

---

# Submitting Adjustments

*(Agency Owners and Data Managers have this Capability)*

---

## Contents

Navigating to the Adjustments Screen .....	2
Making Adjustments .....	3
Using Icons .....	3
Using Menu Options .....	4
Using Bulk Tax ID Update .....	5
Using Spreadsheet Uploads .....	7

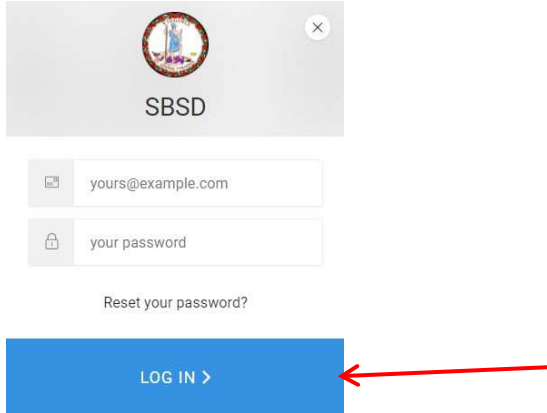
---

# Submitting Adjustments

*(Agency Owners and Data Managers have this Capability)*

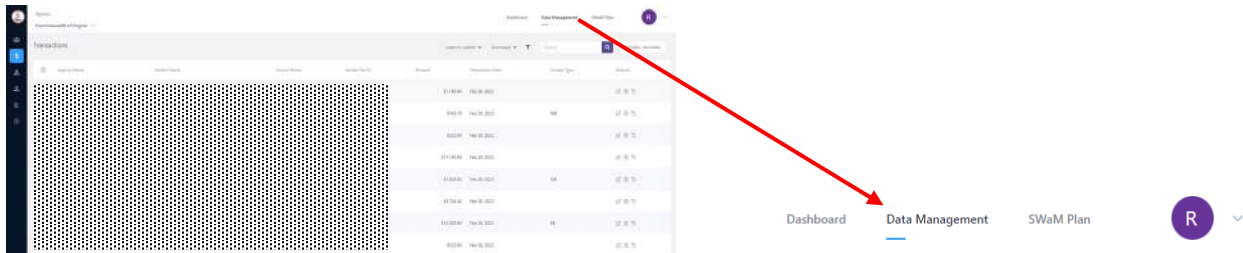
## Navigating to Data Management

1. Log into Dashboard using state e-mail address and password. Click Login.




The login form features the SBSD logo at the top. Below it are two input fields: one for the email address (containing 'yours@example.com') and one for the password (containing 'your password'). A 'Reset your password?' link is positioned below the password field. A prominent blue 'LOG IN >' button is at the bottom, with a red arrow pointing to it from the right.

2. Click Data Management tab at top of screen.



A screenshot of the dashboard interface. The 'Data Management' tab is selected and highlighted with a blue underline. A red arrow points from the 'Data Management' tab to the 'Data Management' text in the navigation bar. The navigation bar also includes 'Dashboard' and 'SWaM Plan' tabs, and a user profile icon with the letter 'R'.

3. Change date to specific date range that you are making adjustment for, Month, Quarter, Custom Range...etc. Click in date area

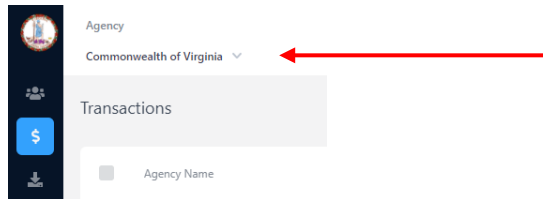


A close-up of the dashboard's top navigation area. The 'Data Management' tab is active. Below the navigation bar, there is a search bar and a date range selector. The date range is currently set to '07/01/2021 - 03/15/2022'. A red arrow points to this date range area.

- Click on Monthly, Quarterly, Yearly, Custom Range, and then click on the time period (i.e. July, Q1, FY 20, or calendar dates if entering a custom date range) that you want to make adjustments for. Then click the apply button.



- Select your agency. You will only see transactions for your agency.

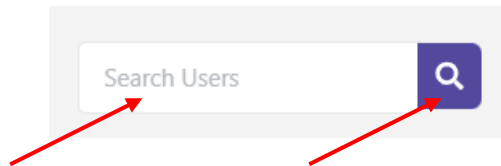


## Making Adjustments

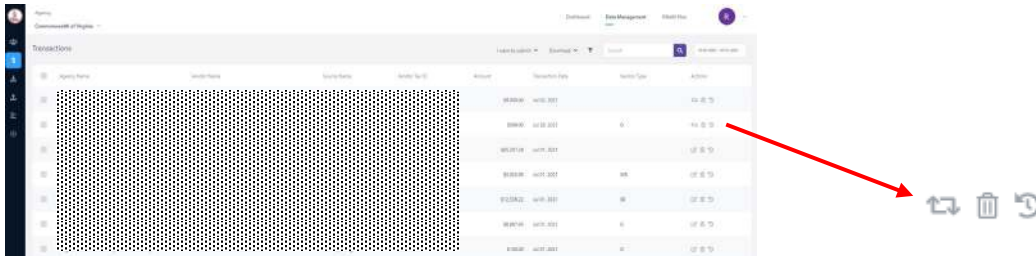
You can make adjustments online or do a spreadsheet upload. If you choose to do adjustments online, you can either use the menu options or the icons next to the transactions. You can also do a bulk tax ID Update if you have multiple transactions with the same vendor.

### Using Icons

- This can only be done for one transaction at a time. Search for Vendor by typing name in search box and clicking magnifying glass. Transactions will show for that vendor.



- Find the transaction that you want to adjust and click the adjust button next to it.



3. Enter the Tax ID in the Vendor Tax ID box. Choose the vendor name from the vendor drop-down box and enter reason for adjustment in the notes box. Then Click the Adjust button.

**Adjust Transaction** [X]

Contract ID: [ ]

Vendor Tax ID\*: [ ]

Vendor Name\*: [ ]

Agency Name\*: Department of Labor and Industry [v]

Source Name\*: Adjustments [v]

Amount\*: \$ [ ]

Transaction Date\*: 07/02/2021 [X] [📅]

Notes\*: Ad EIN [ ]

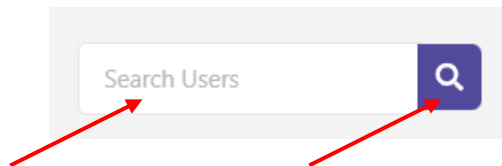
\*Note: Change of amount or vendor tax id along with vendor name is mandatory to adjust the transaction

[Cancel] [Adjust]

4. Adjustments will show immediately and you will see SWaM credit received.
5. Repeat steps 1-3 as necessary for additional vendors.

### Using Menu Options

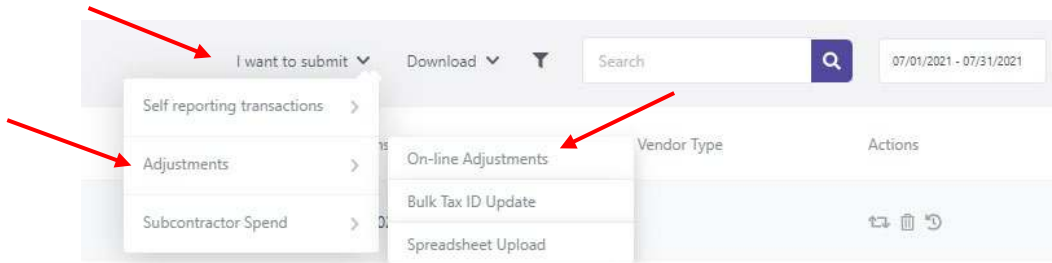
1. This can only be done for one transaction at a time. Search for Vendor by typing name in search box and clicking magnifying glass. Transactions will show for that vendor.



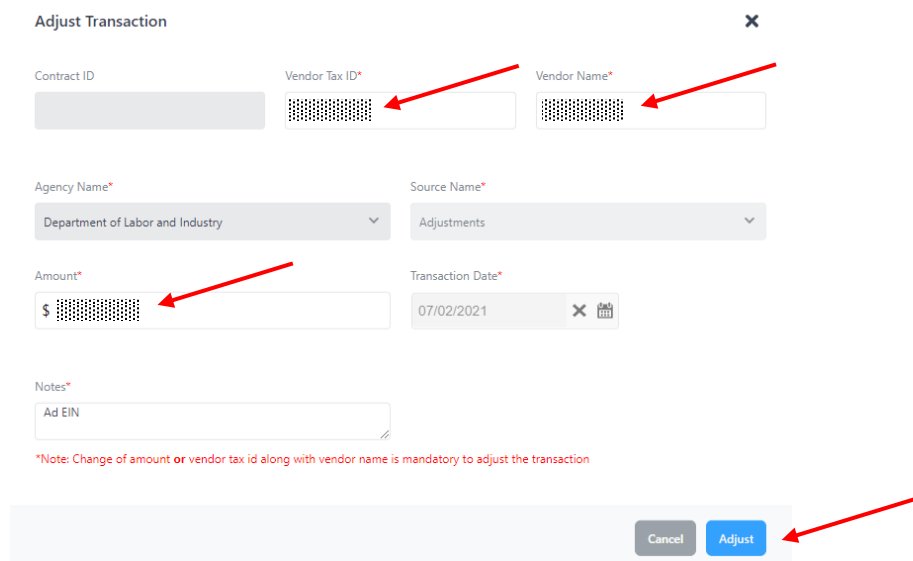
2. Find transaction that you want to adjust and click the box to the left of the transaction.

Agency Name	Vendor Name	Source Name	Vendor Tax ID	Amount	Transaction Date	Vendor Type	Actions
[ ]	[ ]	[ ]	[ ]	-\$889.82	Jul 01, 2019	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	\$729.20	Jul 01, 2019	[ ]	[ ]
[ ]	[ ]	[ ]	[ ]	\$480.00	Jul 01, 2019	[ ]	[ ]

3. Click **I want to submit > Adjustments > On-line Adjustments**



4. Enter the Tax ID in the Vendor Tax ID box. Choose the vendor name from the vendor drop-down box and enter reason for adjustment in the notes box. Then Click the Adjust button.



**Adjust Transaction** [X]

Contract ID: [ ]

Vendor Tax ID\* [ ]

Vendor Name\* [ ]

Agency Name\* [ Department of Labor and Industry ]

Source Name\* [ Adjustments ]

Amount\* [ \$ [ ] ]

Transaction Date\* [ 07/02/2021 ]

Notes\* [ Ad EIN ]

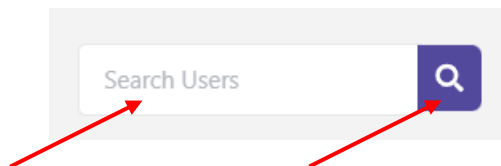
\*Note: Change of amount or vendor tax id along with vendor name is mandatory to adjust the transaction

[ Cancel ] [ Adjust ]

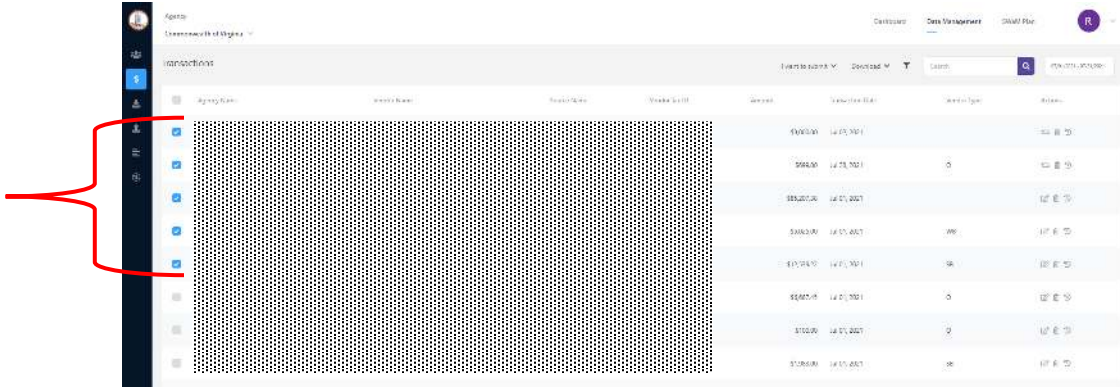
5. Adjustments will show immediately and you will see SWaM credit received.
6. Repeat Steps 1-5 as necessary for additional vendors.

### Using Bulk Tax ID Update

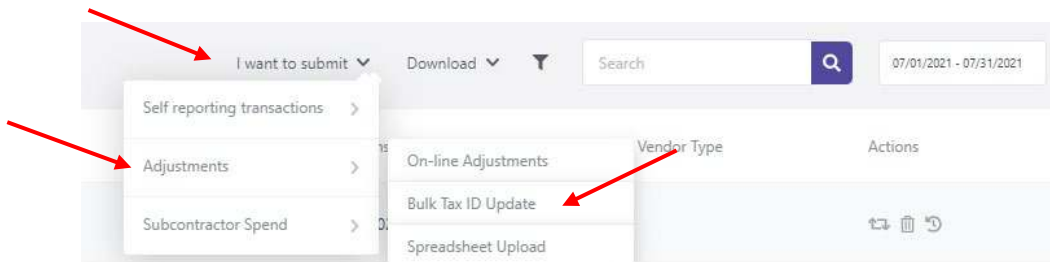
1. This can be done for multiple transactions at a time, as long as they are all the same Vendor. Search for Vendor by typing name in search box and clicking magnifying glass. Transactions will show for that vendor.



- Check the boxes next to the transactions that you want to adjust. They must all be the same vendor.



- Click **I want to submit > Adjustments > Bulk Tax ID Update**



- The Bulk Update Vendor Tax ID Box will show up. Enter the Tax ID in the Vendor Tax ID Box and Choose Vendor Name from Vendor list. If Vendor is not certified. Nothing will show up. Enter reason for adjustment in notes box. Click Update button.

**Bulk Update Vendor Tax ID** ✕

1. Review for missing Tax IDs  
 2. Select one or several transactions to update the Tax ID number for all (must be the same vendor)  
 3. Enter Tax ID below  
 4. Select Vendor name from the dropdown. If Vendor name does not appear, they are not certified  
 5. Enter Notes (i.e., Missing Tax ID )  
 6. Click on Update

Vendor Tax ID\*

Vendor Name\*

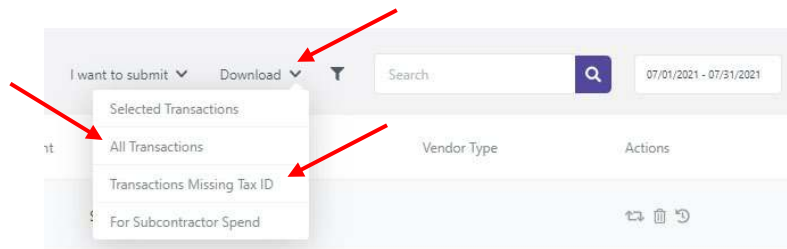
Notes

This action will update 5 transaction(s) with the above given details.

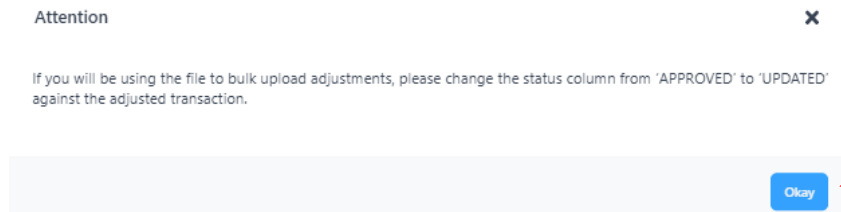
5. Adjustments will show immediately and you will see SWaM credit received.
6. Repeat Steps 1-5 as necessary for additional vendors.

### Using Spreadsheet Uploads

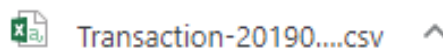
1. This option can be used for multiple transactions with multiple vendors all at once.
  - If you are making adjustments to the tax ID number, click **Download > Transactions Missing Tax ID.**
  - If you are making adjustments to the amount and/or tax ID number, click **Download > All Transactions.**



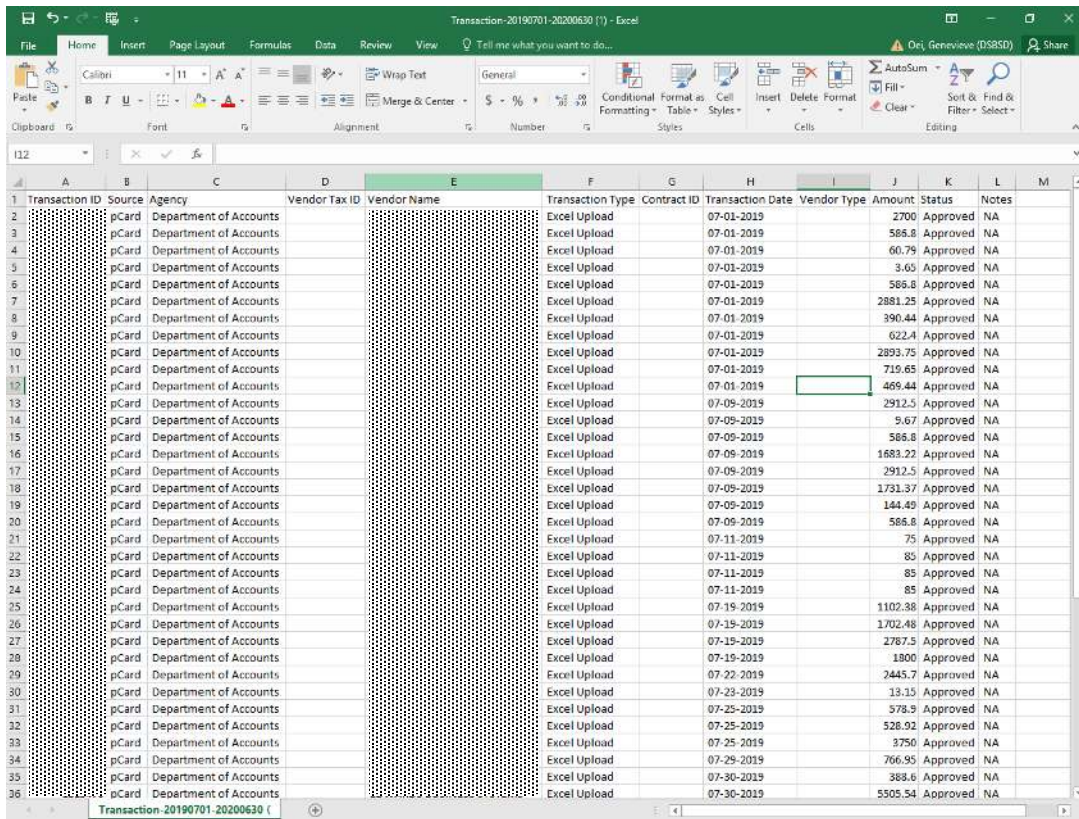
2. You will receive a warning message letting you know that if you download transactions from the system to make bulk adjustments that you must change the status from Approved to Updated. Click Okay.



3. The Excel file will show in the bottom-corner of your computer screen. Double click to open.



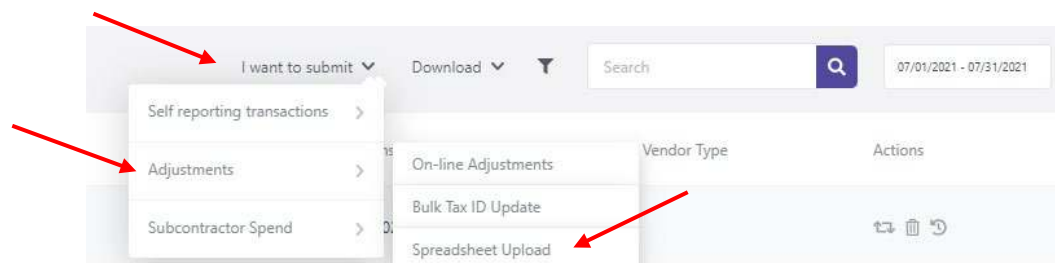
4. The Spreadsheet should open.



Transaction ID	Source	Agency	Vendor Tax ID	Vendor Name	Transaction Type	Contract ID	Transaction Date	Vendor Type	Amount	Status	Notes
2	pCard	Department of Accounts			Excel Upload		07-01-2019		2700	Approved	NA
3	pCard	Department of Accounts			Excel Upload		07-01-2019		566.8	Approved	NA
4	pCard	Department of Accounts			Excel Upload		07-01-2019		60.79	Approved	NA
5	pCard	Department of Accounts			Excel Upload		07-01-2019		3.65	Approved	NA
6	pCard	Department of Accounts			Excel Upload		07-01-2019		566.8	Approved	NA
7	pCard	Department of Accounts			Excel Upload		07-01-2019		2881.25	Approved	NA
8	pCard	Department of Accounts			Excel Upload		07-01-2019		390.44	Approved	NA
9	pCard	Department of Accounts			Excel Upload		07-01-2019		622.4	Approved	NA
10	pCard	Department of Accounts			Excel Upload		07-01-2019		2893.75	Approved	NA
11	pCard	Department of Accounts			Excel Upload		07-01-2019		719.65	Approved	NA
12	pCard	Department of Accounts			Excel Upload		07-01-2019		469.44	Approved	NA
13	pCard	Department of Accounts			Excel Upload		07-09-2019		2912.5	Approved	NA
14	pCard	Department of Accounts			Excel Upload		07-09-2019		9.67	Approved	NA
15	pCard	Department of Accounts			Excel Upload		07-09-2019		566.8	Approved	NA
16	pCard	Department of Accounts			Excel Upload		07-09-2019		1683.22	Approved	NA
17	pCard	Department of Accounts			Excel Upload		07-09-2019		2912.5	Approved	NA
18	pCard	Department of Accounts			Excel Upload		07-09-2019		1731.37	Approved	NA
19	pCard	Department of Accounts			Excel Upload		07-09-2019		144.48	Approved	NA
20	pCard	Department of Accounts			Excel Upload		07-09-2019		566.8	Approved	NA
21	pCard	Department of Accounts			Excel Upload		07-11-2019		75	Approved	NA
22	pCard	Department of Accounts			Excel Upload		07-11-2019		85	Approved	NA
23	pCard	Department of Accounts			Excel Upload		07-11-2019		85	Approved	NA
24	pCard	Department of Accounts			Excel Upload		07-11-2019		85	Approved	NA
25	pCard	Department of Accounts			Excel Upload		07-19-2019		1102.38	Approved	NA
26	pCard	Department of Accounts			Excel Upload		07-19-2019		1702.48	Approved	NA
27	pCard	Department of Accounts			Excel Upload		07-19-2019		2767.5	Approved	NA
28	pCard	Department of Accounts			Excel Upload		07-19-2019		1800	Approved	NA
29	pCard	Department of Accounts			Excel Upload		07-22-2019		2445.7	Approved	NA
30	pCard	Department of Accounts			Excel Upload		07-23-2019		13.15	Approved	NA
31	pCard	Department of Accounts			Excel Upload		07-25-2019		578.9	Approved	NA
32	pCard	Department of Accounts			Excel Upload		07-25-2019		528.92	Approved	NA
33	pCard	Department of Accounts			Excel Upload		07-25-2019		3750	Approved	NA
34	pCard	Department of Accounts			Excel Upload		07-29-2019		766.95	Approved	NA
35	pCard	Department of Accounts			Excel Upload		07-30-2019		368.6	Approved	NA
36	pCard	Department of Accounts			Excel Upload		07-30-2019		5505.54	Approved	NA

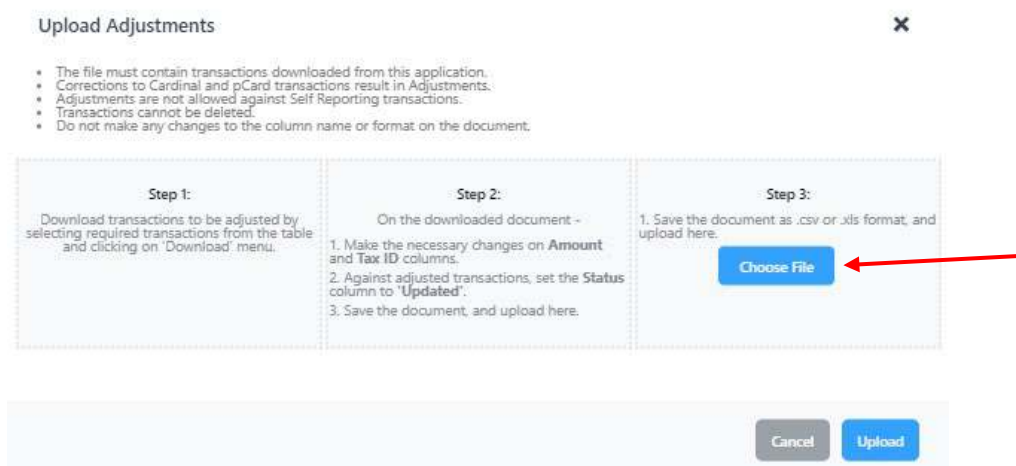
5. Enter the Tax ID numbers in the Tax ID Field. Tax ID's should be 9 digits long. Add leading 0's if the tax is less than 9 digits. Change Status to Updated for all rows that you are changing and put a reason for the adjustment in the notes column. Delete rows that you are not changing. Save as either Excel or CSV File.

6. Click **I want to Submit > Adjustments > Spreadsheet Upload**





7. Click the Choose File Button.



**Upload Adjustments** ✕

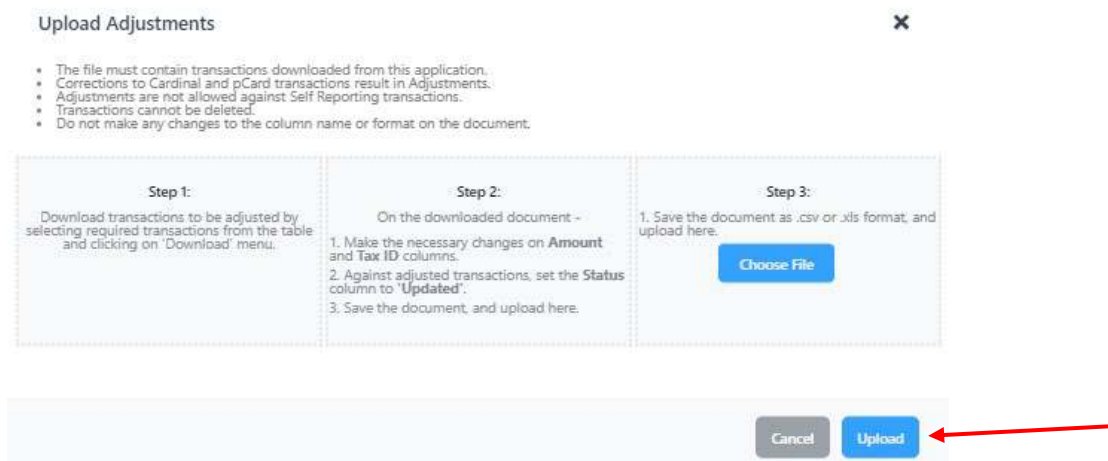
- The file must contain transactions downloaded from this application.
- Corrections to Cardinal and pCard transactions result in Adjustments.
- Adjustments are not allowed against Self Reporting transactions.
- Transactions cannot be deleted.
- Do not make any changes to the column name or format on the document.

Step 1:	Step 2:	Step 3:
Download transactions to be adjusted by selecting required transactions from the table and clicking on 'Download' menu.	On the downloaded document - 1. Make the necessary changes on <b>Amount</b> and <b>Tax ID</b> columns. 2. Against adjusted transactions, set the <b>Status</b> column to <b>'Updated'</b> . 3. Save the document, and upload here.	1. Save the document as .csv or .xls format, and upload here. <b>Choose File</b> <span style="color: red;">←</span>

**Cancel** **Upload**

8. Browse for the File on your computer (wherever you have saved it), select the file, and then click Open.

9. Click Upload.



**Upload Adjustments** ✕

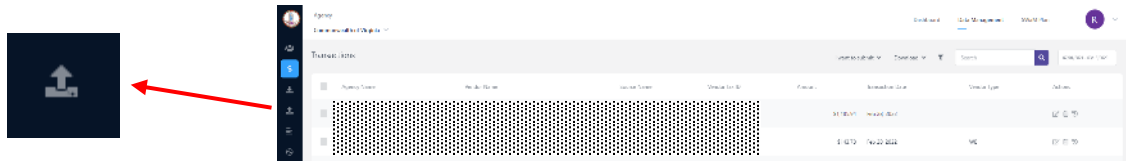
- The file must contain transactions downloaded from this application.
- Corrections to Cardinal and pCard transactions result in Adjustments.
- Adjustments are not allowed against Self Reporting transactions.
- Transactions cannot be deleted.
- Do not make any changes to the column name or format on the document.

Step 1:	Step 2:	Step 3:
Download transactions to be adjusted by selecting required transactions from the table and clicking on 'Download' menu.	On the downloaded document - 1. Make the necessary changes on <b>Amount</b> and <b>Tax ID</b> columns. 2. Against adjusted transactions, set the <b>Status</b> column to <b>'Updated'</b> . 3. Save the document, and upload here.	1. Save the document as .csv or .xls format, and upload here. <b>Choose File</b>

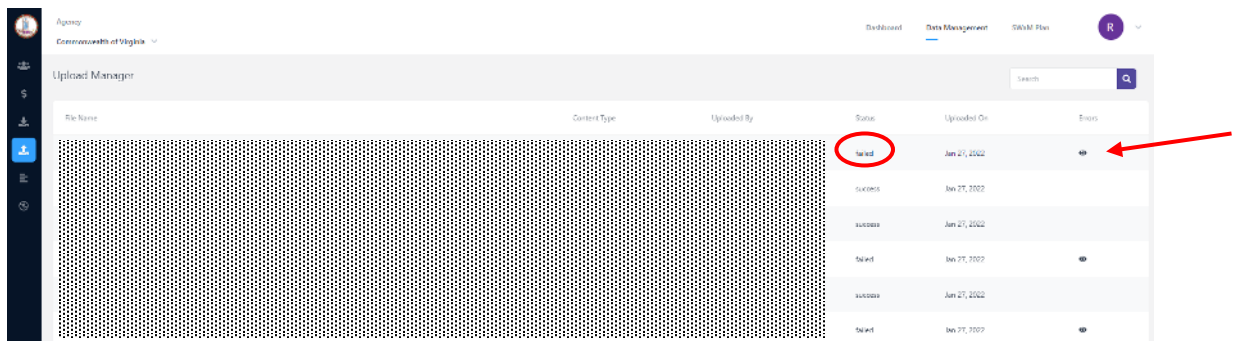
**Cancel** **Upload** ←

10. You should see either a green success message or red failure message towards the upper-right corner of the screen. If the upload was successful, you will see the adjustments on the screen.

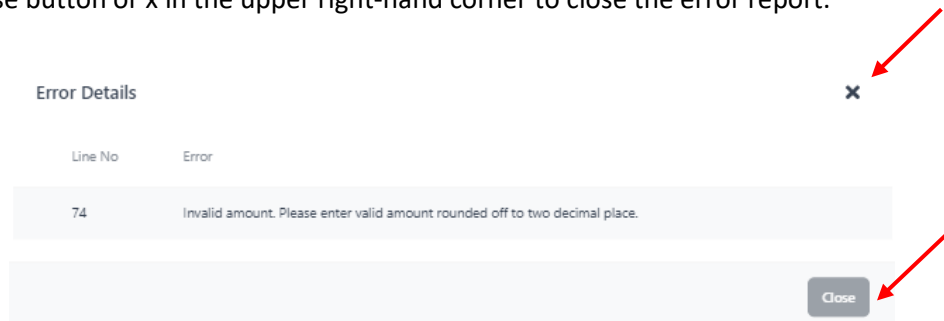
11. You can also check the upload manager to see if the upload was successful. The upload manager is the up arrow icon on the left-hand side of the screen. Click on the upload manger manager icon.



12. If the Upload was successful, the status will say success. If the upload was not successful, the status will say failed. If the status says failed, you can click on the eyeball icon to see why the upload failed.



13. You will see an error report explaining why the file did not upload. After looking at the report, click the close button or x in the upper right-hand corner to close the error report.



14. Re-open Excel Spreadsheet. Fix errors and re-upload the file.

15. Check to see if upload was successful.