Section 14 Modifying a Document

A. A document can be modified to change incorrect data entry. Examples of incorrect
data entry include entering too much money on a document, entering too little money
on a document, or assigning/distributing money to an incorrect location. To modify a
document process an identical document with a line action of Change.

B. Access the corresponding query to determine the current amount and location of
funds.

C. Refer to the Procedures section for the corresponding budget level needing
modification. Enter the appropriate data exactly as you would a new document,
except for the following:

- Select Change for the Line Action on the Header and Budget Line(s) tabs.
- To modify a dollar amount, enter the amount of the increase or decrease in the
  Distribution Quarter Inc/Dec field on the Budget Line(s) tab (use the minus
  sign for a decrease).

NOTE The amount must include a decimal and cents (enter two zeros if it is an even
dollar amount).

D. Process the document as you normally would.

E. Access the corresponding query to verify that the amount has been modified and is
correct.

NOTE If data has been incorrectly entered down more than one budget level, you
must start the modification at the lowest level. (Example: If a mistake occurred
on the B5 level, and was processed through the SA level, you must first modify
the SA level, then the B6 level, then the B5 level) If you reverse a document
completely, you must process a new document(s) through the appropriate level
with the correct data.