# Submitting Adjustments

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

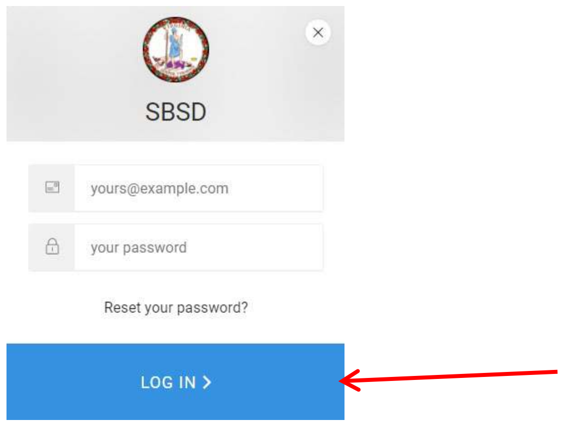
## Contents

# Submitting Adjustments

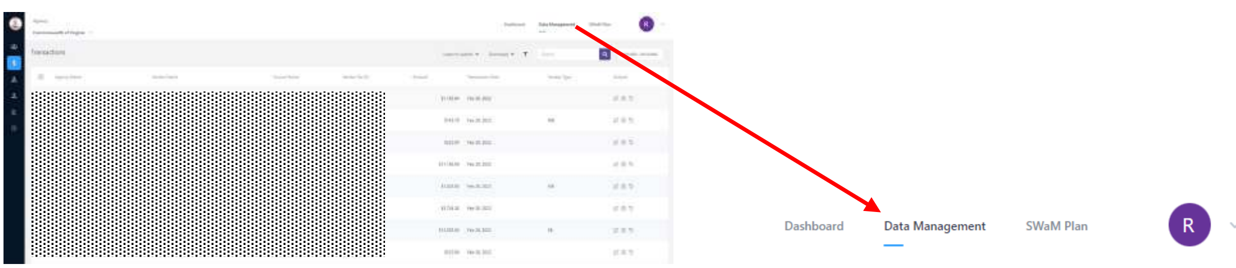
*(Agency Owners and Data Managers have this Capability)*

## Navigating to Data Management

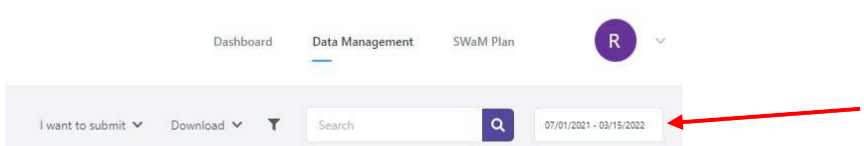
1. Log into Dashboard using state e-mail address and password. Click Login.




2. Click Data Management tab at top of screen.

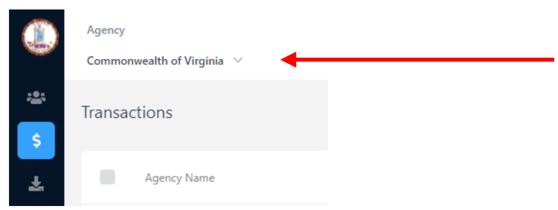



3. Change date to specific date range that you are making adjustment for, Month, Quarter, Custom Range…etc. Click in date area



4. 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.


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

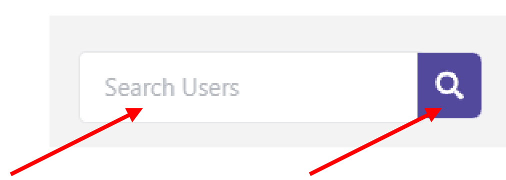



## Making Adjustments

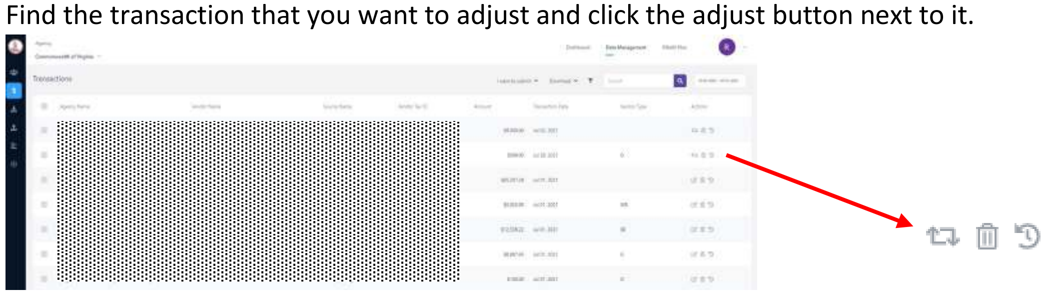
*You can make adjustments online or do a spreadsheet upload. If you choose to do adjustments online, you can either use the menu options or the icons next to the transactions. You can also do a bulk tax ID Update if you have multiple transactions with the same vendor.*

### Using Icons

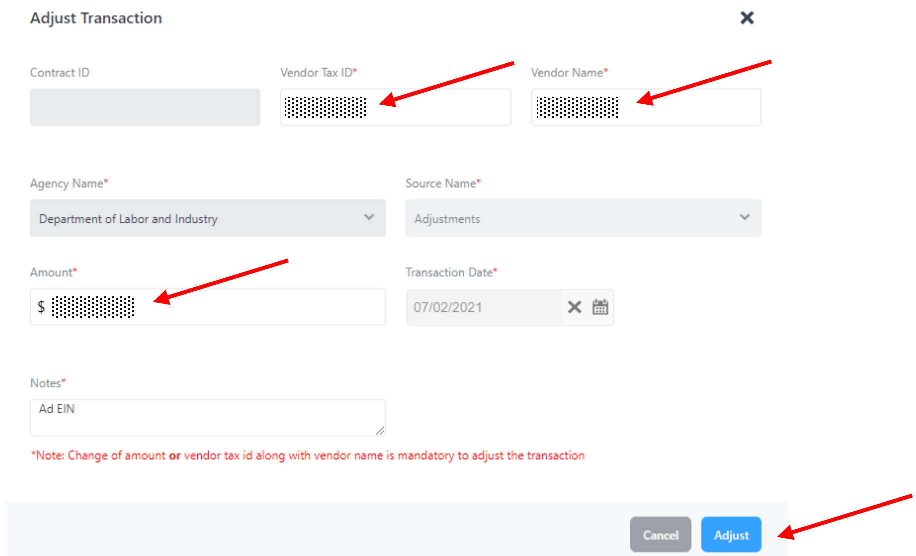
1. This can only be done for one transaction at a time. Search for Vendor by typing name in search box and clicking magnifying glass. Transactions will show for that vendor.




2. Find 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.

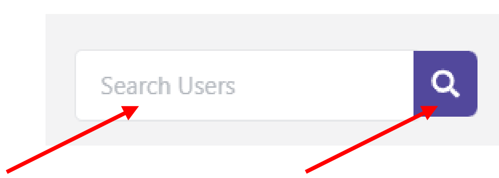



4. Adjustments will show immediately and you will see SWaM credit received.

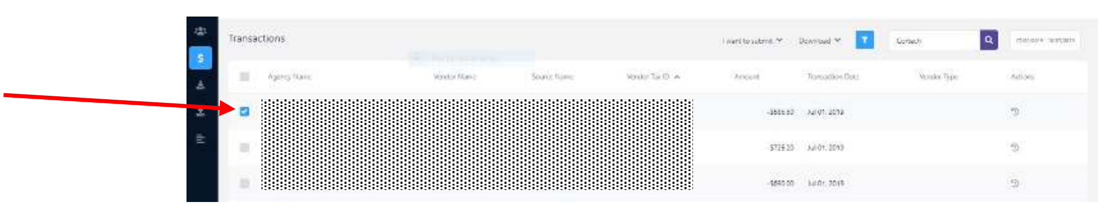
5. Repeat steps 1-3 as necessary for additional vendors.

## Using Menu Options

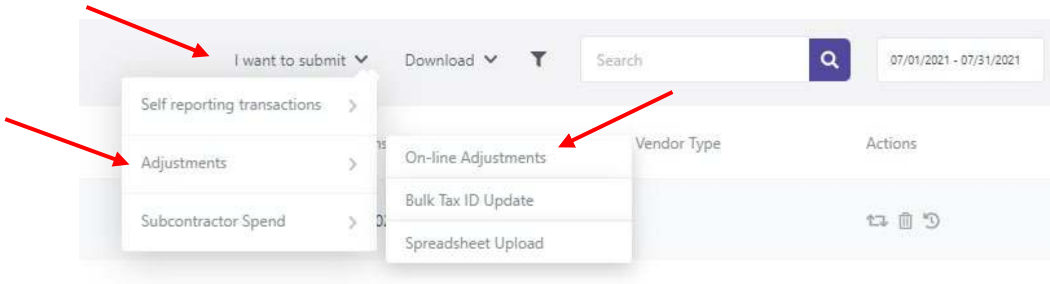
1. This can only be done for one transaction at a time. Search for Vendor by typing name in search box and clicking magnifying glass. Transactions will show for that vendor.



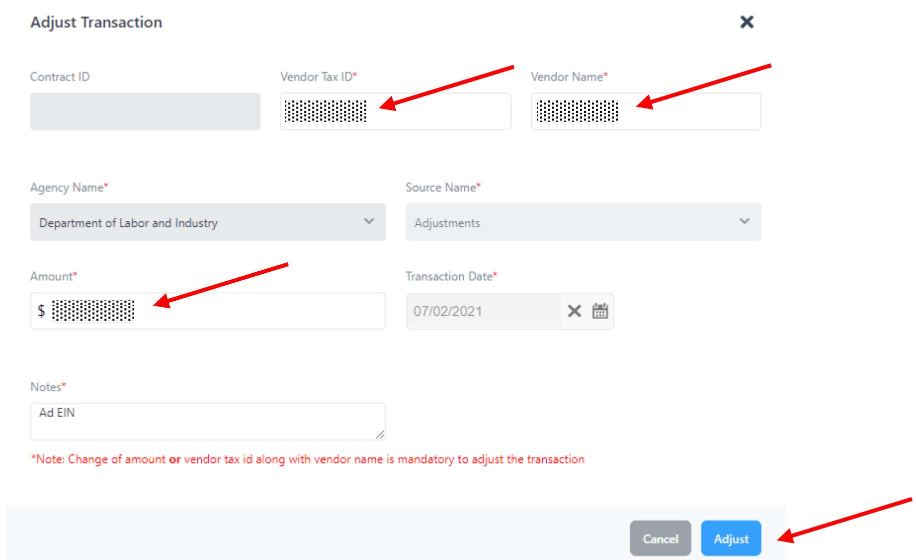

2. Find transaction that you want to adjust and click the box to the left of the transaction.



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.

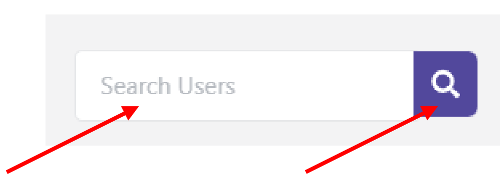



5. Adjustments will show immediately and you will see SWaM credit received.

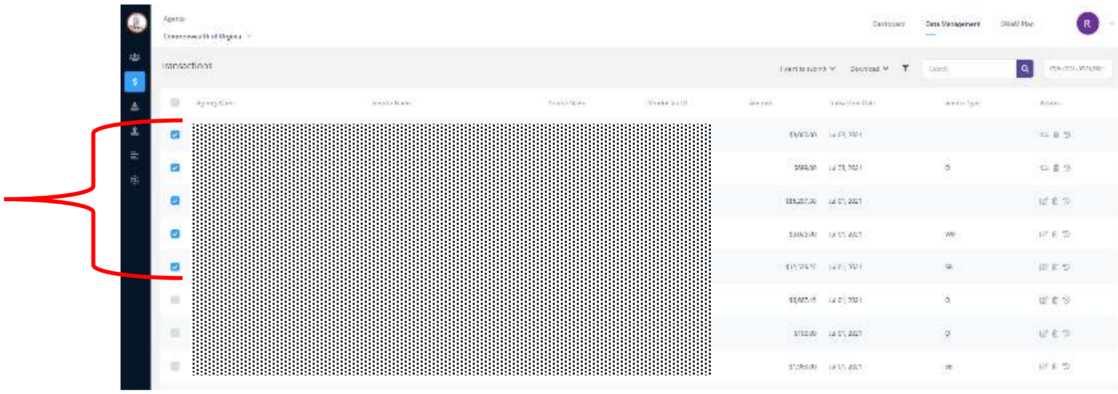
6. Repeat Steps 1-5 as necessary for additional vendors.

## Using Bulk Tax ID Update

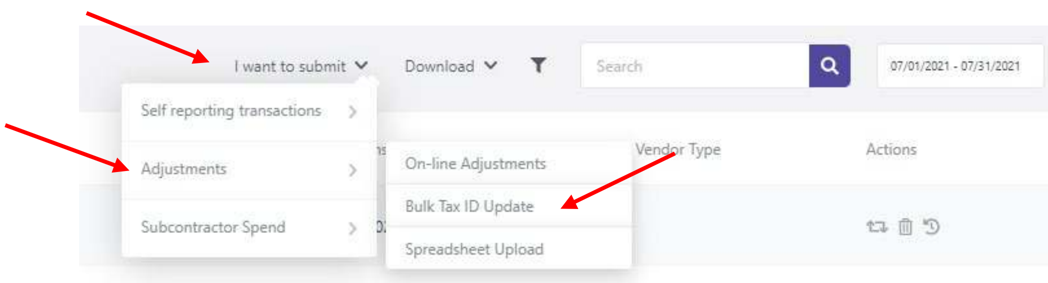
1. This can be done for multiple transactions at a time, as long as they are all the same Vendor. Search for Vendor by typing name in search box and clicking magnifying glass. Transactions will show for that vendor.



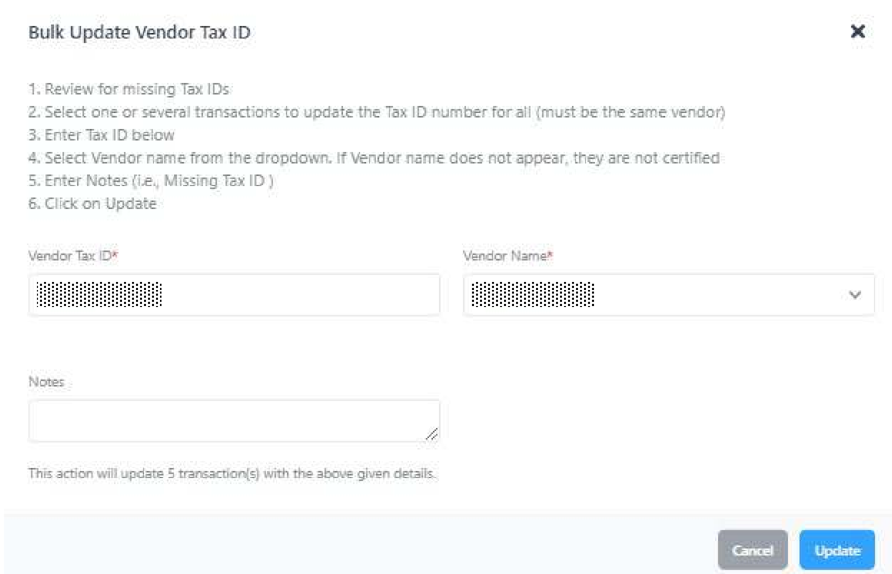
2. Check the boxes next to the transactions that you want to adjust. They must all be the same vendor.



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




4. 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.

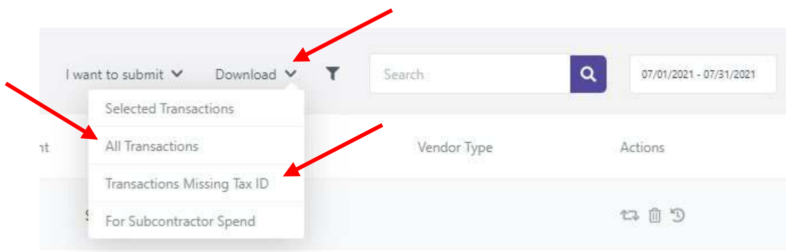


5. Adjustments will show immediately and you will see SWaM credit received.

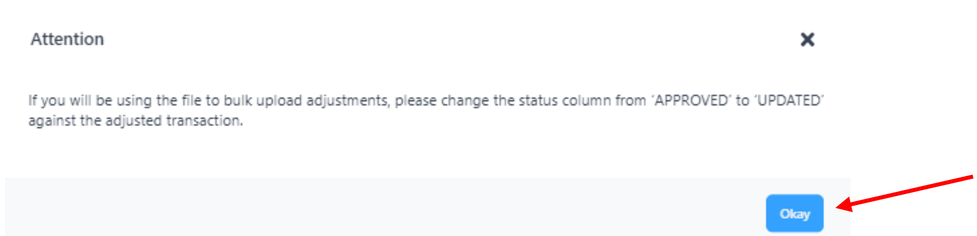
6. Repeat Steps 1-5 as necessary for additional vendors.

## Using Spreadsheet Uploads

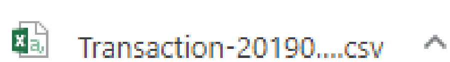
1. This option can be used for multiple transactions with multiple vendors all at once.
    - If you are making adjustments to the tax ID number, click **Download > Transactions Missing Tax ID.**
    - If you are making adjustments to the amount and/or tax ID number, click **Download > All Transactions.**



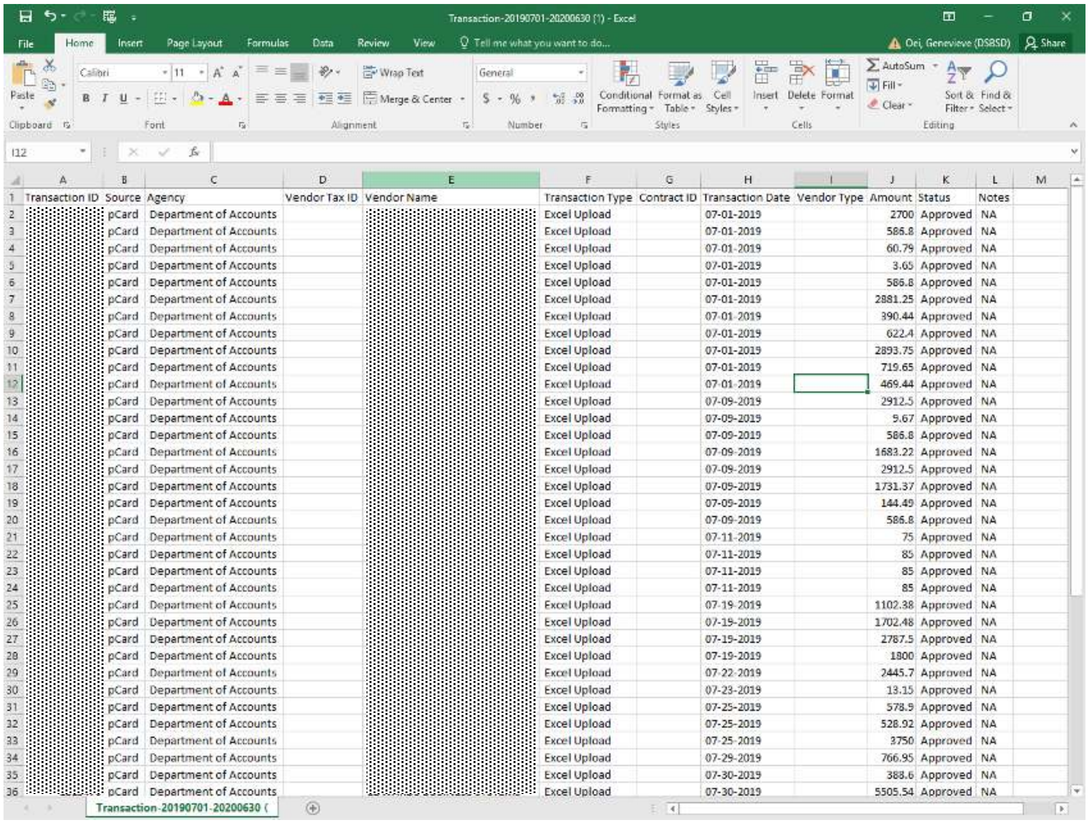

2. You will receive a warning message letting you know that if you download transactions from the system to make bulk adjustments that you must change the status from Approved to Updated. Click Okay.




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

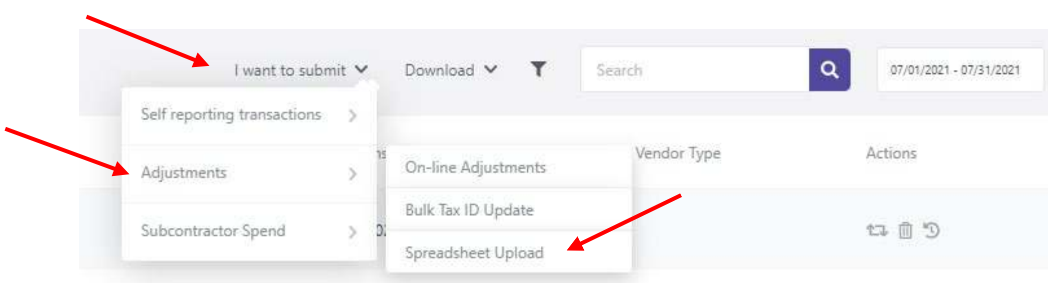


4. The Spreadsheet should open.

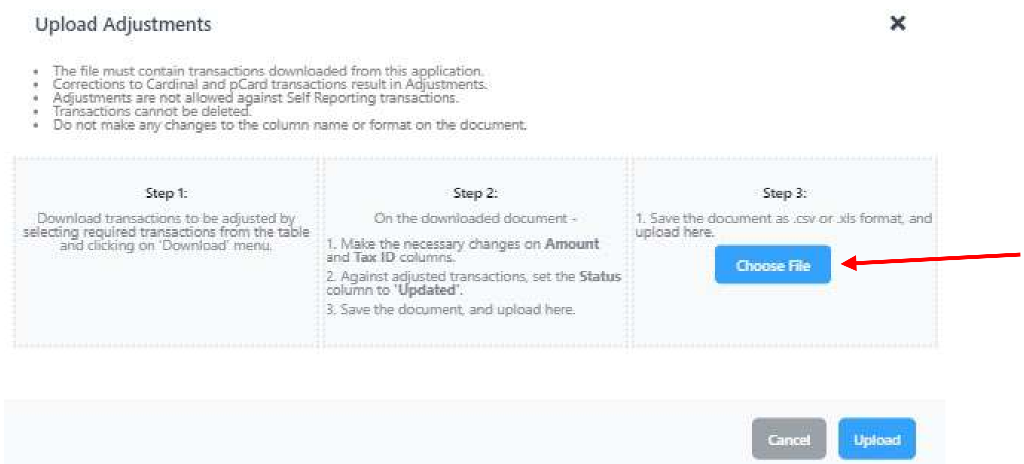



5. Enter the Tax ID numbers in the Tax ID Field. Tax ID's should be 9 digits long. Add leading 0's if the tax is less than 9 digits. Change Status to Updated for all rows that you are changing and put a reason for the adjustment in the notes column. Delete rows that you are not changing. Save as either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

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

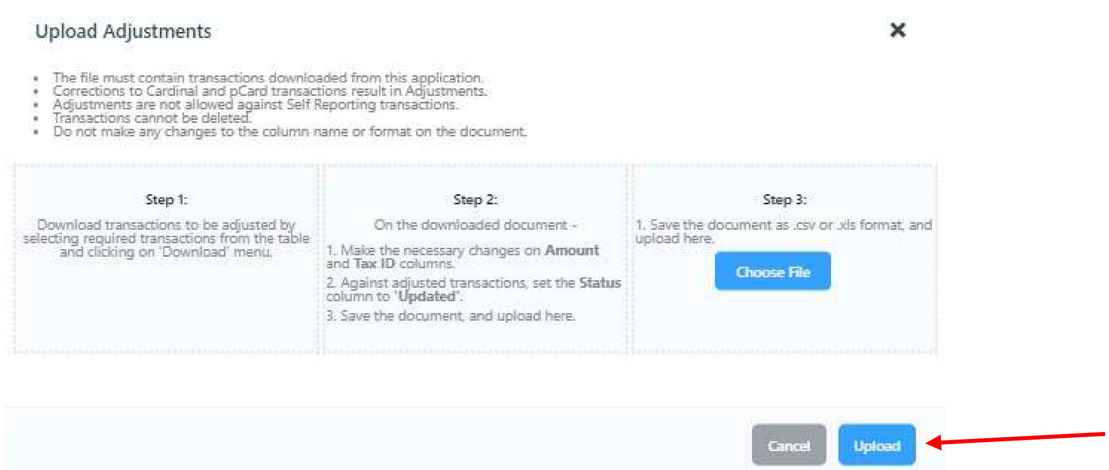


7. Click the Choose File Button.



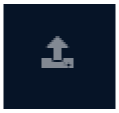

8. Browse for the File on your computer (wherever you have saved it), select the file, and then click Open.

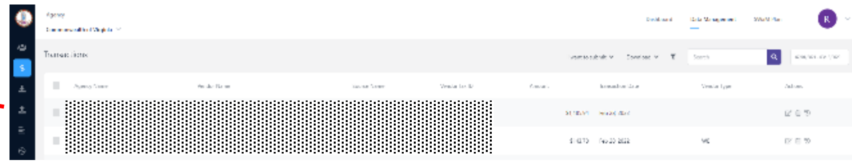
9. Click Upload.



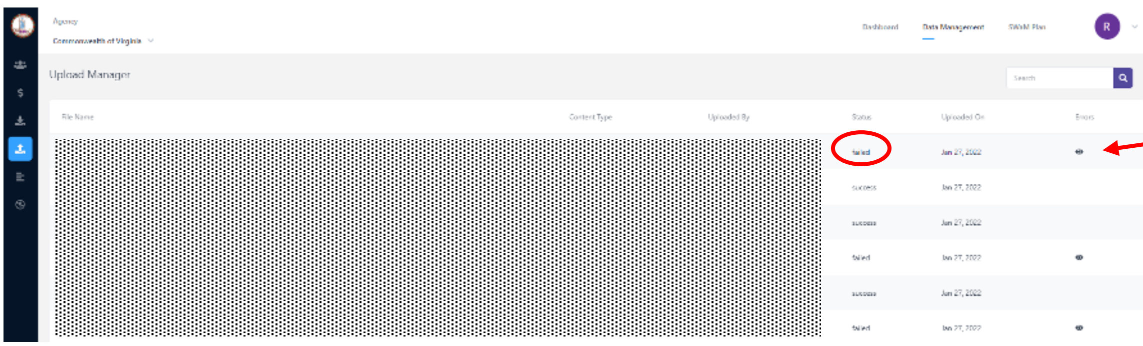

10. You should see either a green success message or red failure message towards the upper-right corner of the screen. If the upload was successful, you will see the adjustments on the screen.

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.

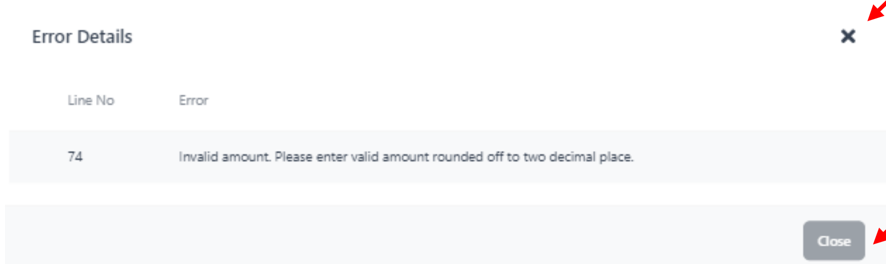




12. If the Upload was successful, the status will say success.  If the upload was not successful, the status will say failed.  If the status says failed, you can click on the eyeball icon to see why the upload failed.




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.