



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 Mosaic Transaction ID for the CD1 should be the same as this form's Transaction ID. A [job aid](#) is available [PowerDMS Login Required]. See the Transaction ID naming convention below.

NAMING CONVENTION (Use this as the Transaction ID in Mosaic for both Pushbacks and Pushforwards)

Transaction ID (Example) FY27PushbackCTR00001
 FY27PushbackYYYYZZZZ

Breakdown:

FYXX	This must be the Fiscal Year
Pushback	This must be the word "Pushback"
YYY	This must be the department's three-character Mosaic code
ZZZZ	This can be anything the pushback initiator chooses.

Transaction ID Example: FY26PushbackCTR00001	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 Mosaic By Signature	
Printed Name	Date Signed	Printed Name	Date Signed