

## CARD Table 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:

<b>SEQ:</b>	three digit sequential line number beginning with 001
<b>ADJUST AMOUNT:</b>	amount to be adjusted-may be part or all of the transaction amount
<b>REF DOC NUMBER/LINE:</b>	reference an established OF, MO, or YR document plus the reference accounting line
<b>P/F:</b>	“P” for partial or “F” for final

- 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. 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.

NOTE: In order to reference an obligation (UDO/MO, OF), the alternate payee must be 3001798094 E (this can be entered at the same time as the original obligation or can be added later using a batch modification). In order to reference an accrual (YR), the vendor code must be 3001798094 E as alternate payees do not exist with accrual documents.

## CARD Table after Referencing Adjustment

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ACTION: A SCREEN: CARD USERID: TRAI
BANK CARD ACCOUNTING RE-DISTRIBUTION TABLE
KEY IS CARDHOLDER#, INVOICE DATE, SEQ NUM, SUB SEQ
  CARDHOLDER#: 1234567812      CARDHOLDER: DOE, JANE Z.
  INVOICE DATE: 11 15 2003     TRANSACTION#: 02402047418
  SEQ NUM: 001 OF 001         DOC NUM/LINE: NB BC000829002 757
=====
< DETAIL PURCHASE INFORMATION >=====
PURCHASE DATE: 10 04 2003      PURCHASE AMOUNT: 1572.00
  MERCHANT: ABC COMPUTER 7597724074  PURCHASE ADJUSTED: 1572.00
  CITY/ST: MANY FARMS AZ          BALANCE (DEFAULT): 0.00
LAST REF#: 69410190238941672700009  MERCHANT CAT CODE: 5541 REVIEWED ? Y
SUB =====
< DEFAULT ACCOUNTING INFORMATION >=====
SEQ BUDGT FYS FUND BUD ORG CST ORG PROGRAM JOB NUM RPTG BOC
001 2004          97320          16610044          312E
SUB =====
< ADJUSTMENT ACCOUNTING LINES >=====
SEQ BUDGT FY BUD ORG JOB NUM BOC ADJUST AMOUNT
001          97320          1572.00
REF DOC NUMBER/LINE: OF 973204M024A 001  P/F: P ADJUST DATE:
DESCRIPTION: COMPUTER SOFTWARE ADJ POST? Y

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

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The example shows a transaction to ABC Computer.

An OF document with one accounting line was previously entered into FFS using Bank of America as the alternate payee (the vendor name on VEND is still NB, the number is 30017980940).

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”.