

Completing an AP Redistribution Form:

NOTE: If completing an AP Redistribution Form for an invoice that is matched against a PO, these are the steps of the process:

1. AP Redistribution form should be completed and sent to AP
2. AP will “unbill” (or reverse) the appropriate line and send an email to the Buyer so that the Buyer can make the necessary accounting change on the PO distribution line.
3. Buyer receives the email from AP and enters a return in Oracle for the appropriate PO distribution line needing to be changed (if the PO line item has a receipt associated with it).
4. Buyer modifies the PO distribution line that needs to be changed by:
 - a) Un-reserving the specific PO line item that needs to have the distribution changed.
 - b) Correcting the PO distribution for that line.
 - c) Re-approving the PO and/or having the PO approved.
 - d) Receiving against the corrected PO line.
5. Buyer notifies AP that the PO distribution has been modified.
6. AP will match the invoice against the PO line with the corrected distribution information.

Where to find the information to complete the AP Redistribution Form:

1. Using an AP responsibility (ex. USA AP Inquiry), navigate to **Invoices->Inquiry->Invoices**.
2. Enter the information you know about the Invoice or the Purchase Order in the **Find Invoices** screen and then click the ‘Find’ button.

The screenshot shows the 'Find Invoices' window in Oracle. It is divided into several sections for data entry:

- Supplier:** Name: SOLUTION BEACON LLC, Number: 55852, Site: (empty), Taxpayer ID: 41-1992495, PO Num: (empty), PO Shipment: (dropdown menu).
- Invoice:** Number: 12979, Terms: (dropdown), Type: (dropdown), Pay Group: (dropdown), Amounts: (empty) - (empty), Invoice Batch: (empty), Dates: (empty) - (empty), Currency: (empty).
- Invoice Status:** Paid: (dropdown), Accounted: (dropdown), Status: (dropdown).
- Holds:** Status: (dropdown), Name: (empty), Reason: (empty).
- Voucher Audit:** Category: (empty), Name: (empty), Numbers: (empty) - (empty).
- Invoice Template:** Number: (empty), Period Type: (empty).

At the bottom, there are four buttons: Calculate Balance Owed..., Clear, New, and Find.

- Using the information on the Invoices screen enter the available information into the header of the AP Redistribution form:

The screenshot shows the 'Invoices (CM OPERATING UNIT ORGANIZATION)' window. At the top, there are fields for 'Batch Control Total' and 'Actual Total'. Below is a table with columns: Type, Supplier, Supplier Num, Site, Invoice Date, Invoice Num, Invoice Curr, Invoice Amount, Withheld Amount, and Prepaid Amount. The first row is highlighted with a blue background and contains: Standard, SOLUTION, 5852, DALLAS, 14-DEC-2010, 12979, USD, 10,971.54. Below the table are tabs for '1 General', '2 Holds', '3 View Payments', '4 Scheduled Payments', and '5 View Prepayment Applications'. The '1 General' tab is active, showing a form with the following fields: 'Amount Paid' (USD, 10,971.54), 'Invoice Status' (Status: Validated, Accounted: Yes), 'Approval Status' (Approval: Not Required, Pending Approver:), and 'Summary' (Holds: 0, Distribution Total: 10,971.54). The 'Description' field contains 'CONSULTING SERVICES R12'. Below the form are 'Overview' and 'Distributions' buttons. At the bottom, there is a section titled '1. Original Payment Information' with a 'Select one:' dropdown menu (Invoices selected), 'Vendor Name: Solution Beacon, LLC', 'Invoice Number: 12979', 'PO Number: 255644', 'Line Number: 1', 'Payment Amount: \$ 10,971.54', and 'GL / GM Transaction Date: 4/25/11'. A vertical 'Carnegie' logo is on the right side.

Type	Supplier	Supplier Num	Site	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Withheld Amount	Prepaid Amount
Standard	SOLUTION	5852	DALLAS	14-DEC-2010	12979	USD	10,971.54		

Amount Paid
USD 10,971.54

Invoice Status
Status: Validated
Accounted: Yes

Approval Status
Approval: Not Required
Pending Approver:

Summary
Holds: 0
Distribution Total: 10,971.54

Description: CONSULTING SERVICES R12

1. Original Payment Information
Select one: Invoices Expense Reports Procurement Cards
Vendor Name: Solution Beacon, LLC
Invoice Number: 12979 PO Number: 255644 Line Number: 1
Payment Amount: \$ 10,971.54 GL / GM Transaction Date: 4/25/11

- Click on the Distributions button on the Invoices screen to find the additional information necessary to complete the AP Redistribution Form and then add the correcting information in the section below (circled in green).

Distributions (CM OPERATING UNIT ORGANIZATION) - 12979, SOLUTION BEACON LLC

Invoice Total **10,971.54**
Distribution Total **10,971.54**

Award Default Folder

Num	Type	Amount	GL Date	Account	Project	Task	Award Number	Expendit
2	Item	971.54	25-APR-2011	85312.000001.520.200.116000.0				
1	Item	10,000.00	25-APR-2011	85312.000001.520.200.116000.0				

Status **Validated** Accounted **Yes** PO Number **255644**

Account Description **CONSULTING SERVICES.GENERAL UNRESTRICTED.GENERAL AD.PR.DGRAMS.ADMINISTRA.GENERAL**

View Receipt

Vendor Name: Solution Beacon, LLC

Invoice Number: 12979 PO Number: 255644 Line Number: 1

Payment Amount: \$ 10,971.54 GL / GM Transaction Date: 4/25/11

Original Charge Information: (enter credits as negative amounts)

GL Amount	Object	Funding	Function	Activity	Organization	Entity
\$ 971.54	85312	000001	520	200	116000	01

GM Amount	Project	Task	Award	Expenditure Type(Text)	Organization(Text)

Correcting Information: (enter credits as negative amounts)

GL Amount	Object	Funding	Function	Activity	Organization	Entity
\$ 971.51	85312	000001	520	200	540700	01

GM Amount	Project	Task	Award	Expenditure Type(Text)	Organization(Text)

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