

CBS Document Level Transaction Adjustment Form Instructions

This form is used to initiate/authorize Accounting Code Classification Structure (ACCS) adjustments or corrections to *paid* expense transactions at the document level charged to the current Fund Code Fiscal Year (e.g. FY2011). Adjustments can be made to all or any part of the ACCS – e.g. Project/Task, Organization, and Object Class.

Send the completed adjustment form to your servicing Finance Branch. Upon receipt of the completed form, your servicing Finance Branch will enter the adjustment in CBS using the PM006 Advice of Corrections Screen to process the corrections/adjustments

Instructions for completing the Document Level Adjustment Form:

Step one – Enter the information as it appears now (**FROM:**).

Adj # – Beginning with 1, assign a number to the adjustment, both the from and to lines.

FR/TO – Enter FR for the “FROM” portion of the adjustment. Enter TO for the “TO” portion of the adjustment. Note: You can split costs from one ACCS to another or to many ACCS’ as long as the total amount equals the amount paid.

Oblig Doc Number – Enter the identifying CBS document number for this transaction. This is in the Doc Number field on the AP500D Transaction Activity Report. If you are querying the Budget and Expenditure Query Application in the Data Warehouse, go to the Expense Details tab and double click on the Expended Column for a particular month. This will take you to the Document Totals for this ACCS only Page. *Doc Number* can be found in the Originating Document Number field.

Doc Type – Enter the identifying document type for this transaction -- e.g. TRAVNM, CONV03, PO3WAY, RECUR, NONE. This corresponds to the Doc Type field on the AP500D Transaction Activity Report. If you are querying the Budget and Expenditure Query Application in the Data Warehouse, go to the Expense Details tab and double click on the Expended Column for a particular month. This will take you to the Document Totals for this ACCS only Page. *Doc Type* can be found in the Originating Document Type.

Source Reference No – Enter the identifying document number for this transaction. This number is the identifying number for the source document of the transaction – e.g. the travel voucher number, the contract number, the purchase order number. This corresponds to the Reference Number Block on the AP500D Transaction Activity Report. If you are querying the Budget and Expenditure Query Application in the Data Warehouse, go to the Expense Details tab and double click on the Expended Column for a particular month. This will take you to the Document Totals for this ACCS only Page. *Source Reference No* can be found in the Reference No field.

AP Trans No – Enter the identifying transaction number for the invoice payment. If you are querying the Budget and Expenditure Query Application in the Data Warehouse, go to the Expense Details tab and double click on the Expended Column for a particular month. This will take you to the Document Totals for this ACCS only Page. Click on View Item/MDL. The *AP Trans No* is located near the bottom of the page and is listed as the Trans Number.

Item No – Enter the item number of this transaction. An example of this would be the purchase order line item number or contract line item number. If you are querying the Budget and Expenditure Query Application in the Data Warehouse, go to the Expense Details tab and double click on the Expended Column for a particular month. This will take you to the Document Totals for this ACCS only Page. Click on View Item/MDL. *Item No* can be found in the Item column.

FY - Enter the four digit Fiscal Year of this transaction. This corresponds to the FCFY Block on the AP500D Transaction Activity Report. If you are querying the Budget and Expenditure Query Application in the Data Warehouse, go to the Expense Details tab and the FCFY is displayed with the ACCS information. (Note: Enter **current** fund code fiscal year adjustments only. Adjustments to prior year fund code fiscal years must be entered as a Summary Level Transfer)

Project/Task - Enter the 7 digit CBS project code of the **original** transaction and the 3 digit CBS task code of the **original** transaction - e.g. 48M1J10/P00). This corresponds to the Project/Task Block on the AP500D Transaction Activity Report. If you are querying the Budget and Expenditure Query Application in the Data Warehouse, go to the Expense Details tab and the Project/Task is displayed as part of the ACCS information.

Organization Code - Enter the 16 digit CBS organization code of the **original** transaction e.g. 20-20-9265-00-00-00-00. This corresponds to the Organization Block on the AP500D Transaction Activity Report. If you are querying the Budget and Expenditure Query Application in the Data Warehouse, go to the Expense Details tab and the *Organization Code* is displayed as part of the ACCS information.

Obj Class - Enter the 4-digit object class of the **original** transaction (e.g. 25-27). This corresponds to the Object Class Block on the AP500D Transaction Activity Report. If you are querying the Budget and Expenditure Query Application in the Data Warehouse, go to the Expense Details tab and the Object Class is displayed as part of the ACCS information.

Amount - Enter the amount of the line item of the **original** transaction. This corresponds to the Paid Expense Block on the AP500D Transaction Activity Report. If you are querying the Budget and Expenditure Query Application in the Data Warehouse, go to the Expense Details tab and double click on the Expended Column for a particular month. This will take you to the Document Totals for this ACCS only Page. Click on View Item/MDL. The amount is listed in the MDL Amount column.

Step 2. Enter the corrected information **(TO:)**.

Enter the corrected adjusted information in the following fields as appropriate.

Project/Task

Organization Code

Obj Class

Step 3 - Enter the Reason for the Adjustment, Approved by, Date, and Phone No Information

Reason for Adjustment/Notes – Enter a brief description for making the change.

Approved by: Enter the name of the authorizing official(s)

Date: Enter the date approved

Phone #: Enter the phone number of the authorizing official