ADDING AN ADJUSTED JOURNAL ENTRY

MVD Accounting – Finance Bureau

Contents

Using the Product Calculator

Steps:

1. Go to the **Finance** menu and select the Adjusted Journal Entry function.

2. Select your location (**Location** field).

3. Select the **Correct Revenue Assignment** reason.

4. Enter the date for the adjustment in the "As of" date.

    (*IMPORTANT*: When adjusting prior days revenue, enter the appropriate date.)

5. Click on the **Product Calculator** link.

6. Select the **Account Group** containing "DS" in the description. For example: Mahaska – DS Account Group

7. Enter the amount of the adjustment.

8. Select **Source System** "DL" (for drivers).

9. Select **Product** "Operator's IP."

10. Select **GL Account** "999999 – 500 – 005."

11. For Overage, select the **Adjust** option (radio button "Adjustment Type"). For Underage, select the **Reverse** option.
12. Click the **SAVE** button (this brings you back to the Adjusted Journal Entry screen).

Completing the Adjusted Journal Entry Record

Steps:
1. NOTE: The Adjustment amount is carried from the Product Calculator to this screen.
2. Change the **GL Account** in the first row to "871000 – 983 – 533 – 001" (this is the Operators License account).
3. Enter a comment (this is open text).
4. Click the **SAVE** button (this saves the Adjusted Journal Entry record).

Verification

Steps:

1. Go to **Daily Consolidation** function (in Finance).
2. Select the "As of" date for which you made the adjustment.
3. Highlight the **Account Group** with "DS" in the description. For example: Mahaska – DS Account Group.
4. Click the **Preview** button.
5. The adjustment amount should be reflected in the **Total** column.