



Financial Transaction SOP: Financial Processing, Intra-Account Adjustment (IAA)

SOP Owner: Financial Processing Manager

Version Number, Date Revised: #1, 09/24/14

Standard Operating Procedure

1. Purpose

Intra-Account Adjustment (IAA) e-doc is used to allow adding sub-account/sub-object code information for an existing transaction. Or to transfer between sub-accounts or sub-object codes, within the same account/object code. This e-doc only requires approval from the fiscal officer and does not route through central. **Note:** the IAA e-doc is not used to change object codes or to correct transactions between accounts.

2. Procedure

Financial Processing

- [Advance Deposit](#)
- [Auxiliary Voucher](#)
- [Budget Adjustment](#)
- [Cash Receipt](#)
- [Credit Card Receipt](#)
- [Disbursement Voucher](#)
- [Distribution of Income and Expense](#)
- [General Error Correction](#)
- [Indirect Cost Adjustment](#)
- [Internal Billing](#)
- [Intra-Account Adjustment](#)
- [Pre-encumbrance](#)
- [Transfer of Funds](#)

Figure 1 – Main Menu, Transactions

In addition to the standard accounting details, the IAA also requires a reference number for the transaction you are adjusting.



Intra-Account Adjustment ?

Doc Nbr: 6919465	Status: ENROUTE
Initiator: ccs1	Created: 01:45 PM 09/22/2014

[expand all](#) [collapse all](#)
* required field

Document Overview ▼ hide

Document Overview

* Description: Add SubAccount and SubObject Code

Organization Document Number: _____ Explanation: _____

Accounting Lines ▼ hide

Accounting Lines hide detail

From

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
II Ithaca Campus	G303730 UNREALIZED RE GIFTS EXPS		6190 Fees and Licenses				460.50	
1	* Reference Number	* Line Description						
	6913000	Event Permit						
Total: 460.50								

To

* Chart	* Account Number	Sub-Account	* Object	Sub-Object	Project	Org Ref Id	* Amount	Actions
II Ithaca Campus	G303730 UNREALIZED RE GIFTS EXPS	D0001 TRUSTS, ESTATES & GIFT PLANNING	6190 Fees and Licenses	EVT EVENT			460.50	
1	* Reference Number	* Line Description						
	6913000	Event Permit						
Total: 460.50								

Accounting Lines for Capitalization ▶ show

Modify Capital Assets ▶ show

General Ledger Pending Entries ▶ show

Notes and Attachments (0) ▶ show

Ad Hoc Recipients ▶ show

Route Log ▶ show

Figure 1 – Intra-Account Adjustment example

3. Business Rules

- The total amount charged to an individual account on the source line must be equal to the total amount charged to an individual account on the target line.
- The total amount charged to an individual object code on the source line must be equal to the total amount charged to an individual object code on the target line.
- The IAA will not allow adjustments to the chart, account and/or object code on the accounting lines. An error message will be generated.
- OBJECT_TYPES and OBJECT_SUB_TYPES allowed on the e-doc are controlled by parameters.

4. Workflow

The IAA document routes based on the account numbers used on the document as follows:

- Only fiscal officer approval can be required on the document. The document status becomes 'FINAL' when the FO approvals are obtained and the transaction is posted to the G/L during the next G/L batch process.