
ADJUSTMENTS USER MANUAL.....	1
CREATE AN ADJUSTMENT DOCUMENT.....	1
INTRODUCTION	1
CREATE AN ADJUSTMENT DOCUMENT	2
ADD ADJUSTMENT TRANSACTIONS AND FISCAL CODES.....	3
SEARCH FOR EXISTING DOCUMENT NUMBERS.....	6
CREATE A NEW DOCUMENT FROM AN EXISTING DOCUMENT	6

ADJUSTMENTS USER MANUAL

CREATE AN ADJUSTMENT DOCUMENT

INTRODUCTION

The general steps to enter an adjustment are:

- Assign a Document Number and a Batch Type and save the document in the application.
- Add rows to enter individual transactions and the fiscal coding. In order to complete the fiscal coding or distribution, the **Balance** of the adjustment document, indicated on the **Documents** screen of the application, must be zero.
- Authorize and approve the adjustment document. After the final level of approval, the transactions are automatically released as a batch to STARS. The batch numbers are automatically incremented from 001 to 899.
- You can also attach or view any scanned supporting documentation needed for the transactions. See Attaching Scanned Documents.
- Do not exceed **20 transaction rows** of a document, Otherwise a server error may occur when saving or approving the document.

Adjustments can be processed with a prior budget fiscal year (BFY) during July. Other time frames to consider are:

During a current month	Adjustments can have an effective date of the current day or any day that is open on the SM table.
During the first three working days of the next month, when both months are open on the SM table	Adjustments can be done with a current or previous month. This is normal during the first three working days of each month. Agencies are allowed to post an adjustment against a prior month as long as both months are open in STARS.
During July 1st to the June cut-off (about a week into July)	Adjustments can be done with a previous month and previous BFY or with a current month and current BFY. Agencies are required to post any adjustments pertaining to the prior BFY before it closes, which means they have to use the prior month and prior fiscal year.

CREATE AN ADJUSTMENT DOCUMENT

To create a new adjustment document, click the **Document** tab.

1. Enter an eight character alphanumeric document number in the **Doc #** field. The **Doc #** is a required field.
2. Select a **Batch Type** from the drop down menu: **A - Adjustments, 1 - Budgetary, 2 - Receipts/Revenue, 3 - Expenditures/Enc, 5 - General.**

Figure 1 - New document

The screenshot shows a web-based form for creating a new adjustment document. At the top, there are navigation tabs: Status, Document (selected), Attachment, Approval, and Reports. On the right, it says 'Today's Batch #: 081'. The form fields are: Doc # (XRXRXR-I), Batch Type (A - Adjustments), Effective Date (5/29/2008), Description, Comments, and Group. A 'Save as Template' button is next to the Effective Date field. A dropdown menu for Batch Type is open, showing options: A - Adjustments, 1 - Budgetary, 2 - Receipts/Revenue, 4 - Expenditures/Enc, and 5 - General. At the bottom, there are four buttons: Save & Continue, Save & Clear, New Document, and Delete Document.

3. Enter a date in the **Effective Date** field or click the calendar icon to select a date.
 - 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.
4. Enter a 30 character **Description** if desired. Do not use special characters or symbols, including **&**, **'**, **"**, **<**, and ****.
5. Select a Group from the drop down menu, if your agency uses Group names.
6. Enter a **Comment** if desired. Click the plus sign to expand the comments text box.) (Do not use special characters or symbols, including **&**, **'**, **"**, **<**, and ****.)
7. Click **Save & Continue**. The information you have entered will remain on screen and the adjustment transaction grid will be displayed.
 - Click **Save & Clear** to save the document (without entering transactions on a transaction grid) and clear the fields.
 - Click **Save as Template** if you intend to create only a template to use for future adjustment transactions. See the Creating and Using Templates document for more information.
 - Click **New Document** to clear all fields without saving and start over.

ADD ADJUSTMENT TRANSACTIONS AND FISCAL CODES

The recommended number of transaction rows is 20. More rows than 20 may cause a server error may occur when saving or approving the document.

Adjustments will not allow a Grant number 999999 or a PCA or Index that uses that Grant number (aka a “dummy” grant). If your adjustment transaction requires this Grant number, the adjustment will have to be entered in STARS.

1. Click **Add Row** to create the first row of the adjustment transaction grid in order to enter the adjustment transactions and the fiscal coding.

Figure 2 - Adjustment transaction grid

Doc # 59645 Batch Type 5 - General Effective Date 05/29/2008 Save as Template

Adj Distribution in Progress

Description General adjustment Group

Comments

Undo Updates Preview

Balance: \$0.00 ^ Press F3 for Lookup DR Cl

1 Rows per page: 10

TC	R	Amt	Index	PCA	PCN	ExpSub	Dtl	RevSub	Dtl	Grant	Pl	Project	Pl	BU	Fund	Dtl	Inv No	Description
Del	Dur	170	40.00	2502	01020									SCBA	0001			30CHARA

2. Enter a transaction code in the **TC** field. **TC** is a required field. Nothing is required except the transaction code. To search for a transaction code to use, [use the look up](#) to select one. If you use a transaction code that 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.
3. Press **TAB** or click into another field. The transaction code will be validated and other fiscal code fields required by the transaction code will be highlighted in pink. These fields must be filled in at the time the distribution is marked as complete.
4. If the transaction code should be a reversal, enter a reversal indicator in the **R** field.
5. Enter the amount of the adjustment in the **AMT** field.
6. If you are using a Reference Document Number (**RefDoc**), enter it or use the lookup to find and select it. If you use the lookup, any associated fiscal coding will be automatically entered. If you enter it, click **Save & Continue** and any associated fiscal coding will be automatically entered.

Figure 3 - Reference document number

The screenshot shows a software interface for entering adjustments. At the top, it displays 'Balance: (\$50.00)' and a 'Vendor Info' checkbox. Below this is a table with columns: TC, R, Description, Vendor*, SF, Ref Doc*, SF, BF, Mod, GAAP, SecA, Subs, Location, Facility. The 'Ref Doc*' column is circled in red. The table contains one row with 'ADJUST' in the Description field and '009' in the SF, BF, and Mod fields. At the bottom, there are buttons for 'Distribute Adjust Complete' and 'Adj Distributed by'.

7. Enter the remainder of the fiscal coding needed for the adjustment. (Do not use special characters or symbols, including &, ', “, <, and \, in the **Description** field.)
8. You can perform lookups in any fiscal code field designated with an asterisk and your data entry will be validated:

To look up a fiscal code:

- a. Place the cursor in a designated field and press F3.
- b. In the look up dialog box, enter any combination of search criteria. You can enter just the first few numbers or letters or use the wildcard (%). To search for adjustment transactions codes in general, use %Adj% in the **Title**.
- c. Click **Find**.
- d. Click the fiscal code you want to use. For example, click the PCA you want to use and the PCA field and any other fiscal codes associated with it will be automatically filled in. NOTE: The **TC** field highlights required fields, but does not automatically fill in related fiscal codes.

Figure 4 - Using a look up

The screenshot shows a 'Look up' dialog box. On the left, there is a search area with 'Index' and 'Description' fields, a search criteria input field, and 'Find' and 'Cancel' buttons. Below this is a list of fiscal codes with columns for Index, Description, and BF/Mod/Dtl. On the right, there is a 'Logoff' button and a 'Today's Batch #: 081' display. A red arrow points from the 'Find' button to the 'Index' field in the list, which is circled in red.

Data entry validation:

- a. Enter a fiscal code into a designated field.
- b. Press TAB to move to the next field or click in another field. If the data entry is valid, it will automatically fill in any other fiscal codes associated with it. If the fiscal code is invalid, an error message will be displayed.
- c. When you mark the adjustment document as complete, any invalid fields will cause an error message to be displayed and the fiscal code fields that are invalid will be highlighted. (If there is more than one 'page' of fiscal coding, you may see a general error message 'Document Failed Final Validation'.)

9. Click **Add Row** to create an additional row for your adjustments.
 - a. Click **Dup** if you want to create a duplicate of the first row (to keep the same fiscal coding, etc.).
 - b. Click **Del** if you want to delete a row.
 - c. Click **Undo Updates** to clear all unsaved rows
10. Continue with adding the fiscal coding by entering the **TC** first, as described above. (Do not use special characters or symbols, including **&**, **'**, **“**, **<**, and ****, in the **Description** field.) To view several lines of transactions along with descriptive titles of the fiscal codes (**PCA**, **Grant**, etc.), click **Preview**. To edit a transaction in the preview, click **Select**.
11. Click **Save & Continue**. The **Balance** will update when you save the document. This reflects transactions that debit or credit GL accounts 1003 and 1005. The balance must be zero or the **Distribute Adjust Complete** will be greyed out.
 - If the **Balance** does not net to zero, try increasing the **Rows per page** so that all transactions are displayed on one page.
 - Click **Save & Clear** to save the document as is and clear the fields.
 - Click **New Document** to clear all fields without saving and start a new document.

Figure 5 - Adjustment ready to save

The screenshot shows the adjustment entry interface. At the top, there are buttons for 'Add Row', 'Undo Updates', and 'Preview'. Below these, the 'Balance' is displayed as '\$0.00'. A table with columns for TC, R, Amt, PCA, Index, PCN, ExpSub, DI, Grant, Ph, Project, Ph, BU, Fund, DI, Inv No, and Description is visible. The table contains two rows of data. At the bottom, there are buttons for 'Distribute Adjust Complete', 'Adj Distributed by', 'Save & Continue', 'Save & Clear', 'New Document', and 'Delete Document'. The 'Save & Continue' button is circled in red.

12. When finished, click **Distribute Adjust Complete**. (The **Balance** must be zero for this button to be available.) Any fields that are invalid will cause an error message to be displayed and the invalid fiscal code fields will be highlighted.
13. The document is then ready to be approved.

Figure 6 - Save as Template

The screenshot shows the 'Save as Template' screen. At the top, there is a 'Doc #' field with the value 'adjust-1' and a 'Save as Template' button circled in red. Below this, the 'Status' is 'Cost Distribution in Progress'. There are fields for 'Description' (Phone Bill Adjustment) and 'Group'. A 'Comments' field is also present. Below the form, there are buttons for 'Add Row' and 'Undo Updates'. The 'Balance' is displayed as '\$0.00'. A table with columns for TC, R, Amt, PCA, Index, PCN, ExpSub, DI, Grant, Ph, Project, Ph, BU, Fund, DI, Inv No, and Description is visible. The table contains two rows of data. At the bottom, there are buttons for 'Distribute Adjust Complete', 'Adj Distributed by', 'Save & Continue', 'Save & Clear', 'New Document', and 'Delete Document'.

SEARCH FOR EXISTING DOCUMENT NUMBERS

You can search for ('look up') an existing document on the **Document** screen if you need to complete the data entry or use it for a new document (see below).

1. On the **Documents** screen, click the asterisk next to the **Doc #** field.
2. In the look up dialog box, enter any combination of search criteria (e.g., document number, transaction code, etc.). You can enter just the first few numbers or letters or use the wildcard (%).
3. Click **Find**.
4. Click **Select** next to a document.
5. Complete the document and distribution as needed.

CREATE A NEW DOCUMENT FROM AN EXISTING DOCUMENT

You can open an existing document to use its fiscal coding or distribution in a new document that has similar adjustment transactions to process.

1. Open an existing document either from the **Status** screen or search for the document on the **Documents** screen.
2. Change the **Document #** and then press TAB. (You cannot reuse a document number.)
3. Change the **Batch Type**, **Description**, **Comments**, and/or any fiscal coding or distribution as needed. (Do not use special characters or symbols, including **&**, **'**, **"**, **<**, and ****, in the **Description** and **Comments** fields.)
4. Click **Save As & Continue** (to keep the document displayed) or **Save As & Clear** (to clear the document from the screen). NOTE: Keep **Save Detail** checked to save all of the fiscal coding and distribution. If unchecked, the document is saved with no distribution rows or fiscal coding.

Figure 7 - Save as new document

Doc # 050105 Batch Type 2 - Receipts/Reven Awaiting Approver 2 Save as Template

Description Lawn Service Group

Comments

Balance: (\$33.00) Vendor Info * Press F3 for Lookup BR CR

IC	R	Amt	PCA	Index	PCN	ExpSub	Dtl	RevSub	Dtl	Grant	Ph	Project	Ph	BU	Fund	Dtl	Inv No	Description
116		33.00	01010	1000										HDAF	0290			RECEIPT ADJUSTMI

Distribute Adjust Complete Disbursed by JAMES CARTER (01/23/2008)

Save & Continue Save & Clear New Document Delete Document

Save As & Continue Save As & Clear

Save Detail