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**

![Main Menu, Transactions](image)

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