

# Making an Adjustment to an Incorrect Program Code

To Begin the process of making an adjustment, you must create a B2 document. Below is an example of the B2 document Header screen.

**B2  
Document  
Header  
Screen  
Example**

COMMND:	DOCID: 1	01/03/03 14:03:05
STATUS:	BATID:	SEC2:
H -		
STANDARD VOUCHER DOCUMENT		
SV DATE:		ACCOUNTING PERIOD: 2
ACTION: 3	EXPENSE (E), REVENUE (R), GL (G), BUDGET (B): 4	FUND:
BUDGET FYS:		
REVERSAL PERIOD:		BUDGET OVERRIDE IND:
COMMENT:		
REF TRANS ID:		
DOCUMENT TOTAL: 5		
DESCRIPTION: 6		
A--*HD37-TYPE BATID/DOCID & PRESS ENTER		

The table below shows required fields for the B2 document header screen. The fields are numbered in the example screen.

**B2  
Document  
Header  
Screen  
Required  
Fields**

#	Field	Data	
1	DOCID	Trans Code	B2 (Type of Document)
		Sec 1 Code	Enter the appropriate Sec 1 Code
		Document #	YYXXXXXXXXXX where:  YY = Last 2 digits of the fiscal year  XXXXXXXXXX = Your document number
2	ACCOUNTING PERIOD	Enter the accounting period in MMY format.	
3	ACTION	E (Enter new document)	
4	EXPENSE(E), REVENUE (R), GL (G), BUDGET (B)	E (Expense) R (Revenue)	
5	DOCUMENT TOTAL	0.00 (Document Total)	
6	DESCRIPTION	Provide a meaningful description which will take you back to the source documents.	



The document total in the B2 Header screen will always be zero dollars for an adjustment because it is the sum of the line amounts in the Line Screens, which should have equal and offsetting amounts.

**B2  
Document  
Header  
Screen  
Instructions**

To enter a B2 document Header screen for adjustments, follow the steps outlined in the table below.

<b>Step</b>	<b>Action</b>
1	Type L in ACTION (of any FFIS table screen)
2	In the TABLEID field, type B2
3	Press the spacebar twice to clear possible remaining data
4	Press Enter, and the B2 header Screen appears
5	Tab to the DOCID field. The transaction code B2 should be displayed.
6	Tab to the next field, and type in the appropriate Sec 1 Code.
7	In the next field type in YY (YY = last 2 digits of the fiscal year) followed by your document number.
8	Press Enter.
9	Tab to ACCOUNTING PERIOD and type in the accounting period in MMY format.
10	Tab to ACTION and type E.
11	In the EXPENSE (E), REVENUE (R), GL (G), BUDGET (B) field, type E for an Expense or an R for a Revenue Adjustment.
12	Tab to DOCUMENT TOTAL and type 0.00.
13	Tab to DESCRIPTION and type a meaningful description which will take you back to the source documents. A description entered on the Header Screen will be implied to all document Line Screens with a blank description field.
14	Press Enter and the B2 Line screen appears.
15	Fill in the line screen fields. (Steps are detailed in the next segment of this section.

**B2  
Document  
Line  
Screen  
Example**

Below is an example of a B2 document Line Screen. Information for these screens should be for incorrect and correct program codes. The fields are numbered on the example screen.

COMMND:	DOCID:	01/06/03 08:43:01
STATUS:	BATID:	SEC2: 000-000 OF 000
01-		
LINE NUMBER: 1	TRANS TYPE: 2	EXP/REV/GL/BUD:
BUDGET FYS:	FUND:	DIVISION:
BUDGET ORG/SUB:	COST ORG/SUB:	PGM: 3
BOC/REV SOURCE: 4	SUB BOC/SUB SRCE:	JOB: RPTG:
CLOSED BFYS:	CLOSED FUND:	
VENDOR: 5	NAME:	QUANT:
SCHD FISC YR:	SCHD CAT:	SCHD TYP:
D.O.:	GUEST SYMBOL:	SCHD NO:
REF TRAN ID: 6	DOC TYP:	AGREE #:
INVOICE NO:	INVOICE DATE:	INVOICE LINE:
AMOUNT: 7	INC/DEC IND: 8	ACC DATE:
DESCRIPTION: 9	TREAS NO:	OBL FY:

**B2  
Document  
Line  
Screen  
Required  
Fields**

The table below shows the required fields for the B2 document Line Screen. The fields are numbered in the example above.

#	Field	Data
1	LINE NUMBER	Line number from 001 to 999 (start with Line 001)
2	TRANS TYPE	TO for Expense Adjustment FI for Revenue Adjustment
3	PGM	Incorrect program code (accounting code) from the Payment Voucher being referenced, or correct program code (accounting code)
4	BOC/REV SOURCE	Appropriate budget object code from the Payment Voucher being referenced
5	VENDOR	Vendor code from the Payment Voucher being referenced
6	REF TRANS ID	The transaction code and document number of the Payment Voucher being referenced
7	AMOUNT	Line amount from the Payment Voucher being referenced
8	INC/DEC IND	I or D (Increase/Decrease Indicator)
9	DESCRIPTION	An appropriate description that will help identify the adjustment line in future periods

The first line screen entered will decrease the dollar amount processed against the incorrect program code (accounting code). The second line screen entered will increase the amount to the correct program code (accounting code).

To enter the B2 document Line Screen to correct a posting(s) to an incorrect program code, follow the steps outlined below:

<b>Enter B2 Document Line Screen Instructions</b>
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Step	Action
1	In the LINE NUMBER field type in a 3-digit number for each line from 001 to 999.
2	In the TRANS TYPE field type TO if an Expense Adjustment or FI if a Revenue Adjustment.
3	Tab to PGM and type in the incorrect program code from the Payment Voucher being referenced.
4	In the BOC/REV SOURCE field type in the budget object code from the document being referenced OR revenue source code if this is a revenue adjustment.
5	Tab to VENDOR and type the vendor code from the document being referenced.
6	Tab to REF TRANS ID and type in the transaction code and document number of the document being referenced.
7	Tab to AMOUNT and type in the total amount of the line in the Payment Voucher being referenced.
8	Tab to INC/DEC IND and type D to indicate a decrease in the line amount.
9	Tab to DESCRIPTION. If a description was not entered on the Header Screen which applies to this line, type an appropriate description that will help identify the adjustment line in future periods.
10	Press Enter. A new B2 Line Screen appears.
11	In the LINE NUMBER field type in a 3-digit number for each line from 001 to 999.
12	In the TRANS TYPE field type TO if an Expense Adjustment or FI if a Revenue Adjustment..
13	Tab to PGM and type in the incorrect program code from the document being referenced.
14	In the BOC/REV SOURCE field type in the budget object code from the document being referenced or the revenue source code if this is a revenue adjustment.
15	Tab to VENDOR and type the vendor code from the document being referenced.
16	Tab to REF TRANS ID and type in the transaction code and document number of the document being referenced.
17	Tab to AMOUNT and type in the total amount of the line in the Payment Voucher being referenced.
18	Tab to INC/DEC IND and type D to indicate a decrease in the line amount.
19	Tab to DESCRIPTION. If a description was not entered on the Header Screen which applies to this line, type an appropriate description that will help identify the adjustment line in future periods.
20	Press Enter. Repeat Steps 1 through 21 for each incorrect program code, as necessary.
21	Press the Home key and type E in COMMAND and press Enter to edit the document.
22	If there are no error messages at the bottom of the screen, provide your supporting documentation to an approving officer.

**NOTE:** When making an adjustment between AMS programs, all lines must use a budget object code for an expenditure adjustment or a revenue source code for a revenue adjustment. In other words, one program may not adjust expenses while the other program is adjusting revenue. For these adjustments, use the vendor code 02STANDARD.

