



Departmental Adjustment Request Documentation

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Departmental Adjustment Requests

Advantages of New Process

1. More timely processing of adjustment requests on TRAX.
The information will not have to be processed on a paper document by the department and then the data re-entered by The Controller's Office.
2. More complete Information.
The electronic form requires all necessary information be entered by the end user before the form can be processed.
3. Increased accuracy.
This new system should eliminate problems deciphering handwriting and correcting mathematical errors. Totals will be generated automatically. Adjustment requests will be more likely to go to the correct department and account.
4. On-line record of adjustment requests.
Departments will have control over the amount of detail displayed on TRAX and the descriptions available.
5. Better security.
Users will only be allowed to approve transfers from departments they can access on TRAX.
6. Ability to Track Interdepartmental Charges
Users will be able to see which lines on an interdepartmental charge still need approval.
7. Better Policy Enforcement
The department request will not allow users to enter transactions to Gift, Salary or Student work account ranges (54XX, 91XX, and 92XX respectively.)



Departmental Adjustment Request Policy Notes:

- This process is a request for transfer of funds. Requests will not be granted in violation of policy or without sufficient business reason.
- Paper forms and e-mails (the old system) will not be accepted after January 1, 2007. Everyone who has been through training will be required to use the new system.
- This is not a Budget Change Request! BCRs are paper forms which are available from the budget office. This will not change the amounts budgeted for a department. Only use the departmental adjustment request for interdepartmental charges or to change a transaction that was done incorrectly.
- Do not use this form to move cost from one account or department to another just so some other cost to pass budget check. Use the Budget Change Request from the Budget Office to move budgeted funds from one department to another for a specified business purpose.

Example:

- Department 032139X has \$4,000 left in 9370.
 - Department receives a \$5,000 invoice that will not pass budget check.
 - **Do not** recode \$1,000 in expenses from 032139X-9370 to 032138X-9370, with no business reason for the cost to be in 032138X other than to get the \$5000 bill paid.
 - If there is a legitimate business reason to do so, **Do** use a Budget Change Request to move \$1,000 from the budget of 032139X to 032138X.
- Please include a detailed explanation of the business reason for the Departmental Adjustment Request. Please do not put “Recode to 9370”, but explain why “9370” was not charged initially.



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Adjustment Requests

- The Controller's Office must receive appropriate backup documentation for each Adjustment Request.
 - As soon as possible after entering the department adjustment request, send documentation to **One Bear Place #97041**, or **Departmental_Adjustments@Baylor.edu** or FAX to **710.3765**.
 - Please include the printed version of the Adjustment Request and write the *Transaction ID* on the documentation.
 - Examples of Backup documentation include: *Purchasing Card Statements*, *Department Detail Statements* and *Invoices*. Do not use the reports from the on-line budget panels when requesting an adjustment to six digit accounts (937030). The Department Detail statement must be run to display this level of detail. Departments may need to create their own invoice templates to serve as documentation.

- Each Request costs about fifty dollars in time and labor to process. Do not move amounts less than one dollar. The sum total for each Request should be at least fifty dollars. Otherwise unrelated charges may be included on one Adjustment Request

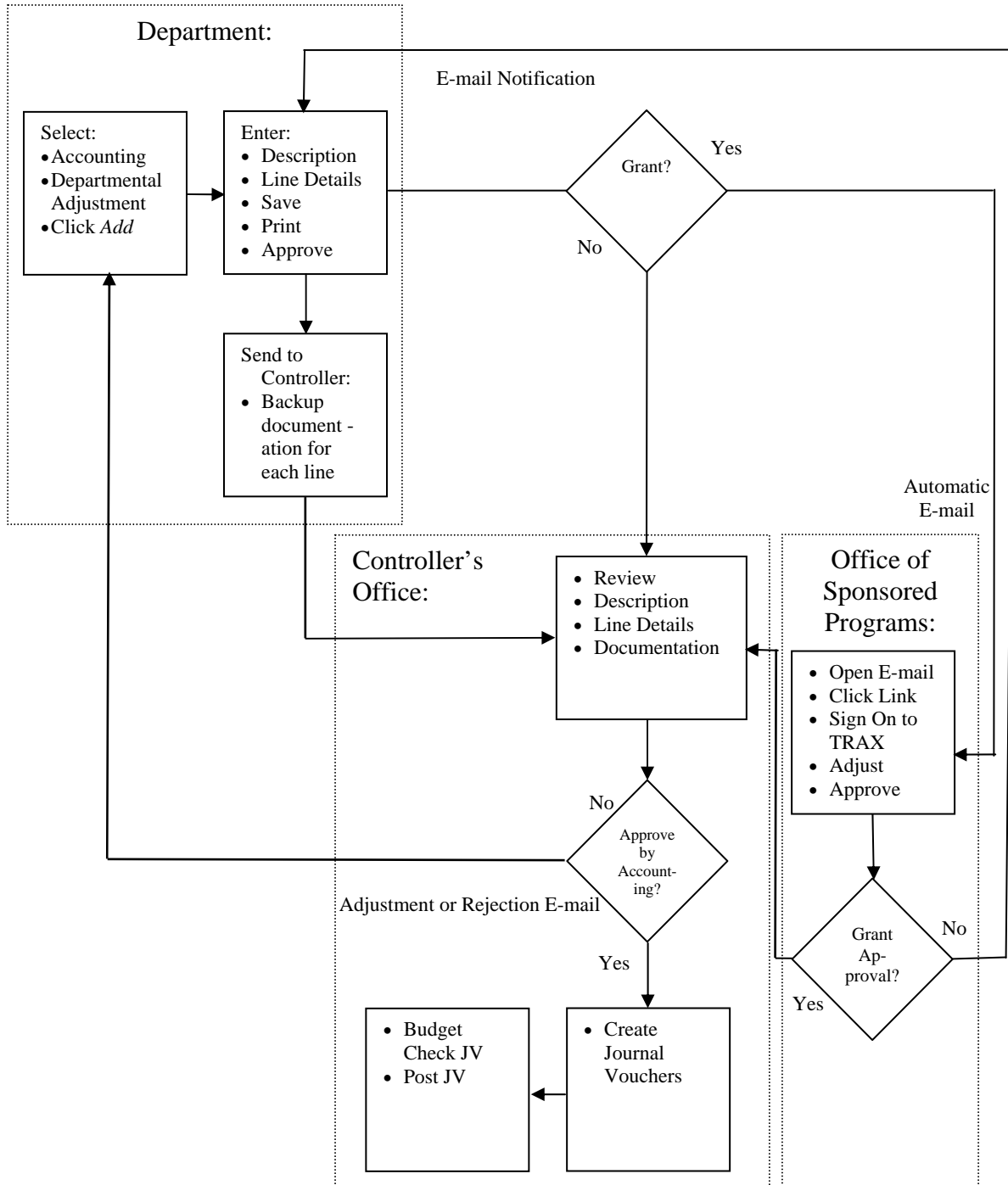
- This form will only transfer amounts from Revenue (5XXX) and Expense Accounts (9XXX). Transfers from other account ranges, such as receivables, are beyond the scope of this form. In that case, send the appropriate information and supporting documentation to the Controller's Office (Departmental_Adjustments@baylor.edu).

- Revenue is money coming from an external source. Do not record funds received from other departments in a revenue account (5XXX). When transferring revenues, transfer from one revenue account to another.

- Changes to gift accounts (54XX) must be routed through gift accounting. Do not use the form to record increases or decreases to gift accounts regardless of the reason.

- Do not attempt to move funds into or out of Salary or Student Work Account ranges (91XX, 92XX)

Process for an Intradepartmental Departmental Adjustment Request





Entering an Intradepartmental Adjustment Request

Example: Recoding Travel Expenses

Billy Bear went to the San Diego Zoo to examine the Lion Habitat there. When he filled out his travel expense report, he charged the *Barnum Institute for Test Data* (0281180) and not *Barnum Institute – Lions* (0281176). Unfortunately, this was not caught until the travel expenses had been loaded to the system. Now the expenses for his trip need to be moved from 0281180 to 0281176.

Check the Department Budget

Verify that the department losing the money has enough money available in its budget to cover the Adjustment Request. TRAX will not check the budget until the Controller’s Office creates the Journal Voucher.

Enter a Departmental Adjustment Request on TRAX



- Select the following from the Menu
 - Accounting
 - Departmental Adjustment

Departmental Adjustment

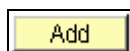
[Find an Existing Value](#) [Add a New Value](#)

Business Unit:

Transaction ID:

Transaction Date:

[Find an Existing Value](#) | [Add a New Value](#)



- Click *Add*



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Adjustment Requests

Departmental Adj. [View printable version](#) [Key Budget Contacts](#) Void

Business Unit: BEARS Transaction Date: 12/22/2006 Document Status: O Transaction ID: NEXT

*Phone: 254/710-8704 Journal Line Ref: Accounting Date: Accounting Approval: Pending

Document History

| | | | |
|------------------|------------|------------------|------------|
| Collapse section | 12/22/2006 | Entered by: BQB1 | Billy Bear |
| Modified on: | | Modified By: | |
| Approved on: | | Approved By: | |

User Description (Max 254 Characters)

Requirements to Balance

The form is balanced.

Line Details First 1 of 1 Last

| | | | |
|---|------------------------------------|---------------------------------|------------------------------------|
| 1 | *Action: <input type="text"/> | *Account: <input type="text"/> | *Amount: <input type="text"/> |
| | *Department: <input type="text"/> | Fund Code: <input type="text"/> | Program Code: <input type="text"/> |
| | *Description: <input type="text"/> | Email Approver | |
| | Approval Status: Pending | Approved on: | By: <input type="text"/> |

Save Notify Add Update/Display

Header Information:

Departmental Adj. [View printable version](#) [Key Budget Contacts](#) Void

Business Unit: BEARS Transaction Date: 12/22/2006 Document Status: O Transaction ID: NEXT

*Phone: 254/710-8704 Journal Line Ref: Accounting Date: Accounting Approval: Pending

[View Printable Version](#)

- Click this link for a report of the receipt

Void

- To “delete” the Departmental Adjustment Request, click *Void*

Phone: 254/710-8704

- Verify the contact *Phone* number. This should default to the phone number of the person entering the Adjustment Request. If the default is incorrect, change the number and send E-mail with the correct phone number to TRAX@BAYLOR.EDU

Accounting Date: 05/31/2006

- Normally this will default to the current date. However, If the prior fiscal year needs to be charged, set the date to May 31

Document History: (Optional)



- Click *Document History* to see information about the users who have modified or approved this Adjustment Request

| Document History | | |
|--------------------------------|--------------------------|-------------------|
| Entered on: 07/24/2006 | Entered by: JGG1 | James Gregg Greer |
| Modified on: 07/28/2006 | Modified By: JGG1 | James Gregg Greer |
| Approved on: | Approved By: | |

User Description:

▼ User Description (Max 254 Characters)

Billy Bear went to the San Diego Zoo to examine the Lion Habitat there. When he filled out his travel expense report, he charged the Barnum Institute for Test Data (0281180) and not Barnum Institute Lions (0281176).

- Enter a description of the Adjustment Request. This text creates the *Journal Voucher Header Description* and will be reviewed by the Controller's Office. Put in enough detail so they can understand what is going on. Also explain why this was not done correctly in the first place.

Note: Only 254 characters can be entered here!

If more than 254 characters are entered, the message below will be displayed and the extra characters will be deleted from the comment.



Requirements to Balance:



- The *Requirements to Balance* area is read-only. It will tell the user what needs to be entered in the bottom part of the form to create a balanced entry.



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Adjustment Requests

Line Details:

| Line Details | | | | | | First | 1-2 of 2 | Last |
|--------------|------------------|--------------------|--------------|-------|---------------|---------|----------------|-------|
| 1 | 'Action: | Decrease | 'Account: | 9382 | 'Amount: | 2353.53 | | |
| | 'Department: | 0281180 | Fund Code: | 10111 | Program Code: | | Email Approver | |
| | 'Description: | TER#123 to 0281176 | | | | Email | | Email |
| | Approval Status: | Pending | Approved on: | | By: | | | |

| Type of Account | Number | Action | Income / Expense | Credit / Debit | \$\$ |
|-----------------|--------|----------|------------------|----------------|-----------------|
| Revenue | 5XXX | Increase | Record Income | Credit | Gets the Money |
| Revenue | 5XXX | Decrease | Record Expense | Debit | Loses the money |
| Expense | 9XXX | Increase | Record Expense | Debit | Loses the money |
| Expense | 9XXX | Decrease | Record Income | Credit | Gets the Money |

'Action: Decrease

- Select *Action*.
To reverse out an expense from an expense account (9XXX), select **Decrease**. Entering the decreases before the increases may help the Journal Voucher pass budget check.

'Account: 9382

- Enter the *Account*. Only Revenue and Expense accounts may be used. Revenue accounts start with "5". Expense Accounts start with a "9". Invalid account ranges are Gifts (54XX), Student Work (92XX), and Salary (91XX except for 9199 – Other Fringe benefits).

'Amount: 2353.53

- Enter the total *Amount* to be adjusted. This amount will always be positive

'Department: 0281180

- Enter the *Department*. Users should be able to view any department number. However, they will not be able to approve lines with departments they cannot access.

Program Code:

- When applicable, enter the *Program Code*

'Description: TER#123 to 0281176

- Enter a *Description* for the transaction. When the JV is created the characters "DA" (Departmental Adjustment) and the Departmental Adjustment Transaction ID will be added to the front of the description. ("TER# 123...." Becomes "DA10020-TER# 123....")



- Click *Add a New Row* to create the "from" row.



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Adjustment Requests

| | | | |
|---|---|---|---|
| 2 | *Action: <input type="text" value="Increase"/> | *Account: <input type="text" value="9382"/> | *Amount: <input type="text" value="2353.53"/> |
| | *Department: <input type="text" value="0281176"/> | Fund Code: <input type="text" value="10111"/> | Program Code: <input type="text"/> |
| | *Description: <input type="text" value="TER#123 fm 0252151"/> | | Email Approver Email: <input type="text"/> |
| Approval Status: <input type="text" value="Pending"/> | | Approved on: | By: |

- Select Action:
To record an expense to an expense account (9XXX), select Increase

- Enter the Account.

- Enter the total Amount to be adjusted. This amount will always be positive

- Enter the Department. Users should be able to view any department number. However, they will not be able to approve lines with departments they cannot access.

- When applicable, enter the Program Code

- Enter a Description for the transaction. Remember to tell the approver anything he or she will need to know to be able to approve the transaction.

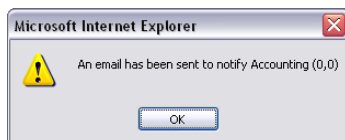
- Click *Save*

Line Approval:

Some TRAX users will only be able to enter department lines and will not be able to approve them. TRAX users who have Adjustment Request Approval access can only approve lines for departments in their security access. Verify that the department has enough money available in its budget to cover the Adjustment Request. TRAX will not check the budget until The Controller's Office creates the Journal Voucher.

- Set the *Approval Status* for each line of the Adjustment Request to **Approved**. Every line on the Adjustment Request must be approved before the Departmental Adjustment Request will be sent to the Controller's Office (or Office of Sponsored Programs).

- Make sure all changes have been made to the deposit and click *Save*. Once all lines are approved and the Adjustment Request has been saved, the *Line Items* will be grayed out.



- The following message will appear saying the Controller's Office has been notified
- Send the Controller's Office the "Backup" for each line of the Adjustment Request. Send documentation to **Departmental_Adjustments@Baylor.edu**, or **One Bear Place #97041**, or FAX to **710.3765**. Put the *Transaction ID* in the subject heading of the email or on the hard-copy document.
- It will still be two to four business days before this transaction shows up in the department budget.

(Optional) Print Departmental Adjustment Request

Print a copy of the Departmental Adjustment Request for the department records.



- Click *View Printable Version* to see the Adjustment Request Report. The Adjustment Request cannot be printed until it has been saved.

https://pssoft.baylor.edu:8497/psreports/strn/265175/BB_DAAAR_357492.PDF - Microsoft Internet Explorer

Address: https://pssoft.baylor.edu:8497/psreports/strn/265175/BB_DAAAR_357492.PDF

Date: 7/28/2006
Rpt. ID: BB_DAAAR.rpt

BAYLOR UNIVERSITY
Departmental Adjustment Form

Transaction ID: 10010
Transaction Date: 7/24/2006
Entered By: James Gregg Greer
Entered On: 7/24/2006
Phone: 254-710-8707
JV/Line Ref:
Description: Billy Bear went to the San Diego Zoo to examine the Lion Habitat there. When he filled out his travel expense report, he charged the Barnum Institute for Test Data (0281180) and not Barnum Institute Lions (0281176).

ACCOUNTING APPROVAL INFORMATION
Approval Status: Pending
Approved By:
Approved On:
Accounting Date:

| ADJUSTMENT LINES | | | | | | | |
|------------------|----------|-------------------------------------|----------------------------|---------|-------|----------------------|-----------|
| Line | Action | Department | Account | Program | Fund | Description | Amount |
| 1 | Decrease | 0281180 - Barnum Institute - Tigers | 9382 - Travel - Individual | 10111 | 10111 | TER#123 to 0281176 | -2,353.53 |
| 2 | Increase | 0281176 - Barnum Institute - Lions | 9389 - Travel - Group | 10111 | 10111 | TER#123 from 0281180 | 2,353.53 |



- Click the Adobe *Print* button to send to the printer



- Click *Exit* to Close the window

Looking up Department Numbers:

When users are making interdepartmental Adjustment Requests, a question might arise about which department to use. Users can now inquire on all Baylor University department numbers.



Select the following from the Menu



Accounting



Chartfield Values

ChartField Values

You do not have security privileges to access the ChartFields that are not hyperlinks.

[Account](#)

Alternate Account

Operating Unit

Fund Code

[Department](#)

Program Code

Class Field

Budget Reference

Product

Project

Book Code

Adjustment Type

Scenario

Statistics Code

[Department](#)



Click *Department*

Department
 Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: =

Department: begins with

Description: begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Department:

- *Department*
 Enter as much of the Department number as is known

Description:

- *Description*
 Enter as much of the *Description* as is known

- Click *Search* to display Adjustment Requests that meet the search criteria

Search Results
[View All](#)

| SetID | Department | Description |
|-------------------------------|-------------------------|---|
| BEARS_0281181 | 0281181 | Barnum Institute - Bears |
| BEARS_0281176 | 0281176 | Barnum Institute - Lions |
| BEARS_0281177 | 0281177 | Barnum Institute - Oh My! |
| BEARS_0281180 | 0281180 | Barnum Institute - Tigers |

Department
[0281181](#)

- Click on any column in the row to select the desired Adjustment Request

Department

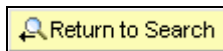
SetID: BEARS Department: 0281181

| Effective Date | | Find View All | | First | 1 of 1 | Last |
|---------------------------|----------------------------|---------------------------|--------|---|-------------------------------------|------|
| Effective Date: | 06/01/2006 | Status: | Active | Attributes | | |
| Description: | Barnum Institute - Bears | | | | | |
| Short Description: | Bears | Program End Date | | <input type="checkbox"/> Budgetary Only | <input type="checkbox"/> Multi Year | |
| Default Fund | 10111 | Default Proj/Grant | | | | |
| Description | To change the manager name | | | | | |

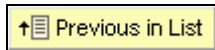
Save
 Return to Search
 Previous in List
 Next in List
 Notify

- Make note of Department information

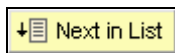
Page Navigation Buttons after a Search:



- *Return to Search* – Go back to the search page



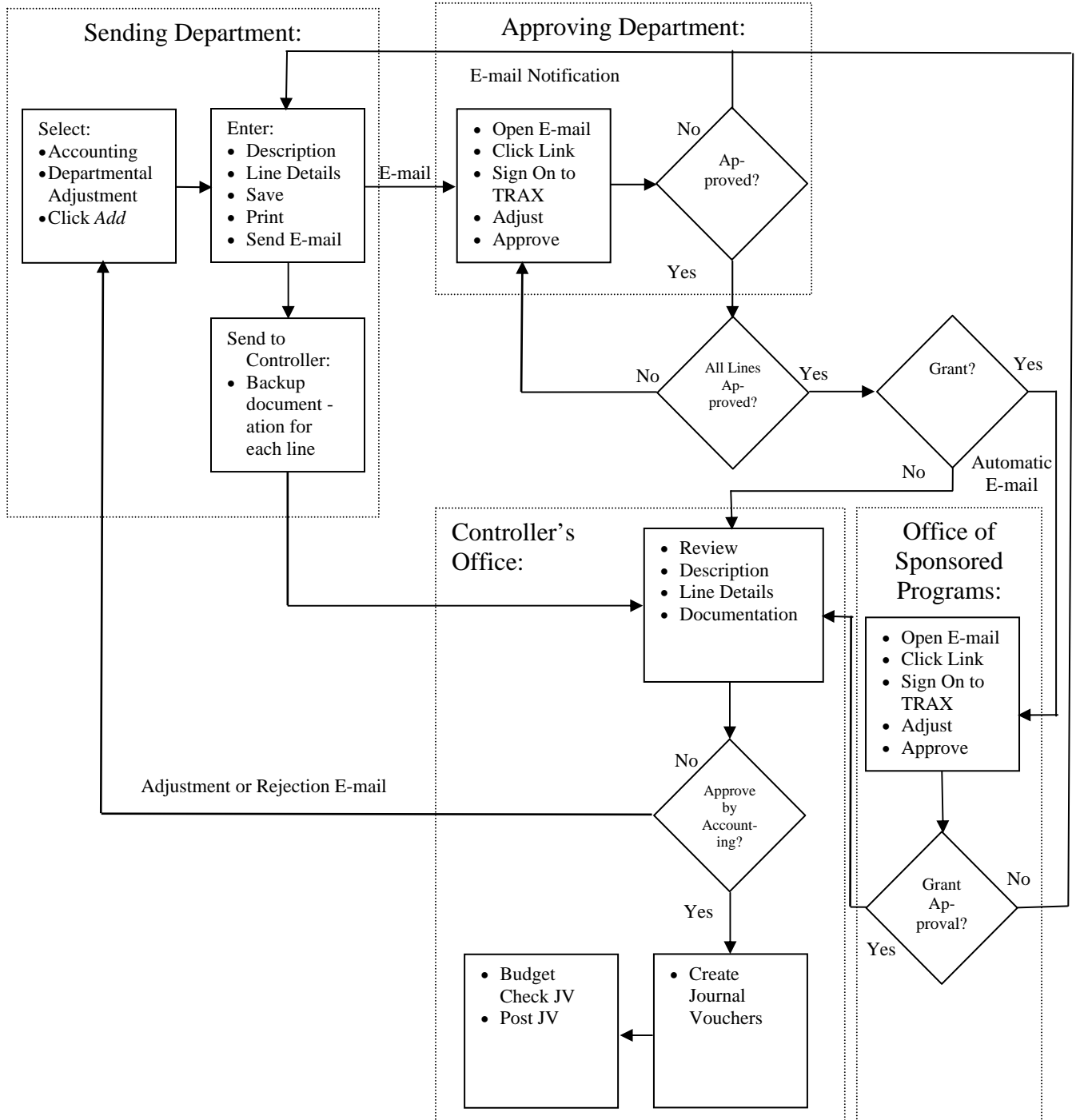
- *Previous in List* – Displays the previous row of data



- *Next in List* – Displays the next row of data

Entering an Interdepartmental Departmental Adjustment Request

Process for an Interdepartmental Departmental Adjustment Request





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Adjustment Requests

Old Version of the Interdepartmental Transfer form:

| | | | |
|--|--|--------------------------|----------------------|
| BAYLOR | | INTERDEPARTMENTAL | |
| University | | CHARGES | |
| For use with interdepartmental charges EXCEPT for Physical Plant & Micro-Computer Store | | (JOURNAL VOUCHER) | |
| | | DATE: April 3, 2006 | |
| Department Providing Service/Product (credit): | | | |
| <input type="text"/> | | | |
| Account/Department Number: | | | |
| <input type="text"/> | | | |
| + | | | |
| | | DESCRIPTION | AMOUNT |
| | | <input type="text"/> | <input type="text"/> |
| | | <input type="text"/> | <input type="text"/> |
| | | <input type="text"/> | <input type="text"/> |
| | | TOTAL DUE | \$0.00 |
| Charge to Department (debit): | | | |
| <input type="text"/> | | | |
| Account/Department Number: | | | |
| <input type="text"/> | | | |
| Justification for interdepartmental charges described above: | | | |
| <input type="text"/> | | | |
| Requested by: | | Approved by: | |
| <input type="text"/> | | <input type="text"/> | |
| <p>After completing form, Department Head of Ordering Department should sign a printed copy indicating approval of the interdepartmental charges. The signed copy is to be forwarded to the Ordered From Department. Once the order has been fulfilled, the Ordered From Department will initial and date the copy and forward to:</p> <p style="text-align: center;">ACCOUNTING OPERATIONS OFFICE PO BOX 97041 CAMPUS MAIL</p> | | | |
| REV. 07/01/99 | | | |

Example: Receiving funds for Consulting

The Barnum Institute consults with other departments on campus helping them devise appropriate test data.

Billy Bear of the Barnum Institute consulted with for two hours with the Center for Circus Studies at \$100 an hour and needs to charge their budget accordingly.

Enter a Departmental Adjustment Request on TRAX

- Select the following from the Menu
 - Accounting
 - Departmental Adjustment

- Click Add

User Description:

- Enter a description of the Adjustment Request for review by the department. The Approver may also use this field to communicate questions or problems with the Adjustment Request to the department.

Line Details:

| | | | |
|---|--|-------------------------|-----------------|
| 1 | 'Action: Decrease | 'Account: 9318 | 'Amount: 200.00 |
| | 'Department: 0281180 | Fund Code: 10111 | Program Code: |
| | 'Description: Consulting - Circus Services | Email Approver Email | |

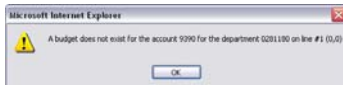
| Type of Account | Number | Action | Income / Expense | Credit / Debit | \$\$ |
|-----------------|--------|----------|------------------|----------------|-----------------|
| Expense | 9XXX | Increase | Record Expense | Debit | Loses the money |
| Expense | 9XXX | Decrease | Record Income | Credit | Gets the Money |

'Action: Decrease

- Select *Action*: **Decrease** to record a reduction of expenses charged.

'Account: 9390

- Enter the *Account*. Use only Expense accounts for interdepartmental charges. A Baylor department cannot generate revenue from another Baylor Department, so any transfers are always viewed as a reduction of expenses. Use **9390** when distributing the department's operational costs.



- Note: Unlike other accounts, 9390 will not be set up automatically if it is not already defined in the department's budget. Use a Budget Change Request to create this line in the department's budget.

Invalid account ranges are Gifts (54XX), Student Work (92XX), and Salary (91XX except for 9199 – Other Fringe benefits).

'Amount: 200.00

- Enter the total *Amount* to be adjusted

'Department: 0281180

- Enter the *Department*

'Description: Consulting - Circus Services

- Enter a *Description* for the transaction.



- Click *Add a New Row* to create the “from” row.



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Adjustment Requests

| | | | |
|---|---|------------------|---|
| 2 | *Action: Increase | *Account: 9318 | *Amount: 200.00 |
| | *Department: 6104182 | Fund Code: 6A100 | Program Code: |
| | *Description: Consulting - Barnum Institute | | Email Approver Email: <input type="text"/> |

*Action: Increase

➤ Select *Action: Increase* to record expense (9XXX).

*Account: 9318

➤ Enter the *Account*.

*Amount: 200.00

➤ Enter the total *Amount* to be adjusted.

*Department: 6104182

➤ Enter the *Department*

*Description: Consulting - Barnum Institute

➤ Enter a *Description* for the transaction.

Save

➤ Click *Save*

Sending Email to Approvers

The best way to notify an approver of an Adjustment Request that they need to approve is to use TRAX to send them an email.

| | | | |
|---|---|------------------|-----------------|
| 2 | 'Action: Increase | 'Account: 9318 | 'Amount: 200.00 |
| | 'Department: 6104182 | Fund Code: 6A100 | Program Code: |
| | 'Description: Consulting - Barnum Institute | | Email Approver |
| | Approval Status: Pending | Approved on: | By: |
| | | | Email |

| |
|----------------|
| Email Approver |
| Email |

- Click *Look up Email* (the magnifying glass) and enter any combination of the fields below.

Look Up Email

User ID: begins with %BQB%

First Name: begins with %Billy%

Last Name: begins with %Bear%

Email ID: begins with %TRAX%

[Basic Lookup](#)

| | |
|----------|-----|
| User ID: | BQB |
|----------|-----|

- Enter the TRAX *User ID* of the person who should receive the email

| | |
|-------------|-------|
| First Name: | Billy |
|-------------|-------|

- Enter the *First Name* of the person who should receive the email

| | |
|------------|------|
| Last Name: | Bear |
|------------|------|

- Enter the *Last Name* of the person who should receive the email

| | |
|-----------|-------|
| Email ID: | TRAX@ |
|-----------|-------|

- Enter the *Email ID* of the person who should receive the email

| |
|---------|
| Look Up |
|---------|

- Click *Look Up*



| User ID | First Name | Last Name | Email | ID |
|---------|------------|-----------|-----------------|----|
| BQB2 | (blank) | (blank) | TRAX@baylor.edu | |

- Select the appropriate *User ID*

Note: Only users who have security access to approve Department adjustments and have security access to view budgets for the department on the line will show up in this list. If you need to notify someone who is not on the list, use regular e-mail to have them contact TRAX@Baylor.edu to have their security access reviewed.

- The address will show up in the *Email* field



- Click *Email*



- A message will be displayed confirming the Email has been sent. The user does not need to click *Save* in order to send the Email.

- Send the Controller's Office the hard copy of the "Backup" for each line of the Adjustment Request. Send documentation to One Bear Place #97041, **Departmental_Adjustments@Baylor.edu**, or FAX to **710.3765**.

Approving a Line from an Email

Approvers will receive an email similar to the one below.

From: Billy_Bear@baylor.edu [mailto: Billy_Bear@baylor.edu]
Subject: Recode Number 18 needs your approval.

Please click [here](#) to access this transaction.

Thank you,

Billy Bear

Please click [here](#)

- Click the link in the email

- Enter the *User ID*
- Enter the *Password*
- Click *Sign In*

Line Approval:

The screenshot shows a 'Line Details' window with two lines. Line 1 has an action of 'Decrease', account '9390', amount '200.00', department '0281180', fund code '10111', and description 'Consulting - Circus Services'. Line 2 has an action of 'Increase', account '9318', amount '200.00', department '6104182', fund code '6A100', and description 'Consulting - Barnum Institute'. Both lines have an approval status of 'Pending' and an 'Email Approver' field with an 'Email' button.

- Set the *Approval Status* for each line of the Adjustment Request to **Approved**. Every line on the Adjustment Request must be approved before the Departmental Adjustment Request will be sent to the Controller's Office (or Office of Sponsored Programs).

- If the current user did not create the Adjustment Request and does not have access to the department, the entire contents of the line will be grayed out.

- Make sure all changes have been made to the deposit and click *Save*. Once all lines are approved and the Adjustment Request has been saved, the *Line Items* will be grayed out.

- If all the lines are approved, the following message will appear saying the Controller's Office has been notified.

- All lines must be approved and the Controller's Office must process the journal voucher before this transaction will show up in the budget

Finding an Adjustment Request

Accounting
 - ChartField Values
 - Departmental Adjustment

- Select the following from the Menu
 - Accounting
 - Departmental Adjustment

[Find an Existing Value](#)

- Click *Find an Existing Value*

Departmental Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all values.

Business Unit: begins with

Transaction ID: begins with

Transaction Date: =

Approval Status: =

Entered by: begins with

Approval User Id: begins with

Post Flag: =

Journal Line Reference: begins with

All Lines Approved: =

Contains Grant Department: =

Case Sensitive

[Basic Search](#)

Transaction ID:

- *Transaction ID*

Transaction Date:

- *Transaction Date*
Typically, is the date the Adjustment Request was entered

Approval Status:

- *Approval Status*
Pending – Not yet reviewed
Approved – Approved by the Controller’s Office
Denied – Not Approved

Entered by:

- *Entered By*
TRAX User ID of the person who initiated the Adjustment Request



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Adjustment Requests

Approval User Id:

- *Approval User Id*
TRAX User ID of the person who approved the Adjustment Request

Post Flag:

- *Post Flag*
Open -- Has not yet been posted
Posted – The Journal Voucher has been created
Void – Adjustment Request has been removed from the system

Journal Line Reference:

- *Journal Line Reference*
Once the Journal Voucher has been created, the Journal Voucher number can be entered here

All Lines Approved:

- *All Lines Approved*
No – Some lines still need department approval
Yes – All lines have been approved, the Adjustment Request is ready to be processed

Contains Grant Department:

- *Contains Grant Department*
Used by *Office of Sponsored Programs* to find Adjustment Requests with Grants

- Click *Search* to display Adjustment Requests that meet the search criteria

| Business Unit | Transaction ID | Transaction Date | Approval Status | Entered by | Approval User Id | Post Flag | Journal Line Reference | All Lines Approved | Contains Grant Department |
|---------------|----------------|------------------|-----------------|------------|------------------|-----------|------------------------|--------------------|---------------------------|
| BEARS | 10021 | 07/28/2006 | Pending | BCB1 | (blank) | Open | (blank) | N | No |

- Click on any column in the row to select the desired Adjustment Request

[View printable version](#) Void

Business Unit: BEARS Transaction Date: 08/02/2006 Document Status: P Transaction ID: 10002

*Phone: 254/710-8758 Journal Line Ref: DA00423447 Accounting Date: 07/31/2006 Accounting Approval: Approved

Page Navigation Buttons after a Search:

- *Return to Search* – Go back to the search page

- *Previous in List* – Displays the previous row of data

- *Next in List* – Displays the next row of data



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Adjustment Requests

Viewing the Journal Voucher from a Department Adjustment Request

Departmental Adj. Void

[View printable version](#)

Business Unit: BEARS Transaction Date: 07/24/2006 Document Status: P Transaction ID: 10014

'Phone: 254/710-8705 Journal Line Ref: DA00420718 Accounting Date: 07/24/2006 Accounting Approval: Approved

Journal Line Ref: DA00423447

➤ Click to view Journal (the magnifying glass beside Journal Line Reference)

| Select | Line | Error Ledger | Account | Fund | Dept | Amount | Journal Line Description | Budget Date | Open Item Key | Program |
|--------------------------|------|--------------|---------|-------|---------|---------|--------------------------|-------------|---------------|---------|
| <input type="checkbox"/> | 1 | X ACTUALS | 9390 | 10111 | 0281180 | -200.00 | DA10014-Consulting | 07/24/2006 | | |
| <input type="checkbox"/> | 2 | X ACTUALS | 9318 | 6A100 | 6104182 | 200.00 | DA10014-Consulting | 07/24/2006 | | |

| Unit | Total Lines | Total Debits | Total Credits | Journal Status | Budget Status |
|-------|-------------|--------------|---------------|----------------|-------------------------------|
| BEARS | 2 | 200.00 | 200.00 | N | Budget Status |

Account
9390

➤ Account

Dept
0281180

➤ Department

Amount
-200.00

➤ Amount

Journal Line Description
DA10014-Consulting

➤ Journal Line Description field
(This will be the description plus the Department Adjustment Request Transaction ID)

Journal Status
N

➤ The Journal Status Should be **P** for **Posted**

Budget Status
[Budget Status](#)

➤ The Budget Status should be **V** for **Valid**

OK

➤ Click OK to return to the Department Adjustment Request

Voiding an Adjustment Request

Accounting
 - ChartField Values
 - Departmental Adjustment

- Select the following from the Menu
 - Accounting
 - Departmental Adjustment

[Find an Existing Value](#)

- Click *Find an Existing Value*

Departmental Adj. Void

[View printable version](#)

Business Unit: BEARS Transaction Date: 07/28/2006 Document Status: 0 Transaction ID: 10021
 *Phone: 254/710-8705 Journal Line Ref: Accounting Date: Accounting Approval: Pending

Void

- Click *Void*

- Click *Save*
- The page will be grayed out.

Departmental Adj. Void

[View printable version](#)

Business Unit: BEARS Transaction Date: 07/28/2006 Document Status: V Transaction ID: 10021
 *Phone: 254/710-8705 Journal Line Ref: Accounting Date: Accounting Approval: Pending



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Adjustment Requests

Notes: