

# **DAS BI-157: MBE/EDGE ADJUSTMENT MODULE FOR AGENCIES**



**LEARNER'S GUIDE**

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## Course Introduction

DAS BI-157 is a hands-on course using the EPM 9.0 custom Adjustment Module. In this course you will learn:

- The purpose for the Adjustment Module
- How the Adjustment Module functions
- The rules that govern the Adjustment Module functionality
- How to perform a Single Voucher Adjustment
- How to view data in the Adjustments Setup folder

This document includes:

- Getting started instructions
- Step-by-step instructions with relevant scenarios

### Intended Audience

- Agency EEOs

### Prerequisite Courses

- BI-156 – Standard Reports and Report Books for MBE/EDGE

### Course Location

This course is located for quick reference on the OAKS Business Intelligence Website: If you do not have access to the website, please send an e-mail with your OAKS ID and e-mail address (as listed in OAKS HCM) to [OAKS.BI-EPM90ProjectTeam@oaks.state.oh.us](mailto:OAKS.BI-EPM90ProjectTeam@oaks.state.oh.us)

## Course Overview

BI 157 is a hands-on course using the EPM 9.0 custom Adjustment Module to perform single MBE and EDGE voucher adjustments.

## Course Objectives

This course will provide you with knowledge of the query building process within Cognos Query Studio. After Completing this course you will be able to:

- Understand the purpose for the Adjustment Module
- Understand how the Adjustment Module functions
- Understand the rules that govern the Adjustment Module functionality
- Perform a Single Voucher Adjustment
- View data in the Adjustments Setup folder

## Course Outline

This class covers the following general topics:

- Lesson 1: High Level Functionality
- Lesson 2: Rules
- Lesson 3: Single Voucher Adjustments
- Lesson 4: MBE/EDGE Adjustments Setup Folder

### Lesson 1: Adjustment Module High Level Functionality

This first lesson provides a high level overview of the Adjustments Module.

#### Lesson Objectives

After Completing this lesson, you will be able to:

- Identify the major reasons for using the Adjustments Module
- Understand the basic steps of the Single Voucher adjustment process
- Understand the Security filters for Adjusting Vouchers

#### *Topic 1: Functionality*

The Adjustments Module will allow both the Agencies and EOD to make adjustments to OAKS FIN vouchers in order to allow for accurate reporting. Such corrections allow agency performance scorecards to reflect expenditures accurately. These are currently being adjusted in Excel. Adjustments through the various data sources are often necessary for a variety of reasons including but not limited to the following:

1. Improper account code use by agency for procurement
2. Account code improperly marked for exclusion from MBE/EDGE reporting
3. Vendor improperly marked for exclusion from MBE/EDGE reporting (OAKS)
4. Procurement not flagged properly on MBE set aside
5. Contract used for procurement not flagged properly as MBE or EDGE
6. Post period adjustment to OAKS eligible budgets

The default voucher information will be what is currently in the OAKS FIN voucher detail records and include the account detail. Reporting detail displayed will be at the voucher distribution line (chartfield) level. Voucher information displayed in the adjustments module will include: business unit, voucher ID, original MBE/EDGE certification flag, voucher line number, distribution line number, vendor and account code.

The adjustments module will display any updatable voucher distribution lines (based on security permissions), user ID, MBE/EDGE flag, effective date of adjustment (if applicable), reason for adjustment and a free text comments field.

The following steps outline the general process of adjusting vouchers in the new module:

1. In EPM 9, Agency EOD Specialist searches for an OAKS agency voucher to be adjusted
2. User receives only vouchers created during the allowed fiscal period by his/her agency
3. Voucher is retrieved with MBE/EDGE flag from voucher as well as vendor's MBE/EDGE flag
4. User able to update MBE/EDGE flag on voucher
5. User specifies comments for change (free text field)
6. No workflow approval is necessary once an adjustment is made
7. Adjusted Voucher and Original Voucher Available for reporting in BI Cognos

When an adjustment is made an internal variable will be tracked to indicate whether the adjustment was made by EOD or an agency. This will allow for differentiated reporting to determine which adjustments were made by EOD or an agency. Use the standard report "EOD-0005 MBE/EDGE Flag Adjustment Audit Report" to see this information.

EOD will have access to override any MBE/EDGE flagged voucher available during the effective dated range in OAKS FIN. Once EOD has made an update, the voucher will no longer be available to update for the agencies in the adjustments module.

When an adjustment is made, an internal variable will be tracked to indicate whether the adjustment is a one-time or mass-adjustment. This will allow for differentiated reporting to determine what was mass updated and what was one-time. The vendor-based mass voucher update capability will be available to EOD only and will not be covered in this course.

## ***Topic 2: Security***

The following security criteria govern the filtering of vouchers (additional filters will be addressed later):

### **OAKS FIN Business Unit Row-Level Security:**

1. The business unit row-level security is employed to help filter the population of eligible vouchers for each Adjustor. The Adjustors will only see vouchers for which they have been granted business unit row-level security. Furthermore, vouchers for only a valid list of business units will appear on the search pages (see Appendix A for list of excluded BUs)
2. The OAKS FIN business unit row-level security is operator-specific and is imported from OAKS FIN on a nightly basis (Monday – Friday).

### **Restricted Contract Owners:**

1. If the a voucher is associated with a PO that is part of an MBE/EDGE contract, and if that contract has a "restricted owner", the corresponding voucher will appear in the Single Voucher Adjustment page for Agency Adjustors to view, but not edit.

2. EOD employees will be given a security role that will enable them to adjust a voucher regardless of the associated contract's owner.
3. The list of restricted MBE/EDGE contract owners is maintained by EOD. Currently the list is as follows:
  - ADJ
  - BWC
  - CNS
  - CRP
  - DAS
  - DOT
  - OIT
  - OPI
  - SPR

## Lesson 1 Summary

You have Completed Lesson 1: Adjustment Module High Level Functionality

In this lesson you have learned:

- The major reasons for using the Adjustments Module.
- The basic steps of the Single Voucher adjustment process.
- The security filters in place for making adjustments.

## Lesson 2: Adjustment Rules

In this lesson, we will cover the rules governing adjustments.

### Lesson Objectives

After Completing this lesson, you will be able to:

- Understand the criteria will be used to determine whether or not a voucher is eligible for adjustment.
- Understand the various page processing rules and controls are in place to restrict an Adjustor's ability to adjust otherwise eligible vouchers.

### Topic 1: Eligibility Criteria For Voucher Adjustments

The following criteria will be used to determine whether or not a voucher is eligible for adjustment through either the Single Voucher Adjustment page or the Multiple Voucher Mass Adjustment page.

1. Eligible vouchers must meet the following **Accounting Date requirements**:
  - a. The Accounting Date must fall within the current fiscal year.
  - b. If the Accounting Date falls within the prior fiscal year, the adjustment may only take place during the first quarter of the current fiscal year.

2. EOD identifies eligible vouchers by the **Account Code** on the voucher distribution. To this end, EOD has assigned Account Codes with one of the following classifications:
  - a. E – Voucher Distribution Line is excluded from both MBE and EDGE. If the voucher's account code is classified as excluded from both MBE and EDGE, the entire voucher will not appear in the adjustment pages and thus not be eligible for adjustment by either EOD or agency adjustors.
  - b. CS – Voucher Distribution Line is excluded from MBE, but is included in EDGE. Vouchers with this account code will be eligible for adjustment. The only possible adjustments will be either "E" or "None", which will be based upon the vendor's certification(s) and the adjustor's privileges.
  - c. X – Voucher Distribution Line is not excluded from either MBE or EDGE.

Vouchers having an account code that does not appear on the exclusion list will appear in the adjustment pages and will be eligible for adjustment.



- The adjustment module only looks at the first distribution line of the voucher to determine if it is eligible: the first line is assumed to be representative of the entire voucher.
  - Voucher Account Code exclusion/eligibility classifications for MBE and EDGE will be maintained by EOD in BI.
  - The MBE/EDGE Account Exclusion code list includes previous codes so EOD can manually change at the end of the fiscal year to allow users to update
3. Vouchers having a voucher source of **Procurement Card** are ineligible.
  4. The voucher's Business Unit/Agency will be evaluated against a list of EOD-provided **excluded/restricted business unit/agencies** (see Appendix A) to determine whether or not the voucher is eligible for adjustment by the Agency
    - a. Vouchers having a business unit/agency that does not appear on the exclusion list will appear in the adjustment pages and will be eligible for adjustment.
    - b. If the voucher has a business unit/agency that appears on the list of excluded business units/agencies, it will not appear in the adjustment pages.
  5. Once EOD has adjusted a voucher line through the Adjustments Module, the voucher will no longer be eligible for adjustment by agency. EOD employees will continue to be able to adjust the voucher as long as all other eligibility criteria are met.
  6. The voucher's vendor will be evaluated against a list of EOD-provided **excluded vendor codes** (see Appendix B) to determine whether or not the voucher is eligible for adjustment.
    - a. If the voucher has a vendor code that appears on the list of excluded vendors, it will not appear in the adjustment pages.
    - b. Vouchers having a vendor code that does not appear on the exclusion list will appear in the adjustment pages and will be eligible for adjustment.

## Topic 2: Adjustment Pages Processing Rules and Controls

Within the Adjustments Module, various page processing rules and controls are in place to restrict an Adjustor's ability to adjust otherwise eligible vouchers under certain circumstances.

1. The adjustment pages will only display the most current adjustment for a given voucher.
2. Agencies may adjust a voucher more than once, either until EOD adjusts it or until the fiscal period for making changes has passed.
3. Once a voucher has been adjusted by an EOD Adjustor, the voucher cannot be adjusted by an Agency Adjustor. The voucher will still appear in adjustment page but the Agency Adjustor will be unable to update it. Conversely, EOD adjustors can adjust agency-adjusted vouchers.
4. If the contract has a "restricted owner" the corresponding voucher will appear in the Single Voucher Adjustment page for Agency Adjustors to view, but not edit.
  - a. EOD Adjustors will have the ability to adjust vouchers associated with restricted owner contracts.
5. Page controls will ensure that a voucher can only be adjusted to a certification value that is consistent with the vendor's certifications (refer to the Vendor-to-Voucher Adjustments Matrix below).
  - a. An Adjustor can change the voucher to any certification value that is consistent with the vendor's certification, regardless of how the voucher is currently flagged.
  - b. Only EOD Adjustors can set a voucher to a certification of "None" when the vendor is certified as MBE and/or EDGE.
  - c. An Agency Adjustor can change a voucher's certification to "None" to remove the MBE/EDGE flag if the vendor isn't certified during the valid adjustment period.

### Vendor-to-Voucher Adjustments Matrix:

The following matrix illustrates the voucher adjustment values available to adjustors based upon a vendor's certification (government certification source).

Vendor Cert	Voucher Adjustments Values		
	MBE	EDGE	None
MBE	Yes	No	Yes (EOD Only)
EDGE	No	Yes	Yes (EOD Only)
MBE & EDGE	Yes	Yes	Yes (EOD Only)
None	No	No	N/A

### Caveats:

- If the vendor is certified at any time during the valid adjustment period, that certification will be available for the voucher. This is regardless of whether or not the voucher's accounting date falls within the vendor's certification begin and end dates.
- An adjustor can change the voucher to any certification value that is consistent with the vendor's certification, regardless of how the voucher is currently flagged.
- Only EOD adjustors can set a voucher to a certification of "None" when the vendor is certified as MBE and/or EDGE.
- If the vendor isn't certified during the valid adjustment period and the voucher is flagged as "None", the voucher will not be available for adjustment.

## Lesson 3: Single Voucher Adjustments

In this lesson, we will cover the following topics:

- Accessing the Adjustment Module
- Performing Single Voucher Adjustments

### Lesson Objectives

Per the matrix in Lesson 2, Topic 2, there are a limited number of ways that an MBE or EDGE voucher may be adjusted. For exercise purposes we will cover two of them – adjusting an MBE voucher and adjusting an EDGE voucher – to build familiarity with the mechanics of the module.

After Completing this lesson, you will be able to:

- Log into the OAKS EPM
- Access the Adjustment Module
- Update the Flag on an EDGE vendor certified voucher
- Update the Flag on an MBE vendor certified voucher

### Topic 1: Accessing The Adjustment Module

1. From the OAKS home page at [oaks.ohio.gov](http://oaks.ohio.gov), click on the BI MBE/EDGE Adjustment Module link.



2. Use your OAKS ID and password to access the system

### Sign in Now

OAKS is a State of Ohio computer system, which may be accessed and used only for official state business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action.

User ID:

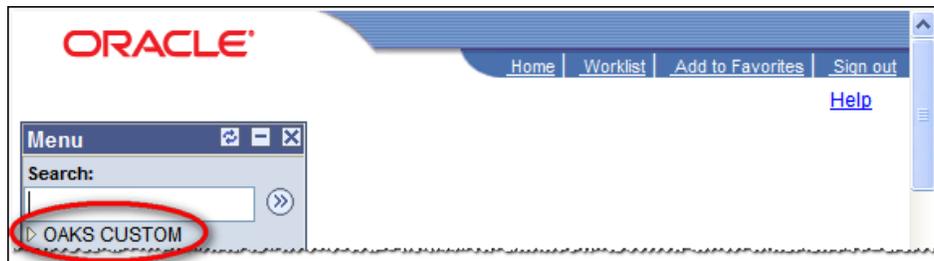
Password:

If you need assistance or have questions or concerns about OAKS Business Intelligence, please contact the OAKS Help Desk.  
E-mail: [oaks\\_helpdesk@oaks.state.oh.us](mailto:oaks_helpdesk@oaks.state.oh.us)  
Phone: 614-644-6625 or 1-888-OhioOAKS (1-888-644-6625)

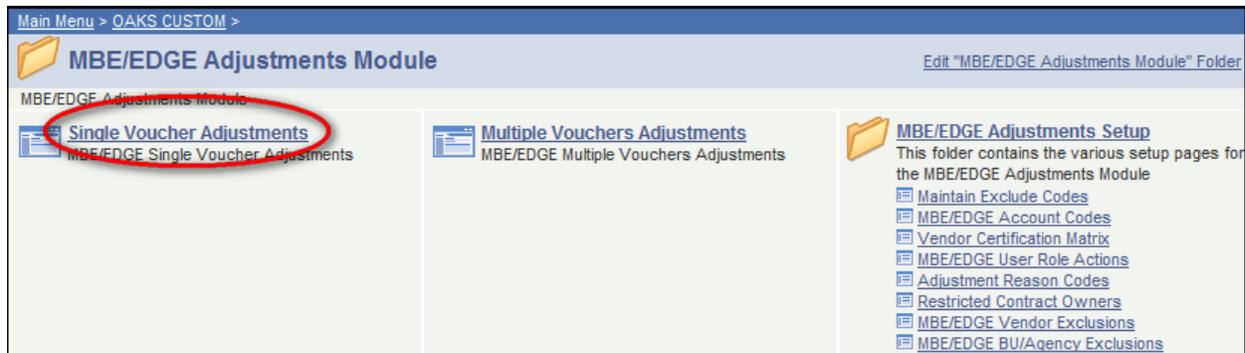


If you have difficulty logging in to the Adjustments Module, please contact the OAKS Help Desk using the information provided on the log on screen.

3. Click on the OAKS CUSTOM link from the menu on the left side of the screen.



4. On the OAKS CUSTOM menu, click on the “Single Voucher Adjustments” link.



## Topic 2: Adjusting an MBE Vendor Certified Voucher

The Single Voucher Adjustment process begins by finding the voucher you'd like to adjust. The Search page lets you look for vouchers by Business Unit, Voucher ID, Vendor ID, Accounting Date, Contract Number, and/or Original MBE/EDGE Certification Flag.

### MBE/EDGE Single Adjustment

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Maximum number of rows to return (up to 300):

**Business Unit:** begins with

**Voucher ID:** begins with

**Vendor ID:** begins with

**Accounting Date:** =

**Contract Number:** begins with

**Original MBE/EDGE Cert Flag:** =

[Basic Search](#)

As the onscreen instructions state, leave fields blank for a list of all values. So, if you know your Business Unit and you know you just want to see all MBE-flagged vouchers, you could just enter those search criteria:

**Find an Existing Value**

Maximum number of rows to return (up to 300):

**Business Unit:** begins with

**Voucher ID:** begins with

**Vendor ID:** begins with

**Accounting Date:** =

**Contract Number:** begins with

**Original MBE/EDGE Cert Flag:** =

[Basic Search](#)

EDGE  
MBE  
None

Clicking the **Search** button would return a list of vouchers that matched your limited criteria:

**Find an Existing Value**

Maximum number of rows to return (up to 300):

Business Unit:

Voucher ID:

Vendor ID:

Accounting Date:

Contract Number:

Original MBE/EDGE Cert Flag:

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

**Search Results**

View All First 1-75 of 75 Last

Business Unit	Voucher ID	Vendor ID	Short Vendor Name	Name 1	Accounting Date	Contract Number	Original MBE/EDGE Cert Flag
DAS01	00135047	0000052423	RESOURCE O_1	RESOURCE ONE COMPUTER SYSTEMS INC	02/17/2011	ACQ1002	M
DAS01	00138364	0000052423	RESOURCE O_1	RESOURCE ONE COMPUTER SYSTEMS INC	03/28/2011	ACQ1002	M
DAS01	00139156	0000052423	RESOURCE O_1	RESOURCE ONE COMPUTER SYSTEMS INC	04/08/2011	ACQ1002	M
DAS01	00135868	0000054282	PROTEAM SO-001	PROTEAM SOLUTIONS INC	03/03/2011	OT903309-9	M

No matter which line in the search results you click on, it will take you to the same adjustment screen.



**Note** Any column in the list of search results can be sorted simply by clicking on the desired column header:

**Search Results**

View All

Business Unit	Voucher ID	Vendor ID	Short Vendor Name	Name 1
DAS01	00135047	0000052423	RESOURCE O_1	RESOURCE ONE COMPUTER SYSTEMS INC
DAS01	00135868	0000054282	PROTEAM SO-001	PROTEAM SOLUTIONS INC
DAS01	00135869	0000054282	PROTEAM SO-001	PROTEAM SOLUTIONS INC
DAS01	00135870	0000054282	PROTEAM SO-001	PROTEAM SOLUTIONS INC

Click column heading to sort ascending

As a reminder, Adjustors will only see vouchers for which they have been granted business unit row-level security. Furthermore, only vouchers from the list of valid business units will appear on the search pages.

1. Enter your Business Unit in the 'Business Unit' field. If you don't know your BU code, click on the magnifying glass icon to open the 'Look Up' form:

**Look Up**

**Look Up Business Unit**

Business Unit: begins with

Look Up Clear Cancel [Basic Lookup](#)

**Search Results**

View 100 First 1 of 1 Last

Business Unit
<a href="#">DAS01</a>

2. Enter the specific Voucher ID you want to adjust in the Voucher ID field:

**Find an Existing Value**

Maximum number of rows to return (up to 300):

Business Unit: begins with

Voucher ID: begins with

Vendor ID: begins with

Accounting Date: =

Contract Number: begins with

Original MBE/EDGE Cert Flag: =

DAS01	00135870
DAS01	00135871
DAS01	00135872
DAS01	00135873

Search Clear [Basic Search](#) [Save Search Criteria](#)

3. If, after filling in the Voucher ID field, you click the **Search** button, you'll see the following:

Maximum number of rows to return (up to 300):

Business Unit: begins with

Voucher ID: begins with

Vendor ID: begins with

Accounting Date: =

Contract Number: begins with

Original MBE/EDGE Cert Flag: =

Search Clear [Basic Search](#) [Save Search Criteria](#)

**Search Results**

View All First 1 of 1 Last

Business Unit	Voucher ID	Vendor ID	Short Vendor Name	Name 1	Accounting Date	Contract Number	Original MBE/EDGE Cert Flag
DAS01	00135871	0000054282	PROTEAM SO-001	PROTEAM SOLUTIONS INC	03/03/2011	OT903309-9	M

4. Click the **Clear** button and re-enter the BU and Voucher ID, but this time, choose 'MBE' from the drop down menu in the 'Original MBE/EDGE Cert Flag' field:

**Find an Existing Value**

Maximum number of rows to return (up to 300):

**Business Unit:** begins with

**Voucher ID:** begins with

**Vendor ID:** begins with

**Accounting Date:** =

**Contract Number:** begins with

**Original MBE/EDGE Cert Flag:** =

Search Clear Basic Search Save

EDGE  
MBE  
None

5. Click the **Search** button and you will be taken directly to the voucher adjustment screen, like this:

**Single Voucher Adjustment**

**Business Unit:** DAS01      **Voucher ID:** 00135871      **Total Amount:** \$705.20

**Vendor:** 0000054282      PROTEAM SOLUTIONS INC      **Certification:** MBE,EDGE

**Contract Number:** OT903309-9

**Adjustment**

Adjustment Options Adjustor Detail

Voucher Detail	Original Cert Flag	Adjusted Cert Flag	Reason Code	Comments
<a href="#">00135871</a>	MBE	<input type="text"/>	<input type="text"/>	<input type="text"/>

There are three required fields for the adjustment: 'Adjusted Cert Flag', 'Reason Code', and 'Comments'

If you leave one of the three fields empty, you will receive the following message:

**Message**

Highlighted fields are required. (15,30)

Enter data into the highlighted fields.

OK

6. Use the dropdown menu under 'Adjusted Cert Flag' to change the flag from MBE to EDGE.

<b>Business Unit:</b> DAS01	<b>Voucher ID:</b> 00135871	<b>Total Amount:</b> \$705.20
<b>Vendor:</b> 0000054282 PROTEAM SOLUTIONS INC	<b>Certification:</b> MBE,EDGE	
<b>Contract Number:</b> OT903309-9		

Adjustment				
Adjustment Options		Adjustor Detail		
Voucher Detail	Original Cert Flag	Adjusted Cert Flag	Reason Code	Comments
00135871	MBE	<input type="text"/>	<input type="text"/>	



Remember:

- An adjustor can change the voucher to any certification value that is consistent with the vendor's certification, regardless of how the voucher is currently flagged. The vendor's certification is listed in the search results, just below the 'Total Amount' – e.g. 'MBE,EDGE' for the example above.
- Only EOD adjustors can set a voucher to a certification of "None" when the vendor is certified as MBE and/or EDGE.

7. Enter a Reason Code for the adjustment. Click on the search icon to see the list of available reason codes:

### Look Up Reason Code

SetID: \_\_\_\_\_ STATE \_\_\_\_\_

MBE/EDGE Adjustment Reason Cd: begins with

[Basic Lookup](#)

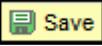
#### Search Results

View 100 First  1-6 of 6  Last

MBE/EDGE Adjustment Reason Cd	Active Status	Description
<a href="#">ACCT</a>	Active	<a href="#">Account code improperly marked for exclusion from MBE/EDGE reporting</a>
<a href="#">CNTR</a>	Active	<a href="#">Contract used for procurement not flagged properly as MBE or EDGE</a>
<a href="#">IMPR</a>	Active	<a href="#">Improper account code use by agency for procurement</a>
<a href="#">POST</a>	Active	<a href="#">Post period adjustment to OAKS eligible budgets</a>
<a href="#">PROC</a>	Active	<a href="#">Procurement not flagged properly on MBE set aside</a>
<a href="#">VNDR</a>	Active	<a href="#">Vendor improperly marked for exclusion from MBE/EDGE reporting (OAKS)</a>

8. After entering the Reason Code, enter comments to clarify the adjustment. Your comments may be up to 254 characters long, including spaces, but if you don't enter any comments you will get an error message.

<b>Business Unit:</b> DAS01	<b>Voucher ID:</b> 00135871	<b>Total Amount:</b> \$705.20
<b>Vendor:</b> 0000054282 PROTEAM SOLUTIONS INC	<b>Certification:</b> MBE,EDGE	
<b>Contract Number:</b> OT903309-9		
<b>Adjustment</b>		
Adjustment Options Adjustor Detail		
<b>Voucher Detail</b>	<b>Original Cert Flag</b>	<b>Adjusted Cert Flag</b>
00135871	MBE	EDGE
<b>Reason Code</b>	<b>Comments</b>	
IMPR	Buyer flagged vendor as MBE instead of EDGE	

9. Once all the required fields are filled in, then click the  button.

### Topic 3: Adjusting an EDGE Vendor Certified Voucher

This process is almost identical to the process for changed an MBE flagged voucher to an EDGE flagged voucher.

1. Enter your search criteria: Business Unit, Voucher ID, and Original MBE/EDGE Cert Flag.

**Find an Existing Value**

Maximum number of rows to return (up to 300):

**Business Unit:**  DAS01

**Voucher ID:**  00137840

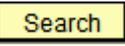
**Vendor ID:**

**Accounting Date:**

**Contract Number:**

**Original MBE/EDGE Cert Flag:**

[Basic Search](#)

2. Click the  button and you will be taken directly to the voucher adjustment screen :

<b>Business Unit:</b> DAS01	<b>Voucher ID:</b> 00137840	<b>Total Amount:</b> \$11790.00
<b>Vendor:</b> 0000180541 BROWN ENTERPRISE SOLUTIONS	<b>Certification:</b> MBE,EDGE	
<b>Contract Number:</b>		
<b>Adjustment</b>		
Adjustment Options Adjustor Detail		
<b>Voucher Detail</b>	<b>Original Cert Flag</b>	<b>Adjusted Cert Flag</b>
00137840	EDGE	
<b>Reason Code</b>	<b>Comments</b>	

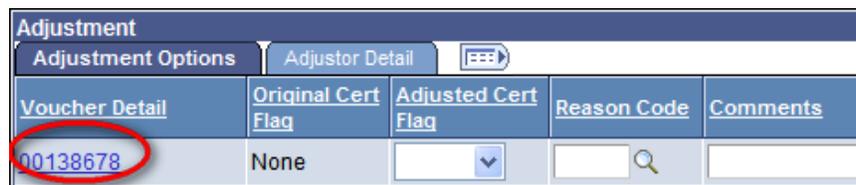
3. Change the Cert Flag to MBE, enter a Reason Code and enter your comment.
4. Once all the required fields are filled in, then click the  button.

#### Topic 4: Additional Functionality

The Single Adjustments page has a couple of other functions in addition to making adjustments.

You can see accounting details – Account, Fund, Department ID, and Program Code – for a voucher.

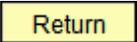
1. Lookup a voucher, and on the ‘Adjustment Options’ tab, click on the Voucher ID:



Adjustment				
Adjustment Options		Adjustor Detail		
Voucher Detail	Original Cert Flag	Adjusted Cert Flag	Reason Code	Comments
00138678	None			

2. Results:

Business Unit:		DAS01		Voucher ID:		00138678	
Voucher Detail							
Line	Distrib Line	Distrib Amount	Account	Fund Code	Dept ID	Program Code	
1	1	\$294.320	521106	1250	DAS301620	3570C	
1	2	\$294.320	521106	1250	DAS301610	3570C	
1	3	\$382.616	521106	5L70	DAS301620	3620C	
1	4	\$117.728	521106	5V60	DAS301620	3641C	
1	5	\$35.318	521106	5V60	DAS301620	3642C	
1	6	\$11.773	521106	5V60	DAS301620	3645C	
1	7	\$41.205	521106	5V60	DAS301620	3647C	

3. Click the  button

You can look to see who – if anyone – has adjusted this voucher before you.

6. Click on the ‘Adjustor Detail’ tab:



Adjustment				
Adjustment Options		Adjustor Detail		
Voucher Detail	Original Cert Flag	Adjusted Cert Flag	Reason Code	Comments
00138678	None			

7. Result:

Adjustment			
Adjustment Options		Adjustor Detail	
Adjustment Type	Adjustor Type	Last Update User ID	Last Update Date/Time
Single	EOD	10112670	07/22/11 3:32:35PM

You can look to see who – if anyone – has adjusted this voucher before you.

1. Click on the 'Adjustor Detail' tab:

Adjustment				
Adjustment Options		Adjustor Detail		
Voucher Detail	Original Cert Flag	Adjusted Cert Flag	Reason Code	Comments
00138678	None			

2. Result:

Adjustment			
Adjustment Options		Adjustor Detail	
Adjustment Type	Adjustor Type	Last Update User ID	Last Update Date/Time
Single	EOD	10112670	07/22/11 3:32:35PM

There are additional fields on the 'Adjustment Options' view beyond 'Voucher Detail', 'Original Cert Flag', 'Adjusted Cert Flag' and 'Comments'.

1. Click on the 'Show all columns' icon:

Adjustment Options		Adjustor Detail		
Voucher Detail	Original Cert Flag	Adjusted Cert Flag	Code	Comments
00135871	MBE	EDGE	IMPR	

2. Additional fields will be revealed as attached to the initial five:

Voucher Detail	Original Cert Flag	Adjusted Cert Flag	Reason Code	Comments	Adjustment Type	Adjustor Type	Last Update User ID	Last Update Date/Time
00135871	MBE	EDGE	IMPR		Single	EOD	10112670	07/29/11 12:58:34PM

These fields will show the type of adjustment that was made (if any), whether the adjustment was made by an Agency or EOD user, what the Adjustor's User ID is, and when the last update was made to the voucher.

3. Click the 'Show Tabs' icon to hide the additional columns.

## Lesson 4: MBE/EDGE Adjustments Setup Folder

This lesson examines the MBE/EDGE Adjustments Setup Folder and how agencies may use it. The topics covered are:

- How to view Exclusion Codes for MBE/EDGE Accounts
- How to view Account Codes and their exclusion rules
- How to view vendors excluded from MBE/EDGE voucher adjustment

### Lesson Objectives

After Completing this lesson, you will be able to:

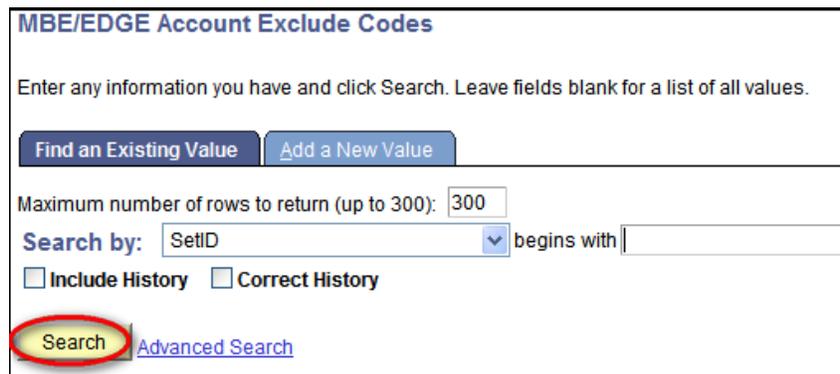
- Use the 'view only' Agency functions within the MBE/EDGE Adjustments Setup Folder.

### Topic 1: Viewing Exclusion Codes for MBE/EDGE Accounts

1. To view the exclusion codes, click the 'Maintain Exclude Codes' link in the 'MBE/EDGE Adjustments Setup' folder:



2. Click the **Search** button to see the list of codes:

A screenshot of the "MBE/EDGE Account Exclude Codes" search interface. It includes a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two buttons: "Find an Existing Value" and "Add a New Value". Below these is a field for "Maximum number of rows to return (up to 300):" with the value "300" entered. A "Search by:" dropdown menu is set to "SetID", followed by a "begins with" field. There are checkboxes for "Include History" and "Correct History". At the bottom, there is a "Search" button circled in red and a link for "Advanced Search".

3. There are currently only three exclusion codes:

Search Results			
SetID	MBE/EDGE Account Exclusion CD	Active Status	Description
<a href="#">STATE</a> CS		Active	Excluded from MBE, Included in EDGE
<a href="#">STATE</a> E		Active	Excluded from Both MBE and EDGE
<a href="#">STATE</a> X		Active	Code Not Excluded From MBE or EDGE

Vouchers having an account code classified as “CS” (Excluded from MBE, Included in EDGE) will appear in the adjustment pages and will be eligible for adjustment. The only possible adjustments will be either “E” or “None”, which will be based upon the vendor’s certification(s) and the adjutor’s privileges.

### Topic 2: Viewing MBE/EDGE Account Codes

- To view any of the 1187 OAKS FIN account codes in the EPM Adjustments Module to determine what its MBE/EDGE exclusion code – CS, E or X – is, click the ‘MBE/EDGE Account Codes’ link in the ‘MBE/EDGE Adjustments Setup’ folder:



- Click the **Search** button to see the list of codes:

**MBE/EDGE Account Codes**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Maximum number of rows to return (up to 300):

Search by: SetID begins with

[Advanced Search](#)

### 3. Result:

SetID	*Account	Account Description	*Exclusion Code	Prior Exclusion Code	Code Description	Procurement Category
1 STATE	101000	CASH EQUITY-TOS-LEGAL BASIS	E		Excluded from Both MBE and EDGE	N/A
2 STATE	102700	INTERFUND RECEIVABLE	E		Excluded from Both MBE and EDGE	N/A
3 STATE	102900	ACCOUNTS RECEIVABLE	E		Excluded from Both MBE and EDGE	N/A

The account code on the voucher's distribution line is evaluated against this list of EOD-provided excluded account codes to determine whether or not the voucher is eligible for adjustment. If the first distribution line of a voucher has an account code that is excluded from both MBE and EDGE ('E'), the entire voucher will not be returned for adjustment by either EOD or Agency Adjustors.

Account codes not appearing on the exclusion list are eligible for adjustment by both EOD and Agency Adjustors (some account codes contained in the list are actually classified as *included* for both MBE and EDG, hence the significance of this statement).

The list of excluded account codes will be maintained in the BI-EPM application and can be updated by EOD as needed. If an account code is updated, users will be able to see what the previous exclusion code was.

### Topic 3: Viewing MBE/EDGE Vendor Exclusions for Voucher Adjustments

1. To view the account codes that will exclude a voucher from having its MBE/EDGE flag adjusted, click the 'MBE/EDGE Account Codes' link in the 'MBE/EDGE Adjustments Setup' page:



2. Click the **Search** button to see the list of codes:

**MBE/EDGE Exclude Vendors**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

Maximum number of rows to return (up to 300):

**Search by:** SetID begins with

**Search** [Advanced Search](#)

3. Result:

**MBE Exclude Vendors**

Customize | Find | View 100 | First 1-100 of 192 Last

	SetID	*Vendor ID	Name 1		
1	STATE	0000000590	OHIO PENAL INDUSTRIES	+	-
2	STATE	0000000663	OHIO STATE UNIVERSITY REFERENCE LAB	+	-
3	STATE	0000000678	THE OHIO STATE UNIVERSITY	+	-
4	STATE	0000001932	BIOTAGE LLC	+	-
5	STATE	0000003584	ACS GOVERNMENT SOLUTIONS	+	-
6	STATE	0000003688	CA INC	+	-

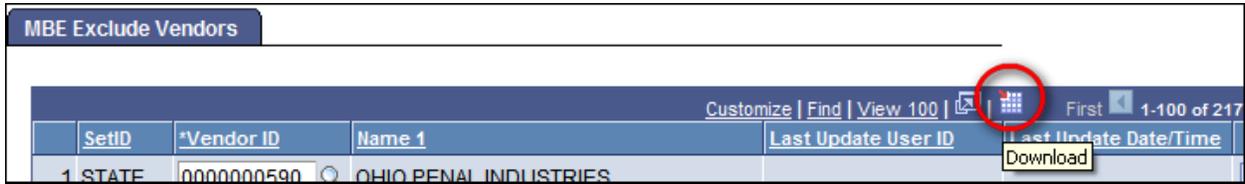


The vendors are sorted by Vendor ID but the list may be resorted by name simply by clicking on the 'Name1' header

Each voucher's vendor is evaluated against the list of EOD-provided excluded vendor codes to determine whether or not the voucher is eligible for adjustment. If the voucher has a vendor code that appears on the list of excluded vendors, it will not appear in the adjustment pages.

Vouchers having a vendor code that does not appear on the exclusion list will appear in the adjustment pages and will be eligible for adjustment.

Agencies may view the most recent list of excluded vendors (see Appendix B for an extract from 22 July 2011) but may not add or delete vendors from the list. This list was downloaded to Excel by clicking on the download button:



SetID	*Vendor ID	Name 1	Last Update User ID	Last Update Date/Time
1 STATE	0000000590	OHIO PENAL INDUSTRIES		

## Course Summary

In this course you have learned how to access the Adjustments Module and make Single Voucher Adjustments to MBE/EDGE flagged vouchers. You have also learned how to use the Adjustments Setup folder to view a number of different items impacting adjustments and the rules/controls governing adjustments.



One final Note: The role you will need for the Adjustments Module is OH\_AP\_EPM\_ADJ.

## Appendix A – Excluded Business Units/ Agencies \*

\*(as of 22 July 2011)

*Business Unit/Agency	Description	*Business Unit/Agency	Description
ADJ01	Adjutant General	MUN01	Miami University
AIR01	Air Quality Dev Authority	NEM01	NE Ohio Univ College of Med
AGO01	Attorney General	NCC01	North Central Tech College
AUD01	Auditor of State	NTC01	NW State Community College
BTC01	Belmont Tech College	OAK01	OAKS
BGU01	Bowling Green State Univ	GOV01	Office of the Governor
CSR01	Capital Square Review & Adv Bd	ART01	Ohio Arts Council
CWR01	Case Western Reserve Univ	OSU01	Ohio State University
COT01	Central Ohio Technical College	TTA01	Ohio Tuition Trust Authority
CSU01	Central State University	OHU01	Ohio University
CTC01	Cincy State Community College	OLA01	Ohioana Library Association
CLT01	Clark State Community College	OTC01	Owens State Community College
CLS01	Cleveland State University	PAY01	Payroll
CTI01	Cols State Community College	PWC01	Public Works Commission
CLA01	Court of Claims	RGC01	Rio Grande Community College
AFC01	Cultural Facilities Commission	SOS01	Secretary of State
CCC01	Cuyahoga Community College	SEN01	Senate
ESC01	Edison State Comm College	SSC01	Shawnee State University
ETC01	eTech Ohio Commission	SCC01	Sinclair Community College
HTC01	Hocking Technical College	SOC01	Southern State Comm College
REP01	House of Representatives	STC01	Stark Technical College
LTC01	James A Rhodes State College	PRT01	State Printing
JTC01	Jefferson Technical College	TTC01	Terra State Community College
JCR01	Joint Comm on Agcy Rule Review	TUP01	Tobacco Use Prev/Control
JLE01	Joint Legis Ethics Committee	TOS01	Treasurer of State
JCO01	Judicial Conference of Ohio	UAK01	University of Akron
JSC01	Judiciary/Supreme Court	UCN01	University of Cincinnati
KSU01	Kent State University	UTO01	University of Toledo
LCC01	Lakeland Community College	VTO01	Veterans Organizations
LSC01	Legislative Service Commission	WTC01	Washington State Comm College
LOR01	Lorain Co Community College	WSU01	Wright State University
MTC01	Marion Technical College	YSU01	Youngstown State University
MCO01	Medical Univ of Ohio at Toledo	MAT01	Zane State College

## Appendix B – MBE/EDGE Vendor Exclusions\*

\*(As of 22 July 2011)

*Vendor ID	Vendor Name	*Vendor ID	Vendor Name
0000096568	AASHTO HIGHWAY SUBCOMMITTEE ON	0000043502	CLERCO INC
0000148116	ABBOTT NUTRITION	0000053232	CLI INC
0000003584	ACS GOVERNMENT SOLUTIONS	0000041619	CLOVERNOOK CENTER FOR THE BLIND &
0000009753	ACS GOVERNMENT SYSTEMS INC	0000134064	COLEMAN DATA SOLUTIONS
0000082920	AFFILIATED COMPUTER SERVICES	0000042501	COLUMBUS AREA INC
0000012662	AGFA CORP	0000010588	COMMUNITY SUPPORT SERVICES INC
0000084758	AGILENT TECHNOLOGIES INCORP	0000086580	CORPORATE EXPRESS
0000043219	ALPHA GROUP OF DELAWARE INC	0000157520	CSDC SYSTEMS INC
0000089477	AMERICAN ASSOC STATE HIGHWAY &	0000046155	CTR OF VOC ALTERNATIVES FOR
0000089423	AMERICAN ASSOCIATION OF MOTOR	0000156824	DTN METEORLOGIX
0000076660	ANGELINE INDUSTRIES INC	0000012653	DUN & BRADSTREET
0000012576	APPLIED NUTRITION CORP	0000131811	DUPONT QUALICON
0000043069	ARC INDUSTRIES INC	0000041758	EASTWAY CORP
0000059194	ASTUTE INC	0000142363	EMPLOYMENT DEVELOPMENT INC
0000042870	ATCO INC	0000012596	ENFOTECH & CONSULTING INC
0000067921	AUDIT SERVICES US LLC	0000091538	FAIR ISAAC CORPORATION
0000009953	AVANTEXT INC	0000070040	FAIRHAVEN INDUSTRIES INC
0000091886	AVERY DENNISON CORP	0000006902	FASHION CLEANERS INC
0000068443	BELCO WORKS INC	0000047226	FAYETTE PROGRESSIVE INDUSTRIES INC
0000104348	BIOMERIEUX INC	0000087637	FEDERAL AIRWAYS & AIRSPACE INC
0000001932	BIOTAGE LLC	0000144883	FIRE PANEL LLC
0000072229	BLANCHARD VALLEY INDUSTRIES INC	0000043405	FIRST CAPITAL ENTERPRISES INC
0000073503	BRIDGEWAY INC	0000104350	FIRST DATA BANK INC
0000073412	BROOKHILL CENTER INDUSTRIES INC	0000079773	FOCUS COMPUTER MANAGEMENT &
0000132824	BROOKS-YATES CENTER DIVERSIFIED	0000043364	GALLCO INCORPORATED
0000071815	BURDMAN GROUP INC	0000014860	GEOCUE CORPORATION
0000003688	CA INC	0000045007	GILSON CO INC
0000009966	CAMBRIDGE INTEGRATED	0000133351	GLAXOSMITHKLINE
0000062051	CARROLL HILLS INDUSTRIES	0000136759	GOODWILL COLUMBUS
0000094725	CAVU CORPORATION	0000044857	GOODWILL EASTER SEALS MIAMI VALLEY
0000044896	CINCINNATI ASSOCIATION FOR THE BLIND	0000072719	GOODWILL INDUSTRIES OF
0000042615	CINCOM SYSTEMS INC	0000061452	GOODWILL INDUSTRIES OF AKRON OHIO INC
0000050442	CLEANERS EXTRAORDINAIRE	0000064663	GOODWILL INDUSTRIES OF ASHTABULA INC

*Vendor ID	Vendor Name
0000073508	GOODWILL INDUSTRIES OF ERIE HURON OTTAWA
0000066712	GOODWILL INDUSTRIES OF GREATER
0000068360	GOODWILL INDUSTRIES OF LIMA
0000146378	GOODWILL INDUSTRIES OF SOUTH
0000047408	GOODWILL INDUSTRIES OF SOUTHERN OHIO INC
0000043095	GREATER CINCINNATI BEHAVIORAL
0000134093	GREATER COLUMBUS CONVENTION
0000043438	GREENE INC
0000047163	GROW INC
0000043167	GUERNSEY INDUSTRIES
0000076828	HARCO INDUSTRIES INC
0000056785	HARRISON INDUSTRIES INC
0000050586	HIGHCO INC
0000045644	HOCKING VALLEY INDUSTRIES INC
0000043127	HOPEWELL INDUSTRIES INC
0000099908	HUMMINGBIRD USA INC
0000091801	HYDROLYNX SYSTEMS INC
0000083915	IDEXX DISTRIBUTION INC
0000003877	IHS REGULATORY PRODUCTS INC
0000057675	INTELLINETICS INC
0000136347	INTERGRAPH MAPPING &
0000075091	JEFFCO WORKSHOP INC
0000044813	JEWISH VOCATIONAL SERVICE
0000045994	KNOX NEW HOPE INDUSTRIES INC
0000006536	LARSA INC
0000136279	LASER CARTRIDGE EXPRESS
0000046812	LICCO INC
0000047492	LICKING KNOX GOODWILL INDUSTRIES INC
0000100624	LOTT INDUSTRIES INC
0000054974	MAJESTIC STEEL USA INC
0000043008	MARCA INDUSTRIES INCORPORATED
0000071759	MARIMOR INDUSTRIES INC
0000047326	MARION GOODWILL INDUSTRIES INC

*Vendor ID	Vendor Name
0000064856	MASCO INC
0000043560	MATCO INDUSTRIES INC
0000079136	MEAD JOHNSON NUTRITIONAL CO
0000045380	MEIGS INDUSTRIES
0000147065	MELLON BANK NA
0000012194	MERCK & CO INC
0000086394	MERIAL LIMITED
0000043054	MIAMI VALLEY INDUSTRIES INC
0000056368	MIFFLIN TOWNSHIP OF FRANKLIN COUNTY
0000042965	MONCO ENTERPRISES CO
0000073388	MONROE ADULT CRAFTS ORGANIZATION INC
0000010614	MURRAY RIDGE PRODUCTION
0000046402	MUSKINGUM STARLIGHT INDUSTRIES
0000077937	NATIONAL COUNCIL ON COMPENSATN
0000066446	NEW AVENUE TO INDEPENDENCE
0000068424	NICK AMSTER SHELTERED WORKSHOP
0000091283	NORTHROP GRUMMAN COMMERCIAL
0000082914	NUTRICIA NORTH AMERICA
0000000590	OHIO PENAL INDUSTRIES
0000000663	OHIO STATE UNIVERSITY REFERENCE LAB
0000057810	OHIO STATE UNIVERSITY RESEARCH
0000053481	OHIO UTILITIES PROTECTION SVC
0000012304	OPEX CORPORATION
0000086635	OPSEC SECURITY INC
0000087850	OPTECH INTERNATIONAL INC
0000085938	ORASURE TECHNOLOGIES INC
0000178307	PARAGO PROMOTIONAL SERVICES INC
0000054910	PC WORKSHOP INC
0000087479	PENTON MEDIA INC &
0000042664	PICKAWAY DIVERSIFIED INC
0000047435	PIKE COUNTY ADULT ACTIVITY
0000135110	POLLARD BANKNOTE LIMITED
0000047301	POSSITIVITY

*Vendor ID	Vendor Name
0000093464	QIAGEN INC
0000078831	QUADCO REHABILITATION CTR INC
0000132886	REHAB CENTER
0000178817	REHAB CENTER OF NORTH CENTRAL OHIO
0000064780	REHABILITATION SERVICE OF
0000078860	RICHLAND NEWHOPE
0000152702	RISA TECHNOLOGIES LLC
0000075204	RIVERVIEW INDUSTRIES INC
0000048223	RIVERVIEW PRODUCTIONS INC
0000136747	ROSS PRODUCTS DIVISION
0000046729	RT INDUSTRIES INC
0000003857	SANOFI PHARMACEUTICALS INC
0000145781	SAVOY COMPUTING SERVICES LTD
0000071679	SAW INC
0000076821	SENECA RE AD INDUSTRIES INC
0000041809	SIX COUNTY INC
0000061414	SOUTH EAST HARLEY DAVIDSON
0000047708	SOUTHEAST INC
0000010643	SPECTRUM OF SUPPORTIVE SERVICE
0000050630	STAR INC
0000071466	STARLIGHT ENTERPRISES INC
0000152699	STRUCTUREPOINT LLC
0000009732	SUNGARD AVAILABILITY SERVICES
0000091688	SYBASE
0000060168	TAYLOR STEEL INC
0000049775	TCN BEHAVIORAL HEALTH
0000168184	TERADATA GOVERNMENT SYSTEMS LLC
0000000678	THE OHIO STATE UNIVERSITY
0000071463	THE WORKSHOPS INC
0000005718	THOMSON REUTERS HEALTHCARE INC
0000012955	TINIUS OLSEN TESTING MACHINE
0000091660	TRIMBLE NAVIGATION LTD
0000045714	TRI-STATE INDUSTRIES INC

*Vendor ID	Vendor Name
0000094651	TROXLER ELECTRONIC LAB INC
0000054221	TWIN CEDARS SERVICES INC
0000046820	U-CO INDUSTRIES INC
0000041651	UNITED REHABILITATION SERVICES
0000155993	UNITED YOUNG PEOPLE ASSOCIATION
0000089567	US GOVERNMENT PRINTING OFFICE
0000045333	VENTURE PRODUCTIONS INC
0000139953	VENTYX ENERGY SOFTWARE INC
0000161634	VERUS FINANCIAL LLC
0000063905	VGS INC
0000075885	VINTON INDUSTRIES INC
0000076480	VISION & VOCATIONAL SERVICES
0000004429	VITAFLO USA LLC
0000093566	VITAL RESEARCH LLC
0000083212	VOYAGER FLEET SYSTEMS INC
0000043132	WASCO INC
0000071551	WAYCRAFT INC
0000073189	WEAVER INDUSTRIES INC
0000046379	WHETSTONE INDUSTRIES INC
0000133813	WINDFALL INDUSTRIES
0000005708	WORK LOSS DATA INSTITUTE
0000135171	WYETH
0000063226	YMCA OF GREATER CLEVELAND
0000063176	YOUNGSTOWN AREA GOODWILL
0000076427	ZANESVILLE WELFARE ORGN &
S11240178	
S21258310	