

CARD Table Non-Referencing Adjustments

- STEP 1. Scan for the transaction requiring adjustment.
- STEP 2. Key an “A” in the Action Field.
- STEP 3. Tab to the SEQ Field under the ADJUSTMENT ACCOUNTING LINES.
- STEP 4. Key the following fields:
- | | |
|----------------|--|
| SEQ: | three digit sequential line number beginning with 001 |
| BUDGT FYS: | four digit fiscal year to be charged |
| BUD ORG: | paying organization |
| JOB NUM: | four digit sub-activity and four digit project number |
| BOC: | budget object class |
| ADJUST AMOUNT: | amount to be adjusted-may be part or all of the transaction amount |
- STEP 5. “ENTER”. “ALL LINES ADDED” will be displayed at the bottom of the screen if there are no errors. The Purchase Adjusted Amount and the Balance (Default) will change by the amount of the adjustment. NOTE: If more than two accounting lines are needed, press the “home” key. Key an “A” in the Action Field. Tab to the first seq field under the ADJUSTMENT ACCOUNTING LINES. Key over the data in one or both lines of the adjustment data. “ENTER”. You may add as many lines as needed.

After the adjustment is made, another transaction may be viewed by pressing the “home” key, keying an “R” in the Action Field, and pressing “ENTER”.

CARD Table After Non-Referencing Adjustment

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ACTION: A SCREEN: CARD USERID: XXXX
BANK CARD ACCOUNTING RE-DISTRIBUTION TABLE
KEY IS CARDHOLDER #, INVOICE DATE, SEQ NUM, SUB SEQ
  CARDHOLDER#: 1234567812      CARDHOLDER: DOE, JANE
  INVOICE DATE: 11 16 2003     TRANSACTION#: 83442148082
  SEQ NUM: 001 OF 001         DOC NUM/LINE: NB BC990106001 025
=====
PURCHASE DATE: 10 08 2003      PURCHASE AMOUNT:      17.90
  MERCHANT: ABC HARDWARE 7597724074  PURCHASE ADJUSTED:  15.00
  CITY/ST: MANY FARMS AZ          BALANCE (DEFAULT):   2.90
LAST REF#: 67425858343356000007822  MERCHANT CAT CODE: 5541 REVIEWED? Y
SUB =====< DEFAULT ACCOUNTING INFORMATION >=====
SEQ BUDGT FYS FUND BUD ORG CST ORG PROGRAM JOB NUM RPTG BOC
000 2003                60120          12610000                261A
SUB =====< ADJUSTMENT ACCOUNTING LINES >=====
SEQ BUDGT FY BUD ORG JOB NUM BOC ADJUST AMOUNT
001 2004          60181  12610000 261A          15.00
REF DOC NUMBER/LINE:                P/F:          ADJUST DATE:
DESCRIPTION: CHANGE PAYING ORGANIZATION      ADJ POST? N

REF DOC NUMBER/LINE:                P/F:          ADJUST DATE:
DESCRIPTION:                          ADJ POST?
01-*L030 ALL LINES ADDED

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The example is a transaction from ABC Hardware.

\$15.00 has been moved to a different paying organization from the default cost structure.