

## Section 14 Modifying a Document

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- 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).

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

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- D. Process the document as you normally would.
- E. Access the corresponding query to verify that the amount has been modified and is correct.

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**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.

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