

# Section 2 Adjustment

## IMPORTANT

Adjustments can only be made to payments or collections received by your ALC. You cannot make an adjustment to a transaction that was originated by your ALC.

More than one adjustment can be made to a single payment or collection transaction, as long as the sum of each of the detail line item adjustments does not exceed the total of the original line item amount.

Adjustments can only be processed against payments or collections that are 90 days old or less.

To process an Adjustment to an IPAC payment or collection transaction, you must have the **Document Reference Number** and **Disbursing Office (DO) Symbol** that was assigned to the original transaction at the time the transaction was processed. This combination of numbers uniquely identifies the document within the IPAC System.

Entering an Adjustment through IPAC begins with the same steps as entering a Payment or Collection. Log on to the IPAC System and choose the IPAC option from the **IPAC System Main Menu** as explained in the *Introduction*. The **IPAC Main Menu** is shown in Figure 2.1.

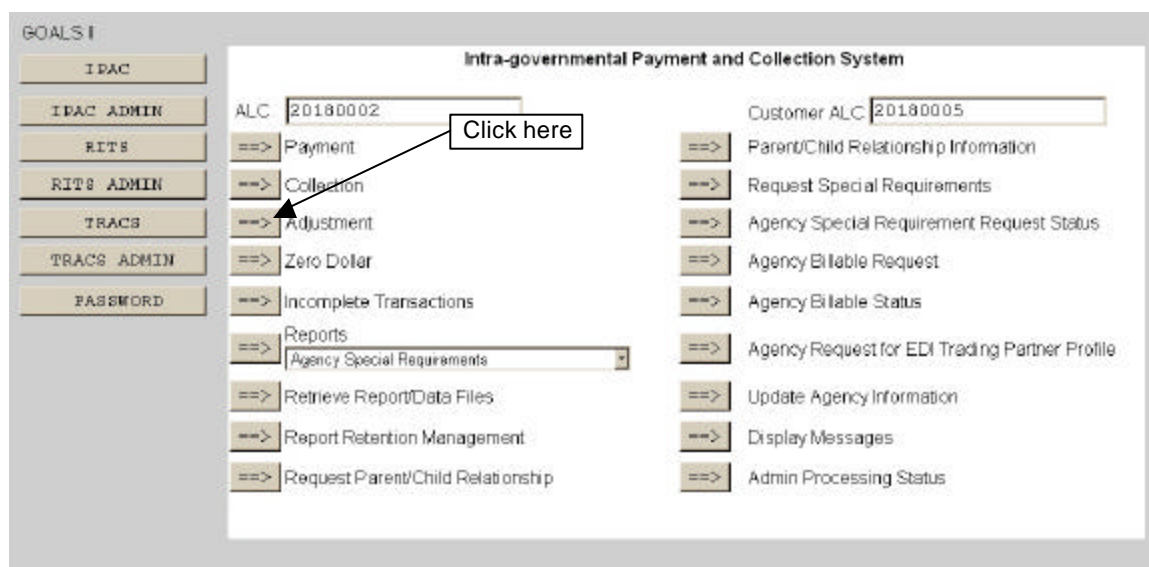


Figure 2.1 IPAC Main Menu

## ALC

The first field on this screen is the **Agency Location Code (ALC)**. This is the ALC of your agency or of the agency for which you are doing business. Your Logon ID will determine the ALC(s) for which you are authorized to do business within IPAC.

If you are only authorized to act on behalf of **one ALC**, that ALC will display in the ALC data entry box.

If you are authorized to do business for **multiple ALCs**, those ALCs will display in a drop-down list box for the ALC.

If you are authorized to do business for **more than 25 ALCs**, the ALC field will display as a blank data entry box.

The ALC field is required and you must accept the ALC shown as a default, choose an ALC from the drop-down menu or enter an ALC in this field.

## Customer ALC

You must also enter an ALC in the Customer ALC field. This should be the ALC that made the original payment or collection that you wish to adjust and it *must* be different from the ALC.

## Retrieving an IPAC Transaction for Adjustment

Once both ALC fields have been completed, click “Adjustment” (as shown in Figure 2.1) to accept your entries and begin an Adjustment transaction. The **Payment/Collection Transaction Locator** screen, shown in Figure 2.2, will display.

IPAC - Payment/Collection Transaction Locator

OK Clear Return To IPAC Main Menu Help

Enter the information from the original transaction:

Originating ALC: 20180002 Customer ALC: 20180005

Document Reference Number: 02300006

Originator DO Symbol: 20023

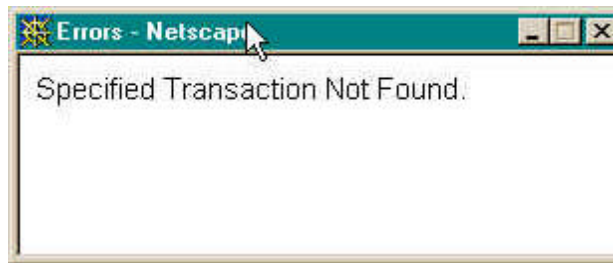
OK Clear Return To IPAC Main Menu Help

**Figure 2.2 Payment/Collection Transaction Locator**

The **Payment/Collection Transaction Locator** screen displays information relative to the original transaction that you are adjusting. Since you can only make an adjustment to a transaction originated by another ALC, the ALC and Customer ALC are populated on this screen as the Customer ALC and Originating ALC respectively. You can, at this point, change the number of the Originating ALC if you want to work with a transaction made by a different agency. In the Document Reference Number field, you must enter the Document Reference Number which was assigned to the original payment or collection. In the Originator DO Symbol field, you must enter the DO Symbol for the ALC which originated the transaction you are adjusting.

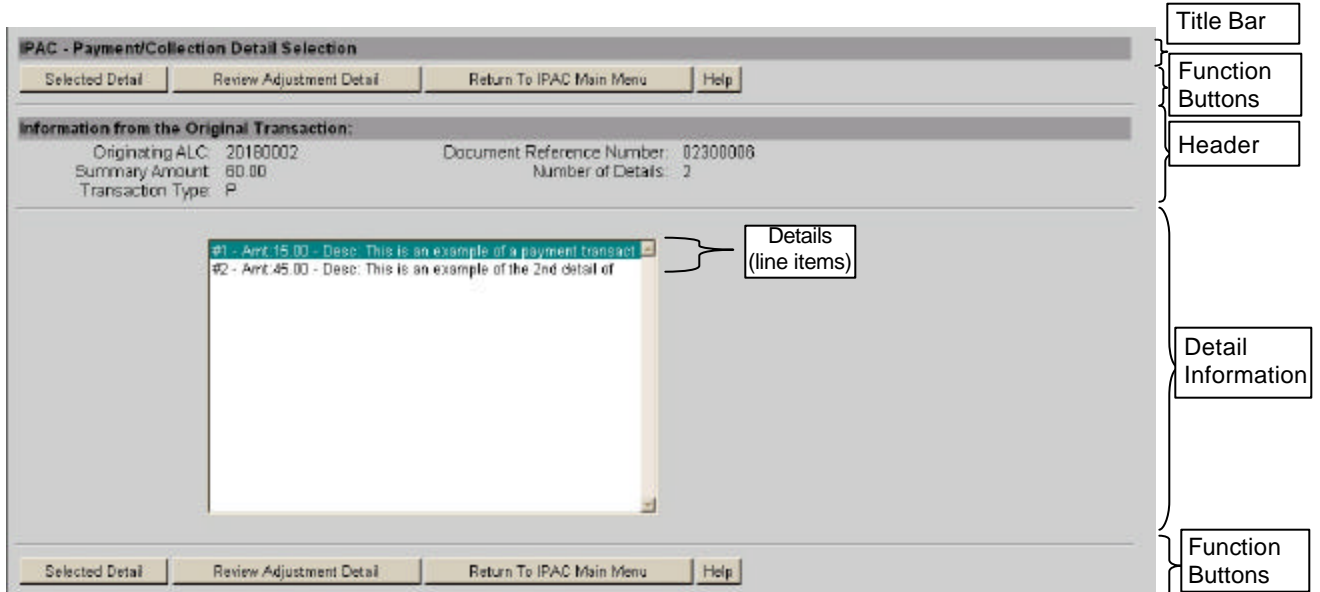
The behavior of the standard **Function Buttons** is explained in the *Introduction* and illustrated in *Section 1 - Payment and Collection*. Click "OK" to accept the information on the screen and request retrieval of that transaction.

If the transaction you have requested cannot be found, you will receive an error message similar to the one in Figure 2.3. Close the error message window and verify the document information, including the Originating and Customer ALCs, the Document Reference Number and DO Symbol.



**Figure 2.3 Transaction Not Found Error Message**

If the transaction you have requested is located, a screen similar to Figure 2.4 will display.



**Figure 2.4 Payment/Collection Detail Selection**

As with the Payment and Collection entry screens, this screen is divided into four sections: Title Bar, Header, Detail Information and Function Buttons.

## Title Bar

The title bar contains the name of the function in which you are currently working (here it shows "Payment/Collection Detail Selection").

## Header

This section contains the Originating ALC, the Document Reference Number, the Summary Amount, the Number of Details, and the Transaction Type ("P"ayment or "C"ollection). You cannot change the information in the header section of the screen.

## Detail Information

Adjustments are made to individual details within a transaction rather than to the transaction as a whole. All details (or line items) for the original payment or collection will appear in a scrolling window in the center of your screen. The visible items include the Detail Number, the Amount, and the beginning of the Description that was entered for this detail. Highlight the item(s) to be adjusted by using the control key.

## Payment/Collection Detail Section Function Buttons

This screen also has specialized function buttons.

### “Selected Detail”

To enter an adjustment, highlight the item to be adjusted, and click “Selected Detail”. An **Adjustment Entry** screen will display which is similar to the screen used to enter Payment and Collection transactions shown in Figure 2.6. The entire screen may not be visible when it first displays in your browser, but it can be viewed using the scroll bars on your browser window.

### “Review Adjustment Detail”

To review the adjustments that have been entered, click “Review Adjustment Detail.” The **Adjustment Review Detail** screen shown in Figure 2.5, will display the adjustments which have already been made to the transaction. From that screen you can return to the **Adjustment Entry** screen, the **IPAC Main Menu**, or you can display the help screen for this page.

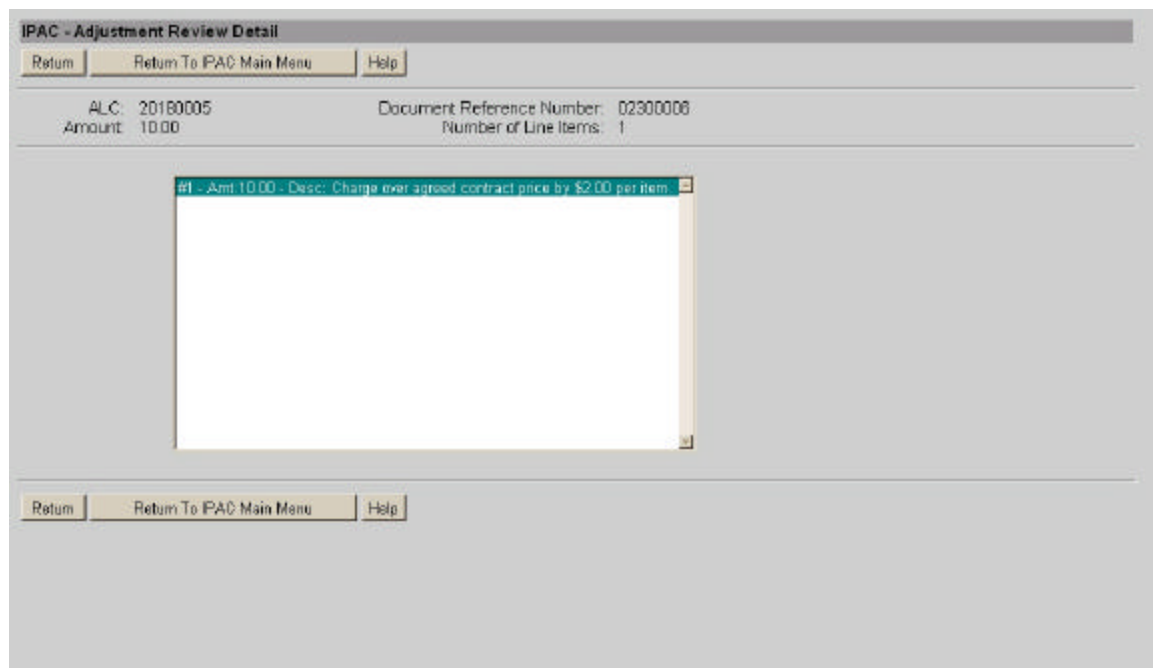


Figure 2.5 Adjustment Review Detail

### “Return To IPAC Main Menu”

Returns to the **IPAC Main Menu** without entering any further adjustments. No information currently on the screen will be saved.

### “Help”

Displays help information for this screen.

## IPAC Adjustment Entry

The screenshot shows the 'IPAC - Adjustment Entry' form. It is divided into several sections:

- Title Bar:** The top grey bar with the text 'IPAC - Adjustment Entry'.
- Function Buttons:** A row of buttons including 'Finished', 'Previous Detail', 'Sender SGL Account', 'Review Detail', 'Clear', and 'Return to Selection List'. Below this is another row with 'Return To IPAC Main Menu' and 'Help'.
- Header Section:** A section containing summary information:
 

Originating ALC:	20180005	Customer ALC:	20180002	Number of Details:	1	Summary Amount:	0.00
Original Document Reference Number:	02300006	Original Accomplished Date:	2001-04-18	Original Accounting Date:	2001-04-30		
ALC Contact:	Jane A Doe	Contact Phone:	(202) 874-8270	Contact Email:	jane.doe@ipac.gov		
- Detail Section:** A section for line item details:
 

Line Number:	2	Sender Treasury Account Symbol:	201418	Receiver Department Code:	20
Purchase Order Number:	79321	Invoice Number:	6142	Obligating Document Number:	106318
Requisition Number:		Contract Number:		CLIN:	
JAS Number:		ACT(trace number):		Job (Project) number:	
Quantity:	1.00	Unit Price:	45.00	Detail Amount:	0.00
Pay Flag:	P	Unit of Issue:	TN	ACRN:	
Accounting Classification Code:		FSN(AAAWADSN):	0	DOD Accounting Code:	
Contact Name:	Jack Williams	Contact Phone:	(202) 874-4111	Miscellaneous Information:	
Transaction Description:	<input type="text"/>				
- Function Buttons:** A second row of buttons at the bottom, identical to the first row.

Figure 2.6 Adjustment Entry

### Header

This section displays the Originating and Customer ALCs, ALC Contact name, telephone number and email address associated with the Logon ID used to access the IPAC System, the Original Document Reference Number, Original Accomplished Date and Original Accounting Date (see *Appendix I – Glossary of Terms and Acronyms*). It will show a Summary Amount, initially set to \$0.00 and Number of Details. The Summary Amount and Number of Details refer, not to the original transaction, but to the adjustment being made. These two fields will be automatically updated as adjustment details are entered for this transaction. None of these fields can be edited.

## Detail Information

This section displays the detail information for the detail item being adjusted. See *Section 1 – Payment and Collection* or *Appendix I – Glossary of Terms and Acronyms* for further information on these fields. Most of these fields display information from the original transaction detail and **cannot be updated**.

The following fields do not contain information from the original transaction and **can be updated**:

### Detail Amount

This is the amount of your adjustment to the detail line of this payment or collection. It represents the net change to the originally processed amount, NOT a replacement amount, for the detail item. Adjustments can only reduce the original amount. This is NOT calculated from the Quantity and Unit Price fields. This field is required and must be greater than zero, but less than or equal to the original detail line item amount.

### Transaction Description

This is your description of the adjustment being made to this detail item. This is not a required field, but it is recommended that you provide the reason for the adjustment.

When you have entered the adjustment detail amount and description, you have a choice of several function buttons in the next section of the screen.

## Adjustment Entry Function Buttons

### Data Verification

Most of the function buttons on the **Adjustment Entry** screen perform data verification before they will allow you to proceed. The data you have entered on this form is checked for validity. The only required field on the **Adjustment Entry** screen is the Detail Amount. If it is left blank, or an error is detected, an error message will display and the cursor will be placed in the entry field where the error occurred. The only buttons which do NOT require valid entries in the required field are "Clear", "Return to IPAC Main Menu" and "Help".

### "Finished"

This button finalizes the adjustment, submitting the Header information and all entered lines of Detail adjustment information for processing. If a required field is blank or an error is detected, an error message will display and the cursor will be placed in the entry field where the error occurred. If no error is detected, a **Adjustment Confirmation Screen**, similar to the one in Figure 2.7, will display.

**“Previous Detail” or “Next Detail”**

These buttons will display as appropriate to allow you to move from one detail item of a transaction to another.

**“Sender SGL Account”**

This button provides a way to allocate the detail amount of the Adjustment into **Standard General Ledger (SGL) Accounts**. It is covered in detail in *Section 1 – Payment and Collection*.

**“Review Detail”**

This button is selected when you have finished entering the information for the current line of detail. If no error is detected, the detail information will be saved to temporary storage and the Summary Amount and the Number of Details fields in the Header Section will be updated to reflect the amounts you have entered for this line item. You will be returned to the **Adjustment Review Detail** screen shown in Figure 2.5. No information is permanently committed to the database at this point. The information is not committed to the IPAC database until the “Finished” button is clicked to submit the entire adjustment.

**“Clear”**

All data entry fields are reset to their values the last time the screen was displayed. No data is submitted to the IPAC database.

**“Return to Selection List”**

No data on the current screen will be saved. You will be returned to the **Payment/Collection Detail Selection** screen shown in Figure 2.4.

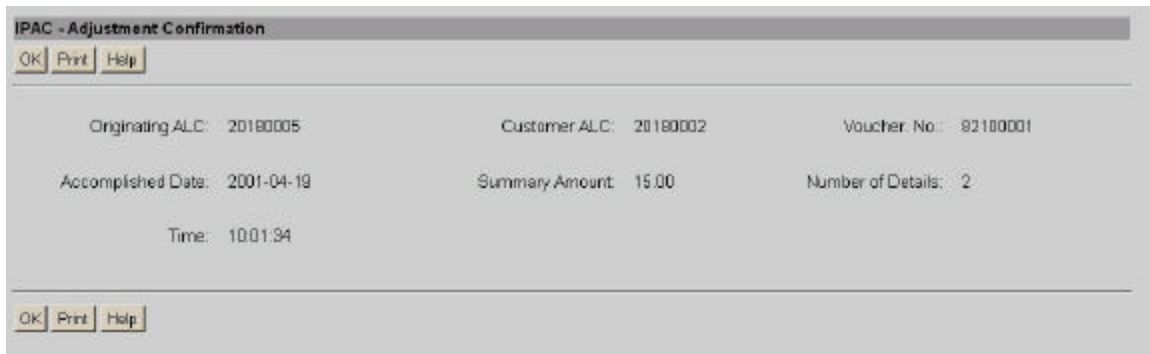
**“Return to IPAC Main Menu”**

No data entered on the current screen will be saved to the IPAC database. Partial transactions may be stored temporarily for later completion through the “Incomplete Transaction” option on the **IPAC Main Menu**. You will be returned to the **IPAC Main Menu**.

**“Help”**

Displays help information for this screen.





**Figure 2.7 Adjustment Confirmation**

## Adjustment Confirmation Screen Fields

### Originating ALC

The agency sending the adjustment.

### Customer ALC

The agency receiving the adjustment.

### Voucher Number

The document number generated by IPAC for the adjustment transaction. This is similar to the Document Reference Number in Payments and Collections and the Trace Number in Zero Dollar.

### Accomplished Date

The date a transaction was processed by IPAC.

### Summary Amount

The total amount of the adjustment.

### Number of Details

The number of line items entered for the adjustment.

### Time

The time the adjustment was processed by IPAC. Displayed in military time.

These fields are for display only. You cannot change the information in any of these fields.

## Adjustment Confirmation Screen Buttons

### **“OK”**

Confirms that you have viewed the information displayed and returns you to the **IPAC Main Menu**.

**“Print”**

Prints the transaction just entered. You will receive the **Report Request** screen as described in the *Introduction*.

**“Help”**

Displays help information for this screen.