



OFFICE OF THE COMPTROLLER
CASH DEPOSIT ADJUSTMENT (CD1) FORM FOR NON-FEDERAL GRANTS FUND

Prepared By	Date
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INSTRUCTIONS

This CD1 form is for funds other than 0100, 0044, and 0142. Please attach a date/time stamped deposit slip or bank statement, and all other backup documentation in one file to this form. Both the attached file and the MMARS Document ID for the CD1 should be the same as this form's Document ID. A [job aid](#) is available [PowerDMS Login Required]. See the Document ID naming convention below.

NAMING CONVENTION (Use this as the Document ID in MMARS for both Pushbacks and Pushforwards)

Document ID (Example) FY23PushbackCTR00001
 FY23PushbackYYYYZZZZ

Breakdown:

FYXX	This must be the Fiscal Year
Pushback	This must be the word "Pushback"
YYY	This must be the department's three-letter MMARS Code
ZZZZ	This can be anything the pushback initiator chooses.

Document ID Example: FY23PushbackCTR00001	Description	Fiscal Year	Budget Fiscal Year	Fiscal Period	Department	Unit	Fund	Sub Fund	Revenue Source	Line Amount Enter negative to decrease. Enter positive to increase.
FY										
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The line amounts above should net to zero.

For Office of the Comptroller Use Only			
Reviewed By Signature		Approved and Finalized in MMARS By Signature	
Printed Name	Date Signed	Printed Name	Date Signed