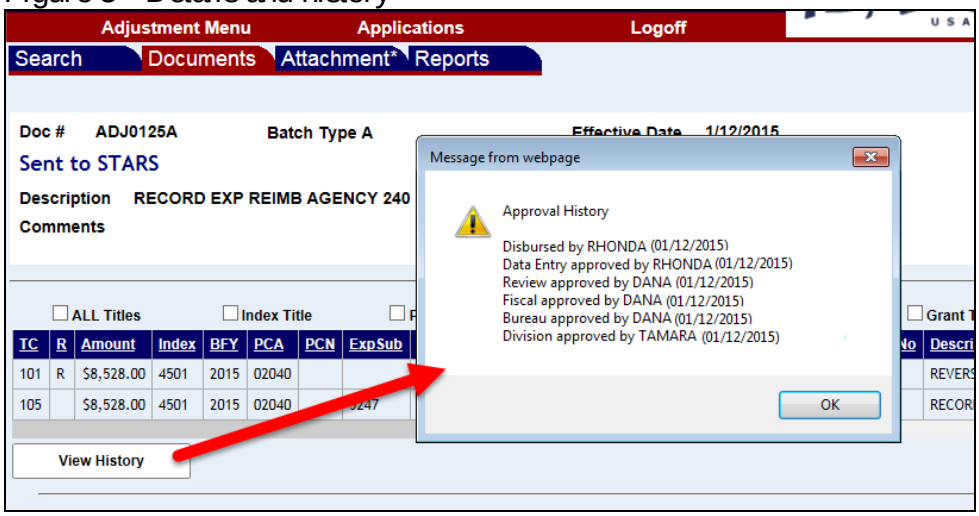



Figure 3 - Details and history