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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 or e-mails requesting adjustments are not accepted.

- 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 an expense from one account or department to another just another expense will 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:
  o Department 032139X has $4,000 left in 9370.
  o Department receives a $5,000 invoice that will not pass budget check.
  o **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.
  o 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.
• The Controller’s Office must receive appropriate backup documentation for each Departmental Adjustment.
  
  o Attach the appropriate backup to your request.
  o Examples of Backup documentation include: *Purchasing Card Statements, Detail Budget Reports, Actuals reports* and/or *Invoices*. Departments may need to create their own invoice templates to serve as documentation for situations that involve “paying” another department.

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

• 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

Department:

Select:
- Accounting
- Departmental Adjustment
- Click Add

Enter:
- Description
- Line Details
- Attach
- Save
- Approve

Controller’s Office:

- Review
- Description
- Line Details
- Documentation

Office of Sponsored Programs:

- Open E-mail
- Click Link
- Sign On to TRAX
- Adjust
- Approve

Adjustment or Rejection E-mail

- Budget Check JV
- Post JV

- Create Journal Vouchers

E-mail Notification

Grant ?

Yes

Automatic E-mail

No

Grant Approval?

Yes

No

Approve by Accounting ?

Yes

No

Adjustment or Rejection E-mail

Grant Approval?

Yes

No
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 *Independence Institute* (0281180) and not *Dr. Pepper Hour* (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

- Click *Add*
### Departmental Adjustment

**View Printable Version**  
**Key Budget Contacts**  
**Additional Help**  
**Attachments**

- **Business Unit:** BEARS  
- **Transaction Date:** 09/27/2017  
- **Document Status:** Open  
- **Automate?**
- **Source**
- **Report ID**
- **Next**
- **Accounting Approval:** Pending

#### Document History

**User Description (Max 254 Characters)**

#### Requirements to Balance

- The form is balanced.

#### Adjustment Help

<table>
<thead>
<tr>
<th>Type of Account</th>
<th>Number</th>
<th>Action</th>
<th>Income/Expense</th>
<th>Credit/Debit</th>
<th>SS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>XXX</td>
<td>Increase</td>
<td>Record Income</td>
<td>Credit</td>
<td>Gets the Money</td>
</tr>
<tr>
<td>Revenue</td>
<td>XXX</td>
<td>Decrease</td>
<td>Record Expense</td>
<td>Debit</td>
<td>Loses the money</td>
</tr>
<tr>
<td>Expense</td>
<td>XXX</td>
<td>Increase</td>
<td>Record Income</td>
<td>Credit</td>
<td>Gets the Money</td>
</tr>
<tr>
<td>Expense</td>
<td>XXX</td>
<td>Decrease</td>
<td>Record Expense</td>
<td>Debit</td>
<td>Loses the money</td>
</tr>
</tbody>
</table>

#### Line Details

- **Action**
- **Account**
- **Amount**
- **P/C Bus Unit**
- **Project**
- **Activity**
- **Department**
- **Fund Code**
- **Program Code**
- **Description**
- **GL Validation Indicator:** N

**Approval Status:** Pending

**Email Approver**

- **Email**
  - **Send Email**

**Save**  
**Notify**  
**Add**  
**Update/Display**
Header Information:

- Click this link for a report of the receipt
- Click this link to upload your attachments. This is done AFTER you have entered the details of your DA request and have saved the transaction.
- To “delete” the Departmental Adjustment Request, click Void
- Select the Recode option if you are attempting to correct the account code or department number that is already associated with an existing transaction that has posted to the ledger.
- Select the Departmental Charge option if you are attempting to charge another department.
- 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
- 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 the Document History dropdown to see information about the users who have modified or approved this Adjustment Request
**User Description:**

- 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.
**Line Details:**

- **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.

- **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).

- **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.

- **Enter the Fund.** The Fund is implied from the Department.

- **When applicable, enter the Program Code.**

- **GRANT Users ONLY:** When making adjustments to grant funds, order is extremely important! Begin with **PC Business Unit** (will always be BEARS), followed by Project, then Department, then Fund, then Activity.
- 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.

- 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.
  - Enter the Fund. The Fund is implied from the Department
  - When applicable, enter the Program Code
GRANT Users ONLY: When making adjustments to grant funds, order is extremely important! Begin with PC Business Unit (will always be BEARS), followed by Project, then Department, then Fund, then Activity.

- 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
Attachments

Click the Attachments link to upload your backup documentation. You may be prompted for your Bear ID and password.

- Click Choose File to select the document you wish to upload
- Click Submit File.

Look for the confirmation message that your file uploaded successfully. There is a 3 minute delay between the time you upload and the time you can view the document, but as long as you receive the confirmation message above, you can be assured your document did indeed upload to the database.
What should I attach to my DA?
For **Recode** DAs: Include a copy of the ledger identifying the transaction(s) you want to move. Notations should in the form of an underline or circle, but not highlighting. If further information is needed, the Controller’s office will contact you.

For **Departmental Charge** DAs: Include the invoice from the internal department that provided the service. It is important to use proper distribution sub-codes when necessary. For example, if department A is renting a room from department B, then department A would use account code 937890, and department B would use account code 939078. This can be confusing so contact the Controller’s office with any questions.

What if I don’t attach the required information? These attachments are mandatory. You will not be able to approve the DA until the required documentation is attached.
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.

- 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.

- 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

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

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

- Click *Search* to display Adjustment Requests that meet the search criteria
Click on any column in the row to select the desired Adjustment Request

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**

**Sending Department:**
- Select:
  - Accounting
  - Departmental Adjustment
  - Click Add

**Enter:**
- Description
- Line Details
- Save
- Attach
- Send E-mail

**Approving Department:**
- E-mail Notification
- Open E-mail
- Click Link
- Sign On to TRAX
- Adjust
- Approve

**E-mail Notification**
- No
  - Approved?
    - Yes
    - All Lines Approved?
      - Yes
      - Grant?
        - Yes
        - Automatic E-mail
          - No

- No

**Controller’s Office:**
- Review
- Description
- Line Details
- Documentation

**Decision:**
- No
  - Approve by Accounting?
    - Yes
    - Budget Check JV
      - Post JV
    - No

- Yes
  - Create Journal Vouchers

**Office of Sponsored Programs:**
- Open E-mail
- Click Link
- Sign On to TRAX
- Adjust
- Approve

**Decision:**
- Yes
  - Grant Approval?
    - Yes
    - E-mail Notification
      - All Lines Approved?
        - Yes
        - Grant?
          - Yes
          - Automatic E-mail
            - No

- No
  - E-mail Notification
    - All Lines Approved?
      - Yes
      - Grant?
        - Yes
        - Automatic E-mail
          - No

- No
Example: Receiving funds for Consulting

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

Billy Bear of the Independence 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

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:

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

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.

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

Enter the total Amount to be adjusted

Enter the Department
- Enter the Fund. The Fund is implied from the Department

- GRANT Users ONLY: When making adjustments to grant funds, order is extremely important! Begin with PC Business Unit (will always be BEARS), followed by Project, then Department, then Fund, then Activity.

- Enter a Description for the transaction.

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

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

- Enter the Account.

- Enter the total Amount to be adjusted.

- Enter the Department

- Enter the Fund. The Fund is implied from the Department

- GRANT Users ONLY: When making adjustments to grant funds, order is extremely important! Begin with PC Business Unit (will always be BEARS), followed by Project, then Department, then Fund, then Activity.

- Enter a Description for the transaction.

- 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.

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

  ➢ Enter the TRAX User ID of the person who should receive the email
  ➢ Enter the First Name of the person who should receive the email
  ➢ Enter the Last Name of the person who should receive the email
  ➢ Enter the Email ID of the person who should receive the email
  ➢ Click Look Up
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 Send 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.

**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

Click the link in the email

Enter the User ID

Enter the Password

Click Sign In
Line Approval:

- 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 approver does not have access to a department ID, they will not be able to change the dropdown from pending to approved.

- 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

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

- Click *Find an Existing Value*

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

**Search Criteria**

- **Report ID** begins with 22731
- **Transaction Date** = 08/15/2015
- **Approval Status** = Pending
- **Entered by** begins with BQB1
- **Journal Line Reference** begins with
- **All Lines Approved** =
- **Contains Grant Department** =
- **Restricted Fund Flag** =
- **Can Be Automated** begins with

- **Case Sensitive**

- **Search**
- **Clear**

### Results

- **Report ID**
- **Transaction Date**
  - Typically, is the date the Adjustment Request was entered
- **Approval Status**
Pending – Not yet reviewed
Approved – Approved by the Controller’s Office
Denied – Not Approved

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

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

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

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

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

- Click on any column in the row to select the desired Adjustment Request
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
Viewing the Journal Voucher from a Department Adjustment Request

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

- Account

- Department

- Amount

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

- The Journal Status Should be P for Posted
➢ The Budget Status should be V for Valid

➢ Click OK to return to the Department Adjustment Request
Voiding an Adjustment Request

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

- Click **Find an Existing Value**

- Click **Void**

- Click **Save**

- The page will be grayed out.