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# ADJUSTMENTS USER MANUAL

## USE A TEMPLATE

### INTRODUCTION

You can find and use a template you have saved on two different screens: the Status screen or the Document screen. On these screens you will open the template, change the document number, and then save the template as a document. You can then make changes to the new document as needed.

### USE A TEMPLATE ON THE STATUS SCREEN

1. Click the **Status** tab.
2. Check the **Template** check box and then click **Find**.

Figure 1 - Find a Template

	Document#	BatchType	Description	Status
Select	04111201	A	2008 SHSP RC	Template
Select	04121201	A	2008 SHSP T&E	Template
Select	06181400	A	2011 SHARED	Template

3. Click **Select** next to the Template that you want to use.
4. Change the Doc # to a new document number. (The application will alert you if a document number already exists.) If you do not change the document number, you will have an adjustment document and a template with the same number.
5. Enter a new **Description** and **Comments** if needed. Do not use special characters or symbols, including &, ', ", <, and \.
6. Click **Save As Document**. The template will be saved as a new Adjustment document.

Figure 2 - Change the document number

Today's Batch #: 317

Doc # Q: 2016450A Batch Type: 5 - General Effective Date: 2/10/2016 Save as Document

Template

Description: FSAV Adjustment Group: =

Comments:

Balance: \$0.00 Rows per page: 10 Max Rows: 15 Vendor Info \* Press F3 for Lookup DR CR

TC*	R	Amt	BFY	PCA*	Index*	PCN	ExpSub*	Dtl	RevSub*	Dtl	Grant*	Ph	Project*	Ph	BU*
010		50.00	2016	10079	1200						9DRIGG	00	9ARMOP	00	GV
010	R	50.00	2016	10089	1200						9EMMET	00	9ARMOP	00	GV

Save & Continue Save & Clear New Template Delete Template

Save as Continue Save As & Clear

Save Detail

The **Save Detail** check box is checked by default. Leave this checked to save all of the distribution and fiscal coding lines. If unchecked, the document is saved with just the **Document Number**, **Batch Type**, and any description or comments - distribution rows or fiscal coding are not saved.

- Complete or change the fiscal coding, effective date, or amounts as needed for your transactions. If no changes are needed, go to step 9. To view the descriptive titles of the fiscal codes (PCA, Grant, etc.) click **Preview**.
- If you make any changes, click **Save & Continue**. Note the **Balance**. The balance will update when you save the document and it must be zero. This reflects transactions that debit or credit GL accounts 1003 and 1005.

Figure 3 - Template saved as document

Today's Batch #: 317

Doc # Q: 2016450A Batch Type: 5 - General Effective Date: 2/10/2016 Save as Template

Description: FSAV Adjustment Group: =

Comments:

Add Row Undo Updates Preview

Balance: \$0.00 Rows per page: 10 Max Rows: 15 Vendor Info \* Press F3 for Lookup DR CR

	TC*	R	Amt	BFY	PCA*	Index*	PCN	ExpSub*	Dtl	RevSub*	Dtl	Grant*	Ph	Project*
Det Dup	010		50.00	2016	10079	1200						9DRIGG	00	9ARMOP
Det Dup	010	R	50.00	2016	10089	1200						9EMMET	00	9ARMOP

Distribute Adjust Complete Adj Distributed by

Save & Continue Save & Clear New Document Delete Document

- When finished, click **Distribute Adjust Complete**. Any fiscal code fields that are invalid will generate an error message and the fiscal code fields will be highlighted for you to correct.

## USE A TEMPLATE ON THE DOCUMENT SCREEN

1. Click the **Documents** tab.
2. Click the asterisk next to the **Doc #** field to open the look up dialog box.
3. Enter any of the search criteria you need to identify a template.
4. Check the **Template** check box and then click **Find**. (To see a list of all templates, leave the search criteria blank, check the **Template** check box and then click **Find**.)

Figure 4 - Finding templates in document look up

5. Click **Select** next to the Template that you want to use.
6. Change the **Doc #** to a new document number. If you do not change the document number, note that you will have an adjustment document and a template with the same number. (The application will alert you if a document number already exists.)
7. Enter a new **Description** and **Comments** if needed. Do not use special characters or symbols, including &, ', ", <, and \.
8. Click **Save As Document**. The template will be saved as a new Adjustment document.

Figure 5 - Template saved as document

	IC*	R	Amt	BEY	PCA*	Index*	PCN	ExpSub*	Dtl	RevSub*	Dtl	Grant*	Ph	Project*
Del Dup	010		50.00	2016	10079	1200						9DRIGG	00	9ARMOP
Del Dup	010	R	50.00	2016	10089	1200						9EMMET	00	9ARMOP

9. Complete or change any of the fiscal coding, effective date, or amounts for your transactions. If no changes are needed, go to step 10. NOTE: To view the descriptive titles of the fiscal codes (PCA, Grant, etc.) click **Preview**.
10. If you make any changes, click **Save & Continue**. Note the **Balance**. The balance will update when you save the document and it must be zero. This reflects transactions that debit or credit GL accounts 1003 and 1005.
11. When finished, click **Distribute Adjust Complete**. Any fiscal code fields that are invalid will cause an error message to be displayed and the fiscal code fields will be highlighted.
12. The document is ready to be approved.