Document Level Adjustments
PMN006 – Document Level Adjustments
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SECTION 1

1.1 PMN006 - Document Level Adjustments (DLAs)

Document Level Adjustments for the current fiscal year should be recorded at the document level. It is advantageous for document level adjustments to be done at the document level because it creates an electronic audit trail. The PMN006 Document Level Adjustment Screen was created so document level adjustments could be completed electronically by Line and Staff offices and submitted to the NOAA Finance Office, Accounting Operations Division. This saves duplicate effort by eliminating the preparation of manual spreadsheets to submit to NOAA Finance for entry into the PM006 Advice of Correction Transaction Screen.

1.2 The PMN006 Screen-The PMN006 Document Level Adjustment Screen is shown below. It is broken into three sections, the Control Block, Detail Block and the Account Distribution.

1.2.1 The PMN006 Document Level Adjustment Control Block:

The fields contained on the PMN006 Control Block are as follows:

Field	Description	Attributes
Bureau Code	The code that uniquely identifies a bureau.	System-generated
GL End Date	Displays the General Ledger End Date of the modification date.	System-generated
Invoice Type	A valid accrual document type, i.e., VINV for vendor invoice.	System-generated
Invoice No	The actual invoice number assigned to the transaction.	System-generated
AP Trans No	The AP Trans No (PM003Vendor Invoice Transaction) for which the ACCS change is being requested.	Entered by user
Trans No	System-generated transaction number assigned to the PMN006.	System-generated
Vendor No	The vendor number which consists of a primary vendor number and address ID, corresponding to the selected invoice.	System-generated
Vendor Name	The vendor name corresponding to the selected invoice.	System-generated
Submit	The button that is pressed by the user to submit the PMN006 transaction to the Accounting Operations Division (AOD) for review and final approval in the PM006 Advice Of Correction Transaction Screen. This button is enabled when the PMN006 has been completed in the Detail Block.	Entered by user
Print	The button that is pressed by the user to print the PMN006 R DLA Report for submission to AOD with the DLA Submission Package.	Entered by user

1.2.2   The PMN006 Document Level Adjustment Detail Block:

The fields contained in the PMN006 Detail Block are as follows:

Field	Description	Attributes
Item	The Item number of the invoice.	User must select one or more of the Item(s) being edited
Amount	Indicates the amount of the line item to be corrected.	System-generated
Notes	The field to include any notes concerning the correction transaction being initiated.	Entered by user
Chg	This flag indicates if a change has been made to the line item of the PMN006.	System-generated
Apr	This field indicates the approval status of a PMN006 transaction.	System-generated

1.2.3   The PMN006 Account Distribution Screen:

This screen is accessed by pressing the 'CTRL Page Down' in the PMN006 Detail Block. This screen includes two parts: 'Old Account Distribution' section and 'New Account Distribution'. Both sections are auto-filled with the current ACCS information when the screen is opened. The updates are made in the 'New Account Distribution' section. . Updates to existing Item/MDLs can be made or new Item/MDLs can be added in the New Account Distribution section.   The ACCS information is changed by clicking in the ACCS < > Pop-up. .

The ACCS New Account Distribution Sub-screen includes the following fields

Field	Description	Attributes
Total Amount	Total dollar amount of the AP Trans Number	System-generated
Item	The item number on the original invoice	System-generated
Type	The type of item on the original invoice	System-generated
MDL	The multiple distribution line number for the new account distribution	System-generated or can be entered by user.
Fiscal Year	The fiscal year applicable for the new account distribution. The DLA must be completed within the same fund code fiscal year. (Exceptions are noted in the NOAA Finance DLA Business Rules.	System-generated
TP Main	For Federal Agencies, the Trading Partner Number assigned.	System-generated
RE BETC	The Receiving Entity Business Event Type Code that indicates the type of activity for CARS Reporting.	System-generated
Quantity	The quantity of the item ordered for the new account distribution	System generated or Entered/ changed by user
Unit Price	The unit price of the item ordered for the new account distribution	System generated or Entered/ changed by user
Amount	The amount of the new account distribution	System-generated or Entered/changed by user

1.2.4 Updating ACCS Information:

The Partial Account Classification Code Structure is utilized to change or enter the ACCS information. It is accessed by the user clicking in the ACCS < > Pop-up in the New Account Distribution Screen.

User clicks in the field to be changed and either double-clicks for a drop-down list or directly keys in the data (below is the above transaction with the ACCS data being changed from Task Code PHV to Task Code P00).
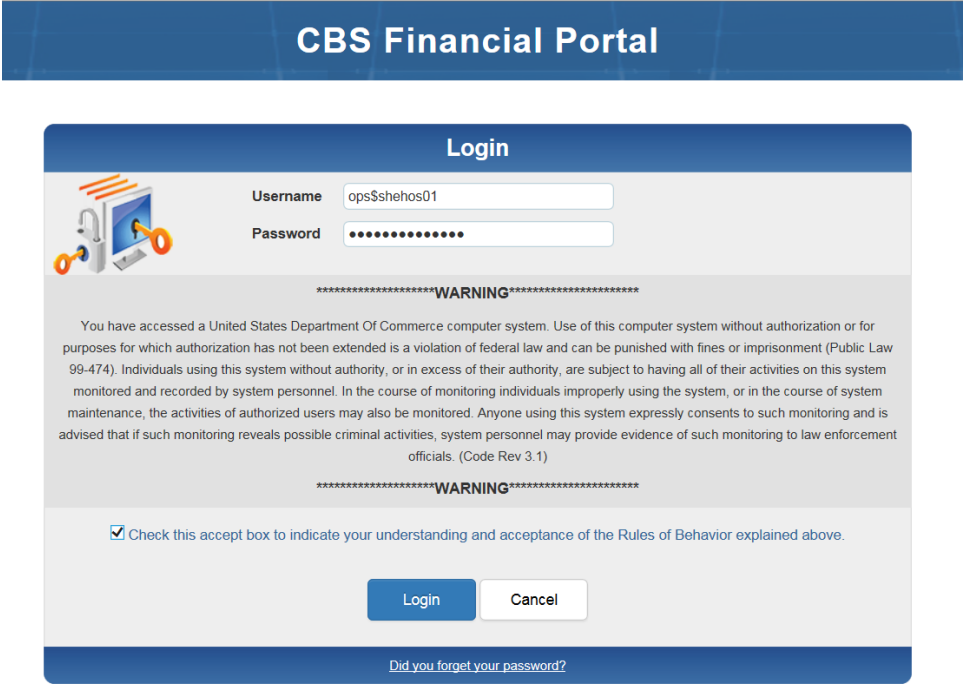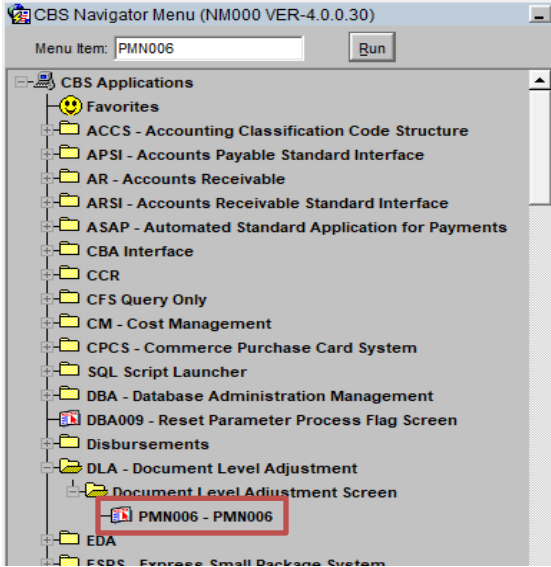
The Partial ACCS Sub-Screen includes the following fields:

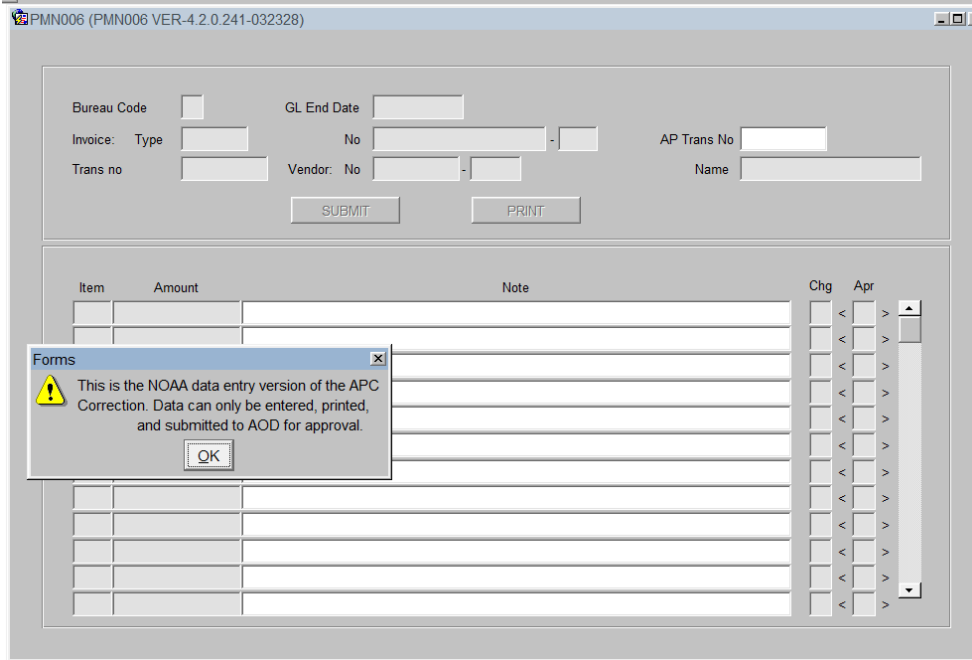| Field	Description	Attributes
Project	Displays the project number assigned to the line item transaction. Valid values for this field are defined on the Project Code screen (CM004).	System-generated or can be entered or updated by user. LOV available.
Task	Displays the task number assigned to the line item transaction. Valid values for this field are defined on the Project Code screen (CM004).	System-generated or can be entered or updated by user. LOV available.
Org1	Displays the organizational code of the project selected. Valid values for this field are defined on the Organization Code screen (GL040-GL046).	System-generated or can be entered or updated by user. LOV available.
Org2	Displays the organizational code of the project selected. Valid values for this field are defined on the Organization Code screen (GL040-GL046).	System-generated or can be entered or updated by user. LOV available.
Org3	Displays the organizational code of the project selected. Valid values for this field are defined on the Organization Code screen (GL040-GL046).	System-generated or can be entered or updated by user. LOV available.
Org4-7	Displays the organizational code of the project selected. Valid values for this field are defined on the Organization Code screen (GL040-GL046).	System-generated or can be entered or updated by user. LOV available.
Object Class	Displays the object class at the item level for the current Item/MDL block.	System-generated or can be entered or updated by user. LOV available.
User defined	This is a User Defined Field and can be used by the user as desired. This is a numeric field and can hold up to six characters. This field is always populated with 000000.	System-generated or can be entered or updated by user.
Name	Description of the highlighted areas in previous line, i.e., the Project/Task, Organization or Object Class.	System-generated
RE BETC	The Receiving Entity Business Event Type Code that indicates the type of activity for CARS Reporting.	System-generated

1.3   Step-by-Step Process

1.3.1   Creating a PMN006 Transaction:

Step	Action
#1	Log into CFS **CBS Financial Portal** **Login** Username: ops$shehos01 Password: •••••••••••••• ********************WARNING******************** You have accessed a United States Department Of Commerce computer system. Use of this computer system without authorization or for purposes for which authorization has not been extended is a violation of federal law and can be punished with fines or imprisonment (Public Law 99-474). Individuals using this system without authority, or in excess of their authority, are subject to having all of their activities on this system monitored and recorded by system personnel. In the course of monitoring individuals improperly using the system, or in the course of system maintenance, the activities of authorized users may also be monitored. Anyone using this system expressly consents to such monitoring and is advised that if such monitoring reveals possible criminal activities, system personnel may provide evidence of such monitoring to law enforcement officials. (Code Rev 3.1) ********************WARNING******************** ☑ Check this accept box to indicate your understanding and acceptance of the Rules of Behavior explained above. Login Cancel Did you forget your password?
#2	From the CBS Navigator screen click on DLA – Document Level Adjustment folder. Double-click the PMN006 link. CBS Navigator Menu (NM000 VER-4.0.0.30) Menu Item: PMN006 Run CBS Applications Favorites ACCS - Accounting Classification Code Structure APSI - Accounts Payable Standard Interface AR - Accounts Receivable ARSI - Accounts Receivable Standard Interface ASAP - Automated Standard Application for Payments CBA Interface CCR CFS Query Only CM - Cost Management CPCS - Commerce Purchase Card System SQL Script Launcher DBA - Database Administration Management DBA009 - Reset Parameter Process Flag Screen Disbursements DLA - Document Level Adjustment Document Level Adjustment Screen PMN006 - PMN006 EDA ESPS - Express Small Package System

#3	The Document Level Adjustment Entry Screen will be displayed. Click on the OK button.

#4	Click in the AP Trans field and enter the AP Trans # for the transaction being adjusted.
#4	Hit 'Enter.' The PMN006 screen will automatically populate as shown below.

#5	Press "CTRL" "Page Down" on keyboard. Double-click on Item Field. A drop down list of Items available for correction displays. Highlight Item No being corrected and click "OK." Only Items having a description of "Available" can be selected.

#5	The Detail Block will be populated with the Item No and Amount. Enter a note in the Note field documenting the reason for the DLA. Please note the Submit and Print Buttons are still grayed out.

#6	To enter into the Account Distribution press "CTRL" + "Page Down". This screen displays the Old Account Distribution and users will enter the DLA changes into the New Account distribution.
#7	To update the ACCS information, double click into the ACCS pop-up. Enter the changes to the ACCS and tab/enter through the remaining fields to save the changes.

Key in the change required for the new ACCS. Below changes Object Class from 26-14 to 26-19.

| | The New Account Distribution section now displays the updated Task Code of |
| #8 | P00. To return to the PMN006 press "CTRL" + "Page Up". |

#9	In the Detail Block the 'Chg' field now displays a Y notating a change was made. Click in the Control Block and please note the Submit and Print buttons in the Control Block are now enabled.
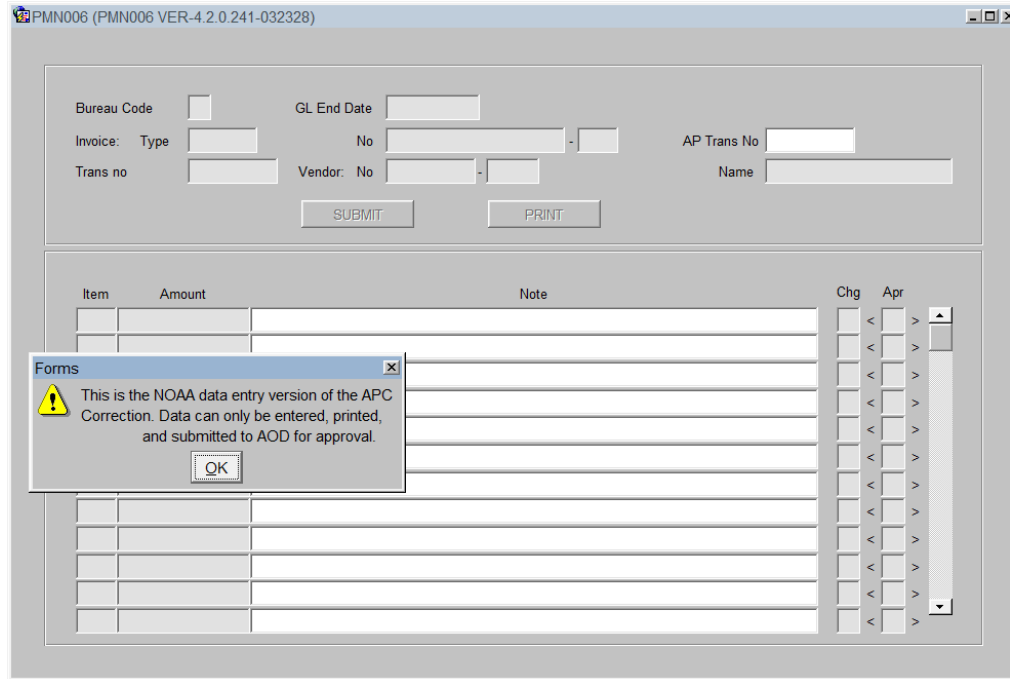
1.3.2   Querying a PMN006 Transaction:

Step	Action
#1	Log into CBS Production.
#2	From the CBS Navigator screen click on DLA – Document Level Adjustment folder. Double-click the PMN006 link.

#3	The Document Level Adjustment Entry Screen will be displayed. Click on the OK button.
#4	Click on the Enter Query button in the top left-hand corner of screen, or the F7 button on the keyboard.
#5	If querying a PMN006 Transaction Number previously entered, tab through the screen to the Transaction No field. Type in the PMN006 Transaction Number.
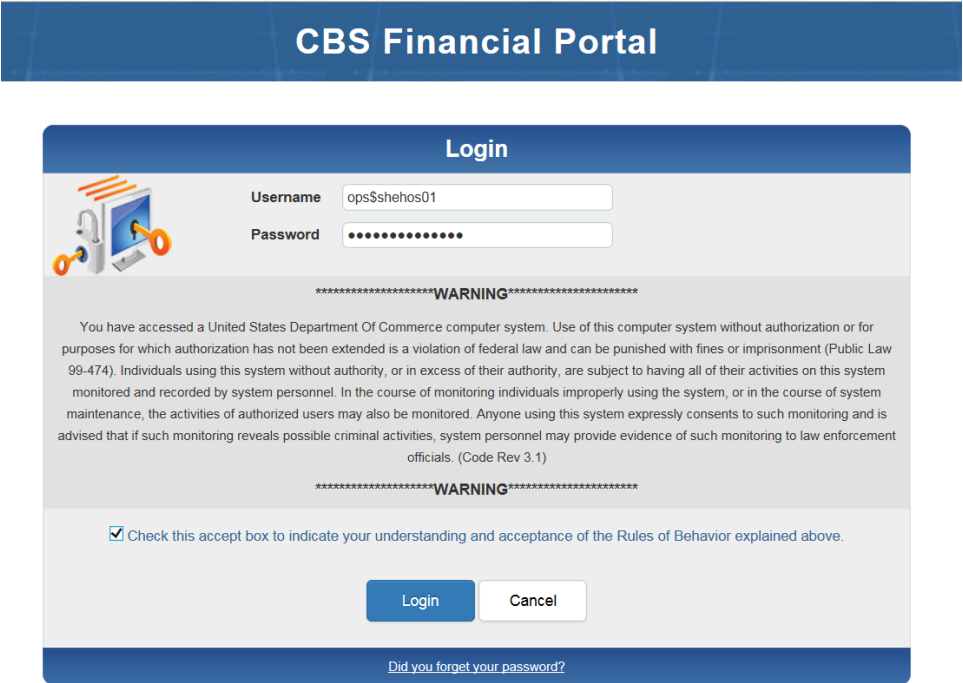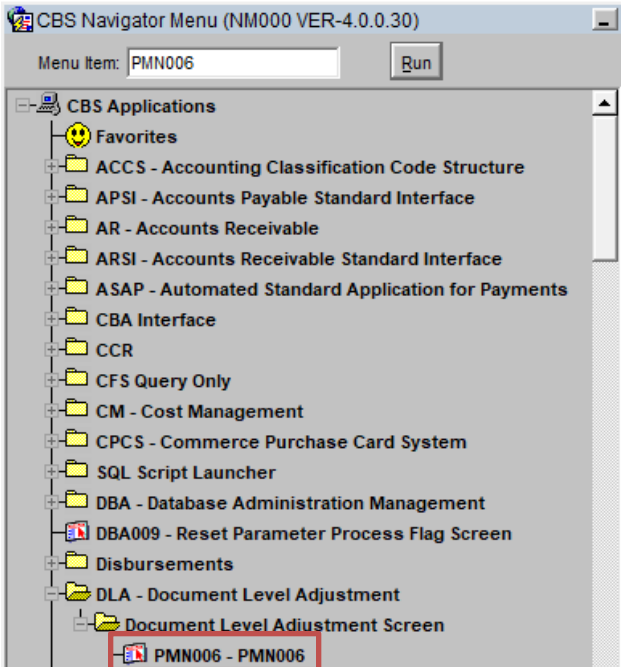
#6	Click on the Execute Query button or the F8 button on the keyboard. The PMN006 is automatically populated with the information as noted below.

1.3.3 Deleting a PMN006 Transaction:

Step	Action
#1	Log into CBS Production.
#2	From the CBS Navigator screen click on DLA – Document Level Adjustment folder. Double-click the PMN006 link.

#3	The Document Level Adjustment Entry Screen will be displayed. Click on the OK button.

#4	Follow querying instructions noted in section 1.3.2 to locate an unapproved PMN006 transaction you want to delete. Once located, click in the Item Field in the Detail Block. Note that the Submit button is still enabled. It has not yet been submitted to AOD for approval.

#5	Hit the Red X in the upper left-hand corner of the screen. This will delete the data in the Detail Block.
#6	Next place the cursor in the Control Block and once again hit the Red X in the upper left-hand corner of the screen. This will delete the data in the Control Block.
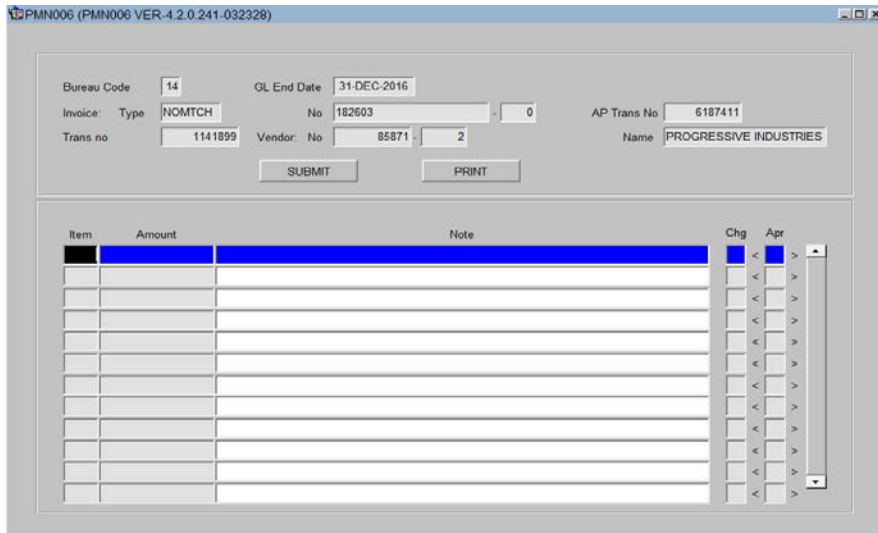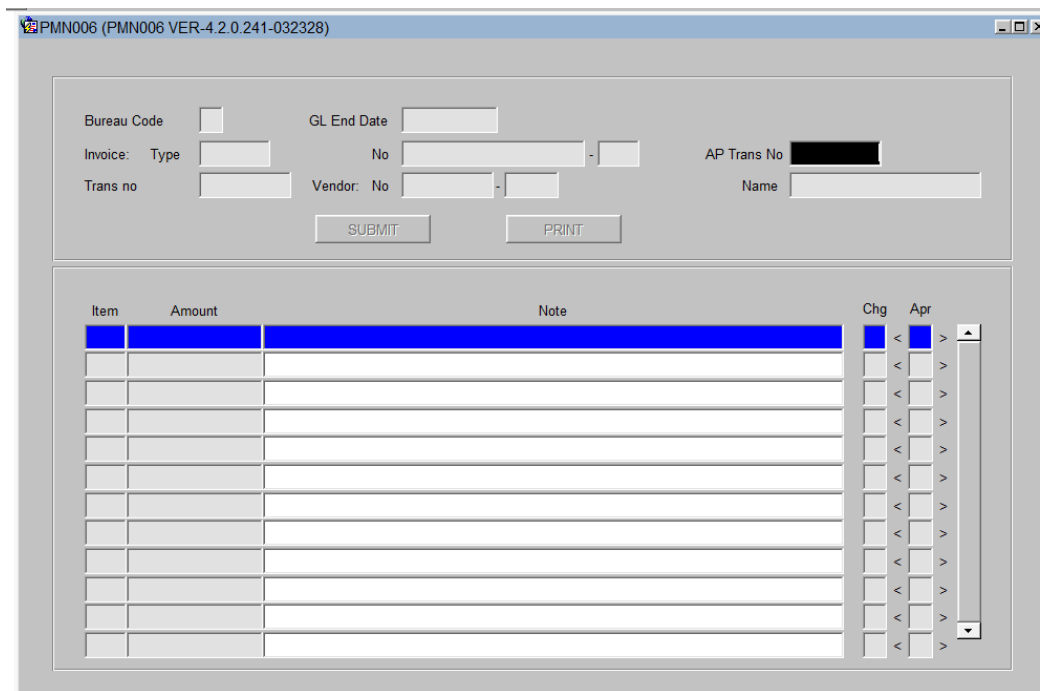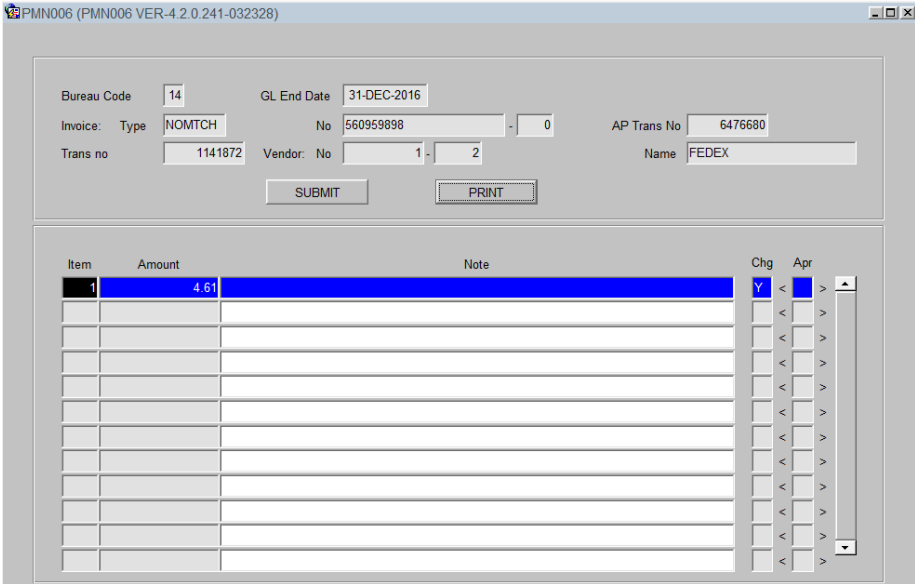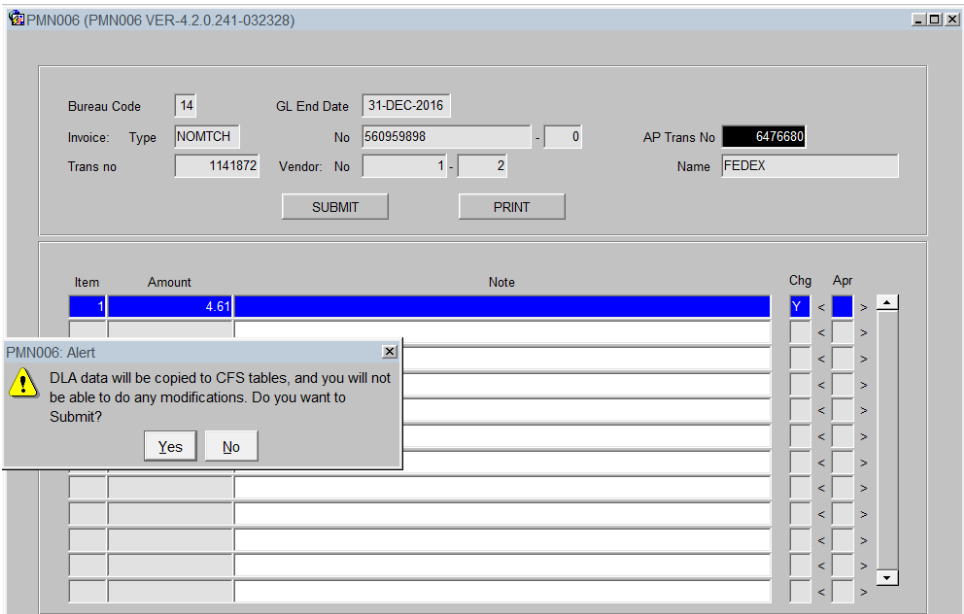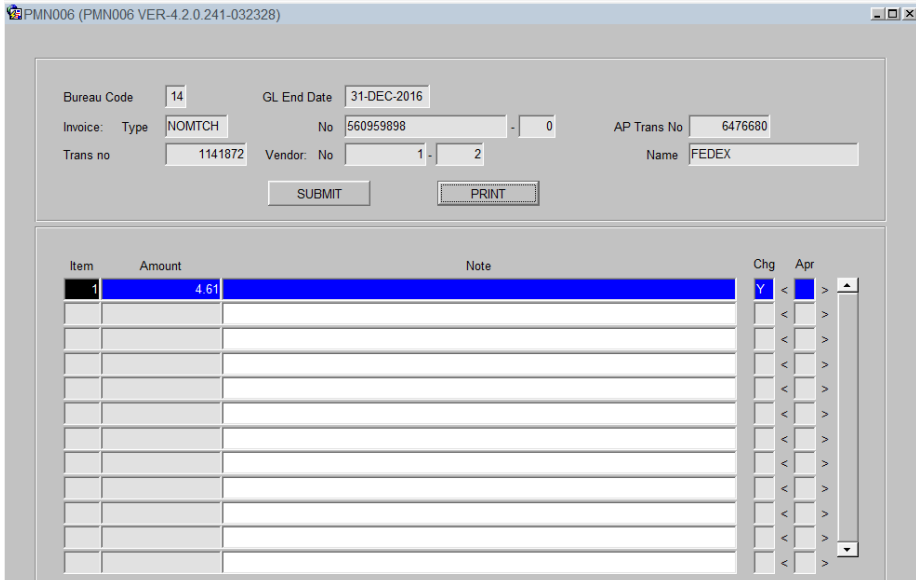
1.3.4 Submitting a PMN006 Transaction to Accounting Operations Division (AOD):

Step	Action
#1	Query the PMN006 Transaction to be submitted following directions in section 1.3.2. Notice the 'Submit' button is enabled.
#2	The PMN006 DLA can be submitted to AOD by pressing the Submit button. An alert message will appear and the user must press 'YES' to submit the DLA to the financial system for review and approval in the PM006 Advice of Correction screen.

1.3.5 Printing a DLA Report:

Step	Action
#1	Query the PMN006 Transaction No to be printed following directions in section 1.3.2. Notice the 'Print' button is enabled. Click the Print button and the PMN006R report will open in a new window. You can save or print the report in this window. You can also retrieve this report from the Report Server. Via email, route the PMN006R report with the DLA Approval Form and supporting documentation for all required approvals per the DLA Business Rules.