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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 **15 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. The form is titled "Today's Batch #: 081" and has several tabs: "Status", "Document", "Attachment", "Approval", and "Reports". The "Document" tab is currently selected. The form contains the following fields and controls:

- Doc #**: A text input field containing "XRXRXR-I".
- Batch Type**: A dropdown menu currently showing "A - Adjustments". A dropdown menu is open below it, listing options: "A - Adjustments", "1 - Budgetary", "2 - Receipts/Revenue", "4 - Expenditures/Enc", and "5 - General".
- Effective Date**: A date input field containing "5/29/2008" with a calendar icon to its right.
- Description**: A text input field.
- Comments**: A text input field with a plus sign icon to its right, indicating it can be expanded.
- Group**: A dropdown menu.
- Buttons**: At the bottom of the form, 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

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

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, there are buttons for 'Add Row', 'Undo Updates', and 'Preview'. Below these, the 'Balance' is shown as '\$0.00 *'. A table with columns for 'TC*', 'R', 'Amt', 'Vendor*', 'Sf', 'Ref Doc*', 'fx', 'Mod', 'GAAP', 'SecA', 'Subs', and 'Lo' is visible. The 'Ref Doc*' field in the first row is circled in red. Below the table, there are buttons for 'Save & Continue', 'Save & Clear', 'New Document', and 'Delete Document'.

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 lookup

The screenshot shows a 'Lookup' dialog box. On the left, there is a search criteria field with 'Index' and 'Description' labels, and a 'Find' button. On the right, there is a list of fiscal codes with columns for 'Index', 'Description', and 'BFY Fund Dtl'. A red arrow points from the 'Find' button to the list. The list includes items like '1002 ADMIN. OPERATING', '1006 ANNUAL FINANCIAL AUDIT', etc. The 'STATE OF IDAHO' logo is visible in the top right corner.

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: \$0.00' is displayed and circled in red. A 'Rows per page (Max 15): 10' dropdown is also visible. The main table contains two rows of data:

Del	Dup	TC	R	Amnt	Index*	PCA*	PCN	ExpSub*	DI	Grant*	Ph	Project*	Ph	BU	Fund	DI	Inv No	Description
		085		10.00	1002	01010		5030						SCAA	0001			Description
		085	R	10.00	1002	01010		5031						SCAA	0001			Description

Below the table, there is a 'Distribute Adjust Complete' button (greyed out) and an 'Adj Distributed by' field. At the bottom, the 'Save & Continue' button is circled in red, along with 'Save & Clear', 'New Document', and 'Delete Document' buttons.

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' dialog box. 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'. The 'Description' field contains 'Phone Bill Adjustment' and the 'Group' field is empty. There are also 'Add Row' and 'Undo Updates' buttons. At the bottom, the 'Balance: \$0.00' is displayed. The table below contains two rows of data:

Del	Dup	TC	R	Amnt	PCA*	Index*	PCN	ExpSub*	DI	Grant*	Ph	Project*	Ph	BU	Fund	DI	Inv No	Description
		270		47.00	01016	1000		5033						HDAF	0290			Phone Bill Adjustment
		271		47.00	01015	1000		5033						HDAF	0290			Phone Bill Adjustment

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

The screenshot shows a software interface for document entry. At the top, there are fields for 'Doc #' (050105), 'Batch Type' (2 - Receipts/Reven), and 'Awaiting Approver 2'. Below these are fields for 'Description' (Lawn Service) and 'Group'. A 'Comments' field is also present. The 'Balance' is shown as (\$33.00). A table of distribution rows is visible, with one row highlighted: 116, 33.00, 01010, 1000, RECEIPT ADJUSTM. At the bottom, there are buttons for 'Save & Continue', 'Save & Clear', 'New Document', and 'Delete Document'. A red circle highlights the 'Save As & Continue' and 'Save As & Clear' buttons, with a checked 'Save Detail' checkbox below them.