Intra-Account Adjustment

Document Overview:

Intra-Account Adjustment (IAA) is a document used when the account number and object code is not changing, but only a sub-account and/or sub-object code needs to be changed.

How to Complete the Document:

The Intra-Account Adjustment (IAA) document is located under Accounting Activities.

Complete the Document Overview section by adding a brief description of what you are doing, then expand on it in the Explanation field.

The Accounting Lines section is where the user inputs the account, object code, and the change needed for the sub-account and/or sub-object code.
Any support will need to be added in PDF format to the Notes and Attachment section.

**Document Routing:** This document only routes to the Fiscal Officer on the account because this only allows sub-accounts and/or sub-object codes to be changed, added, or deleted and has no financial statement impact.

**Additional Document Information:**

The IAA document only allows the same dollar amount to be moved between the same accounts and object code, where only the sub-account or sub-object code is being added, deleted, or changed. The document will allow you to do different accounts and object codes as long as the same amount is moved to the same account and object code. Below is an example of how to do this:
Below is an example of an entry that cannot be done on an IAA, but on a General Error Correction as the dollar amount is changing between accounts/object codes:

**Document Exceptions/Restrictions:**

Below are the list of parameters related to the IAA document. If the Constraint Code is “A” it means “Allowed” and if “D” it means “Disallowed”.

<table>
<thead>
<tr>
<th>Namespace Code</th>
<th>Component</th>
<th>Application ID</th>
<th>Parameter Name</th>
<th>Parameter Description</th>
<th>Parameter Value</th>
<th>Parameter Constraint</th>
</tr>
</thead>
</table>
The IAA disallows the use of object codes that report the Object Sub-Type Codes:

- AB - Compensated Absences
- BU - Budget Only Object Codes
- CA - Cash
- FB - Fund Balance
- FP - Fringe Pool
- FR - Fringe
- MT - Mandatory Transfers
- NM - Non-Mandatory Transfers
- SL - Salary