

Create a Department – Treasury Cash Adjustment (DADJ) Document

Agencies will use the Department – Treasury Cash Adjustment (DADJ) Document to adjust revenue or expenditures related to the following types of transactions: Unfavorable Deposit Adjustment, Favorable Deposit Adjustment, NSF Write Off, Credit Card Favorable Adjustment or Credit Card Unfavorable Adjustment. Depending on the business scenario, the agency will select the appropriate event type, from the list below:

The Event Types used with a DADJ are:

- ARD1 – Unfavorable Deposit Adjustment – Revenue Source (use in conjunction with STADJ event type ARS1)
- ARDA – Unfavorable Deposit Adjustment – Object (use in conjunction with STADJ event type ARS1)
- ARD2 – Favorable Deposit Adjustment – Revenue Source (use in conjunction with STADJ event type ARS2)
- ARDB – Favorable Deposit Adjustment – Object (use in conjunction with STADJ event type ARS2)
- ARD3 – Write Off NSF Receivable – Revenue Source (use in conjunction with ARS3)*
- ARD4 – Write Off NSF Receivable – Object (use in conjunction with ARS3)
- ARD6 – Credit Card Unfavorable Adjustment – Revenue Source (use in conjunction with ARS4)
- ARD7 – Credit Card Unfavorable Adjustment – Object (use in conjunction with ARS4)
- ARD8 – Credit Card Favorable Adjustment (use in conjunction with ARS5)

For the purposes of this Quick Reference Guide, we will assume that the user is processing an Unfavorable Deposit Adjustment for a Revenue Source.

Procedure

- A. Log into AFIS
- B. Navigate to the **Document Catalog**.
 1. In the **Code** field, enter **STADJ**.
 2. In the **Dept** field, enter **your Department code**.

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3. In the **ID** field, enter the **document ID** provided by the Treasurer’s Office, for your Unfavorable Deposit, Favorable Deposit, etc.
 4. Click **Browse**.
- C. Click on the **ID** link to open your document.
1. Click the **Copy Forward** button at the bottom left side of the document.
 2. Ensure that the Target Doc Type selected is **DADJ**.
 3. In the **Dept.** field, enter **your department code**.
 4. Optionally, either enter a **Document ID**, or select Auto Numbering.
 5. Click **Okay**.
- D. Review the **Header** component.
1. Review and confirm that the details of your STADJ document carried over to the DADJ document properly.
 2. If necessary, click on the **File** button in the bottom right of the document, and select **Attachments** to upload your documentation.
- E. Complete the **Accounting** component.
1. At a minimum, provide the following information on the **General Information** tab:
 - Select the applicable **Event Type** (e.g. ARD1 for Unfavorable Deposit Adjustment) from the pick list.
 2. Enter all required chart of account elements for your Department. At a minimum, enter the following information on the **Fund Accounting** tab:
 - Revenue Source Unit
 - Appr Unit
- Note:** The Department and Fund are already filled in. You will not be able to change the Department or Fund. An Internal Exchange Transaction transfer document can be used to transfer your revenue or expenditure adjustment to the correct chart of account elements, if necessary.
- Repeat section E for additional accounting lines**
- F. **Validate** the DADJ document.
1. Confirm that the document validated successfully in the upper left-hand corner. If it did not, please see your accounting supervisor
- G. **Submit** the DADJ document.
1. The DADJ will become Final, after the Department Approver, approves the document. Write Off NSF Event Types, ARD3 and ARD4, will additionally require a GAO Approver, before the DADJ will become Final.

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Researching Department – Treasury Cash Adjustment Documents

The DADJ document updates several inquiry tables. One that will be most commonly used is the Accounting Journal. The steps to find the status of your transfer are shown below.

- A. Navigate to the **Page Search** table
 - In the **Description** field enter – Accounting Journal
- B. Select Accounting Journal - JACTG
 - Click **Search**
 - Enter the applicable **Department** and **Doc CD=DADJ**
 - You can view a list of documents