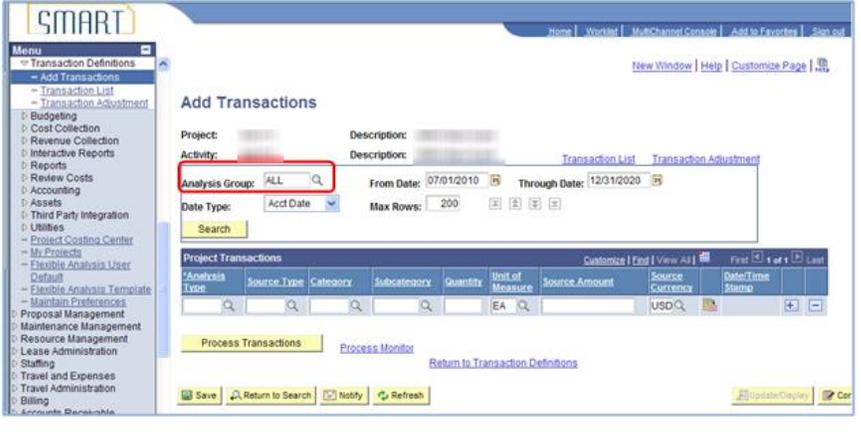




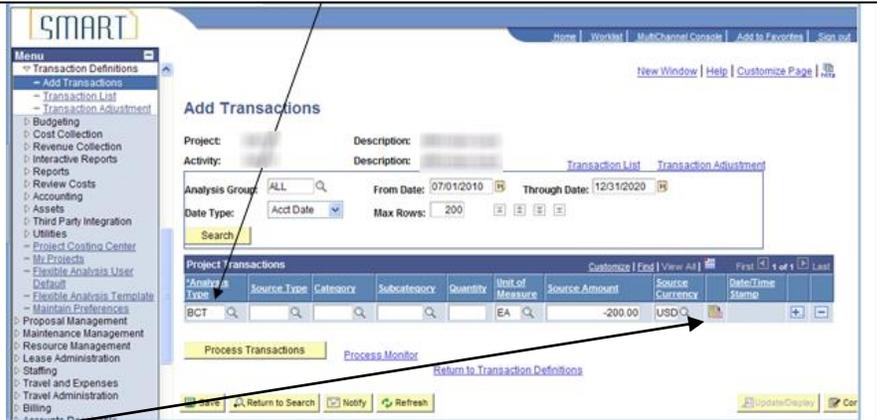
State of Kansas

How to Add a New Transaction Row Directly to the Project Costing Transaction List

Statewide Management, Accounting and Reporting Tool

Date Created:	01/18/2013	
Version:	1.0	
Scenario:	<p>When an agency over or under charges for a project-related transaction and it flows through to the billing worksheet, it may become necessary to adjust the amount by manually adding a row to the Transaction List in either a positive or negative amount to net the true amount when both transactions are processed from the billing worksheet together via consolidated invoicing. This method is also used to account for accidental over-draws on previous grant-related transactions.</p>	
1.	<p>Navigate to: Project Costing > Transaction Definitions > Add Transactions</p> <p>Enter the Project/Activity you wish to transact against & click Search.</p>	
2.	<p>Enter an Analysis Group of "ALL" to allow entry of any Analysis Type transaction.</p>	

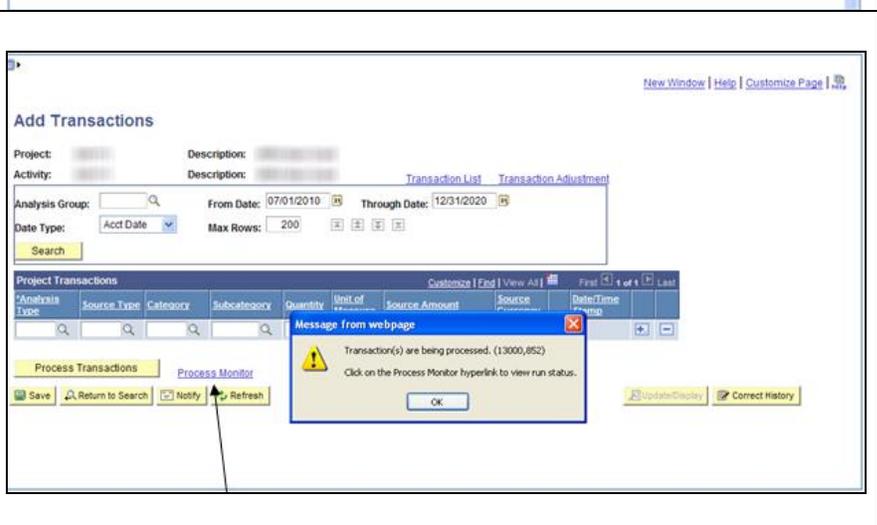
3. Key the appropriate Analysis Type, Source Type (optional), Category (optional), Subcategory (optional), Amount, etc. onto the transaction line.



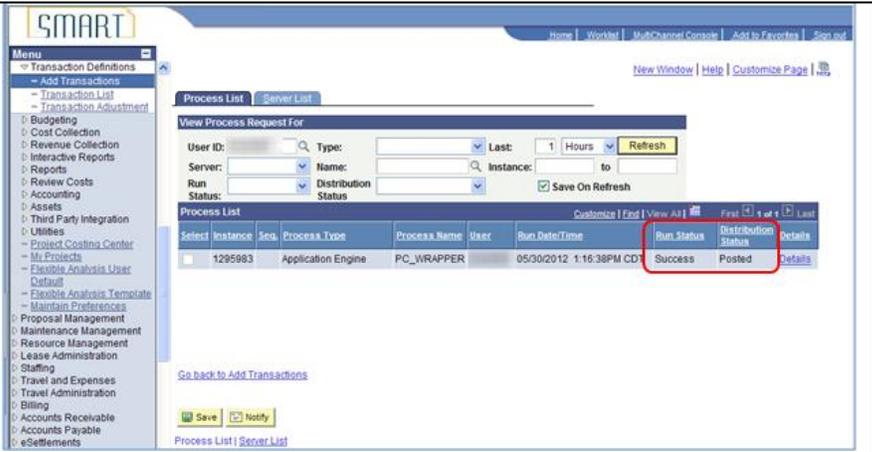
4. Click on the Transaction Detail icon to enter GL ChartField information.



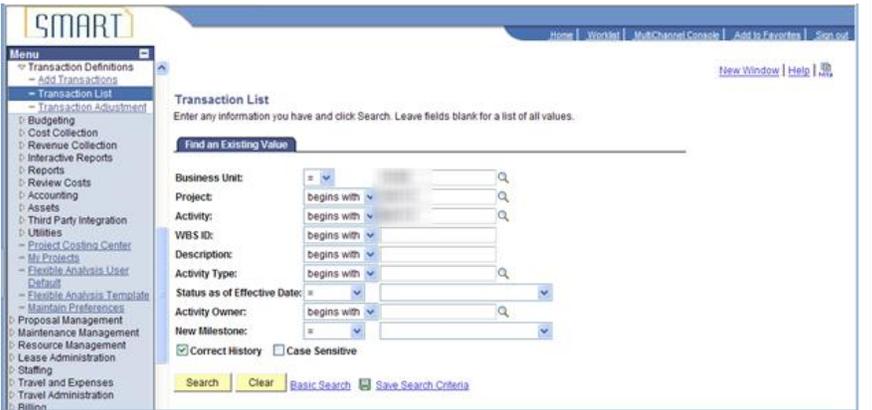
5. Click Save and then click the "Process Transactions" yellow button to post the transaction row to the Project Costing Transaction List. A pop-up message will indicate the process has begun.



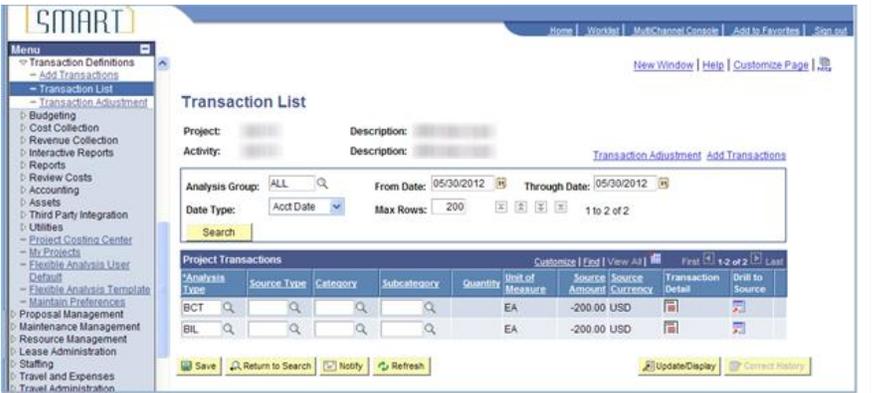
6. Click on the “Process Monitor” link to view the processing status. Periodically click the yellow “Refresh” button until the Run Status = Success & the Distribution Status = Posted.



7. To validate that the transaction was added to the Transaction List, navigate to Project Costing > Transaction Definitions > Transaction List, enter the Project/Activity used on the transaction & click Search.



8. Enter an Analysis Group of “ALL” & a “From Date” & “To Date” of Today (the day the transaction was posted) to view the transactions that have been posted on this date. Click Search.



9. There should be the -\$200 BCT row that was manually entered as well as a -\$200 BIL row that will be sent to the billing worksheet during the overnight Contracts/Billing batch processing. When this negative billable row is processed via the billing worksheet alongside other transactions from the

	same contract, it will effectively reduce the draw-down amount.	
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