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Single Redistribution - Invoices Matched to a Purchase Order

The steps below outline how to use Oracle to find the necessary information to complete the AP Redistribution Form to correct account information for an invoice that is matched to a Purchase Order (PO).

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

3. Results will show on the Invoice Workbench screen, which can be used to locate information to be entered into the ‘Original Invoice Information’ section of the AP Redistribution Form. **Note:** Click on the Lines tab to see PO line information.
4. On the AP Redistribution Form (screenshot below), select the appropriate button for redistributing from a Grants or General Ledger (GL) string. For example purposes, we will use the ‘Single Redistribution (GL String)’ button. **NOTE:** If you are doing a Grants string redistribution, you must attach the ‘AP Re-Distribution Form – From GRANTS PTA’ datawarehouse query.

5. Once the type of redistribution has been selected, populate the ‘Original Invoice’ section information using the information returned in the Oracle AP inquiry shown above. **For this example we are using PO Invoice information.**
Because we selected the ‘Single Redistribution (GL String)’ button, the form will show Old GL String, New GL String, and New Grants String areas. Let’s use the Invoice Workbench screen again to find the information for these areas.

The ‘Lines’ tab of the Invoice Workbench screen can be used to locate the required ‘Old GL String’ information. Click either the Distributions or All Distributions button.
a. Clicking the **Distributions** button will show distributions ONLY for the highlighted invoice line.
   i. The ‘Invoice Line #’ is shown in the Line Number field in the header area.
   ii. The ‘Distribution Line #’ is shown in the Num column in the Distributions Line area. **Note:** Invoice lines can have multiple distribution lines so there could be distribution line numbers 1,2,3,etc. that are all associated with the same Invoice Line #.

b. Clicking the **All Distributions** button will show all distributions for all invoice lines.
   i. The ‘Invoice Line #’ is shown in the Line Number field in the header area.
   ii. The ‘Distribution Line #’ is shown in the Num column in the Distributions Line area. **Note:** Invoice lines can have multiple distributions so there could be distribution line numbers 1,2,3,etc. that are all associated with the same Invoice Line #.
Next, you will need to enter the new (correct) account string information on the AP Redistribution Form. In this example, the Organization is being changed from 270310 to 270300. **Note:** Redistributions can be done from a GL string to a GL and/or Grants account string(s) and also from a Grants string to a GL and/or Grants string(s).

Enter the reason for the redistribution in the ‘Business Purpose of Change’ field on the form.

This was charged to the wrong Organization, it should have been charged to Organization 270300.
10. Sign and complete the ‘Initiating Department Information’ section.


12. If sponsored funds are being redistributed, then the signatures under the ‘For Sponsored Funds’ sections must also be obtained.

13. Once the form has been fully completed, send it to the Accounts Payable Department in the UTDC building.

**NOTE:** When submitting an Accounts Payable (AP) Redistribution Form for an invoice that is matched against a Purchase Order (PO), the following steps must also occur:

Follow the steps below if the PO distribution is being changed from a General Ledger (GL) account to a GL account, GL account to a grant (GM) account, or GM account to a GM account, and **NOT GM account to GL account**:

1. Ensure you have completed the AP Redistribution Form according to the specific PO and Accounts Payable is now asking you to make the changes on the PO
2. Using POREQ Buyer and Approver, select Purchase Order > Purchase Order Summary
3. On the Find Purchase Orders screen, enter the PO number and select the Shipments radio button within the Results section
4. Click Find
5. Click the folder icon in the upper left corner of the Purchase Order Shipments screen  
6. Select PO Statistics and click OK  
7. In the PO Statistics window, make sure the amount received and the amount billed are both zero for the line(s) being changed  
   a. If the received quantity is not zero, complete a return before proceeding (see FAQ titled How do I complete a Return?)  
   b. If the billed quantity is not zero, contact Accounts Payable to verify all receipts associated with the specific line(s) have been discarded  
8. Close the Purchase Order Shipments screen  
9. On the Find Purchase Orders screen, ensure the PO number is still listed and select the Headers radio button within the Results section  
10. Click Find  
11. Click Open  
12. Place your cursor on the specific line that is being altered (if all distributions are being altered on the PO, place your cursor in a header field)  
13. Select Tools > Unreserve from the top menu  
14. Click OK on the Unreserve prompt  
15. When prompted with the Decision, verify the verbiage states it was successfully changed and click OK  
16. Notice that the PO Status has now changed to Requires Reapproval  
17. Navigate to the specific distribution being changed (Destination tab for GL account, Project tab for GM account)  
18. Enter the new account information in the required distribution fields  
19. Select the Destination tab and scroll to the right  
20. Verify the date in the GL Date field is in the current period, otherwise, change the date to today’s date  
21. Save the changes  
22. Repeat for each distribution being altered  
23. Click Approve…  
24. Select Reserve and add an explanation of the distribution change in the Note field, if preferred  
25. Click OK to submit the altered PO for re-approval  
26. Once the PO has been approved, receive once again on the PO (to complete a receipt see FAQ titled How do I receive on a purchase order?)  
27. Respond to Accounts Payable’s request to inform them that the PO has been changed according to the AP Redistribution Form  

Follow the steps below if the PO distribution is being changed from a Grants (GM) account to a General Ledger (GL) account:  

1. Ensure you have completed the AP Redistribution Form according to the specific PO and Accounts Payable is now asking you to make the changes on the PO  
2. Using POREQ Buyer and Approver, select Purchase Order > Purchase Order Summary  
3. On the Find Purchase Orders screen, enter the PO number and select the Shipments radio button within the Results section  
4. Click Find  
5. Click the folder icon in the upper left corner of the Purchase Order Shipments screen  
6. Select PO Statistics and click OK
7. In the PO Statistics window, make sure the amount received and the amount billed are both zero for the line being changed
   a. If the received quantity is not zero, complete a return before proceeding (see FAQ titled How do I complete a Return?)
   b. If the billed quantity is not zero, contact Accounts Payable to verify all receipts associated with the specific line have been discarded
8. Close the Purchase Order Shipments screen
9. On the Find Purchase Orders screen, ensure the PO number is still listed and select the Headers radio button within the Results section
10. Click Find
11. Click Open
12. Take note of the line details (Type, Category, Description, etc.) as you will be removing this line from the PO
13. Place your cursor on the specific line that is being altered
14. Select Tools > Cancel from the top menu
15. Verify the Cancel PO Line action is selected and enter an explanation in the Reason field, if preferred
16. Click OK
17. Click OK on the Unreserve prompt
18. When prompted with the Decision, verify the verbiage states it was successfully changed and click OK
19. Click OK on the caution prompt
20. Notice that the specified line is no longer visible in this screen
21. Create a new line by typing in the blank line fields or click the New icon (green plus) in the top menu bar
22. Once entered, click Shipments to enter any shipment detail
23. Once entered, click Distributions to enter the distribution GL account (using the Destination tab)
24. Save the changes
25. Repeat for each line that has a GM distribution being changed to a GL account distribution
26. Click Approve...
27. Select Reserve and add an explanation of the distribution change in the Note field, if preferred
28. Click OK to submit the altered PO for re-approval
29. Once the PO has been approved, receive on the new line(s) of the PO (to complete a receipt see FAQ titled How do I receive on a purchase order?)
30. Respond to Accounts Payable’s request to inform them that the PO has been changed according to the AP Redistribution Form and specify the newly created line(s) numbers.
Single Redistribution - Expense Report/Procurement Card Invoices

The steps below outline how to use Oracle to find the necessary information to complete the AP Redistribution Form to correct account information for an invoice that is associated with an Expense Report (ER) or Procurement Card Report (PRC).

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

*This example uses an Expense Report (ER) invoice, but the same steps could be taken to find the information associated with a Procurement Card Report (PRC) invoice.
3. Results will show on the Invoice Workbench screen, which can be used to locate information to be entered into the ‘Original Invoice Information’ section of the AP Redistribution Form (see below). If viewing a PRC invoice the Invoice Amount will show as 0.00 and is not required on the form.
4. Because we selected the ‘Single Redistribution (GL String)’ button, the form will show Old GL String, New GL String, and New Grants String areas. Let’s use the Invoice Workbench screen again to find the information for these areas.

   ![Invoice Workbench Screen](image)

   **Old GL String:**
<table>
<thead>
<tr>
<th>Invoice Line #</th>
<th>Distribution Line #</th>
<th>Distribution Amount</th>
<th>Object Code</th>
<th>Funding Source</th>
<th>Function</th>
<th>Activity</th>
<th>Organization</th>
<th>Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

   **New GL String:**
<table>
<thead>
<tr>
<th>Distribution Amount</th>
<th>Object Code</th>
<th>Funding Source</th>
<th>Function</th>
<th>Activity</th>
<th>Organization</th>
<th>Entity</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

   **General Ledger**
<table>
<thead>
<tr>
<th>Distribution Amount</th>
<th>Object Code</th>
<th>Funding Source</th>
<th>Function</th>
<th>Activity</th>
<th>Organization</th>
<th>Entity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

   **New Grants String:**
<table>
<thead>
<tr>
<th>Distribution Amount</th>
<th>Project</th>
<th>Task</th>
<th>Award</th>
<th>Expenditure Type</th>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5. The ‘Lines’ tab of the Invoice Workbench screen can be used to locate the required ‘Old GL String’ information. Click either the **Distributions** or All Distributions button.

   ![Invoice Workbench Screen](image)

   **a.** Clicking the **Distributions** button will show distributions ONLY for the highlighted invoice line.

   **i.** The ‘**Invoice Line #**’ is shown in the Line Number field in the header area.

   **ii.** The ‘**Distribution Line #**’ is shown in the Num column in the Distributions Line area. **Note:** Invoice lines can have multiple distribution lines so there could be distribution line numbers 1, 2, 3, etc. that are all associated with the same Invoice Line #.
b. Clicking the button will show all distributions for all invoice lines.
   i. The ‘Invoice Line #’ is shown in the Line Number field in the header area.
   ii. The ‘Distribution Line#’ is shown in the Num column in the Distributions Line area. **Note:** Invoice lines can have multiple distributions so there could be distribution line numbers 1,2,3,etc. that are all associated with the same Invoice Line #.

6. Next, you will need to enter the new (correct) account string information on the AP Redistribution Form. **In this example, the Organization is being changed from 540700 to 540500.** **Note:** Redistributions can be done from a GL string to a GL and/or Grants account string(s) and also from a Grants string to a GL and/or Grants string(s).
1. **Invoice Line #** | **Distribution Line #** | **Distribution Amount** | **Object Code** | **Funding Source** | **Function** | **Activity** | **Organization** | **Entity**
---|---|---|---|---|---|---|---|---

2. **New GL String:**

| Distribution Amount | Object Code | Funding Source | Function | Activity | Organization | Entity |
---|---|---|---|---|---|---|

3. **General Ledger**

| $1,805.00 | 85119 | 000001 | 520 | 000 | \textcircled{540700} | \textcircled{01} |

4. **New Grants String:**

| Distribution Amount | Project | Task | Award | Expenditure Type | Organization |
---|---|---|---|---|---|

5. **Business Purpose of Change:**

This was charged to the wrong Organization, it should have been charged to 540500.

6. **Accounts Payable Redistribution Form**

7. Enter the reason for the redistribution in the ‘Business Purpose of Change’ field on the form.

8. Sign and complete the ‘Initiating Department Information’ section.

10. If sponsored funds are being redistributed, then the signatures under the ‘For Sponsored Funds’ sections must also be obtained.

<table>
<thead>
<tr>
<th>Signature of Business Manager</th>
<th>Typed Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR SPONSORED FUNDS:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Principal Investigator</th>
<th>Typed Name</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Associate Dean</th>
<th>Typed Name</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Sponsored Projects Acct.</th>
<th>Typed Name</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of SPA Director/Controller</th>
<th>Typed Name</th>
<th>Date</th>
</tr>
</thead>
</table>

11. Once the form has been fully completed, send it to the Accounts Payable Department in the UTDC building. The preparer of the form does not need to do anything else after the completed form has been submitted to AP.

**Mass Redistributions**

The steps below outline how to use the Financial Datawarehouse (FDW) queries to find the necessary information to complete (and attach to) the AP Redistribution Form to correct account information for mass redistributions.

1. From the DecisionCast Ad Hoc library, go to College & Department>Payables>AP Redistribution Queries. This example uses the ‘AP Re-Distribution Form – From GL String’ query.
2. Enter the appropriate filter parameters in the Query Details and run the query. For this example, there were several invoices matched to PO’s in December 2011 and January 2012 that had an incorrect Organization (270310). I used the following report filters to return the results I needed:

- Period Name in Jan12-Dec12
- PO Number <> No Purchase Order
- Posted Reg = Y
- Set of Books Name = Carnegie Mellon
- Organization Number like 270310%

PO Number does not equal ‘No Purchase Order’ excluded any ER/PRC invoices.

3. Results will show in the Query Results area and can be exported to Excel using the icon. The query results must be attached to the AP Redistribution Form for mass redistributions.

4. On the AP Redistribution Form, select the appropriate button for mass redistributing from a Grants or General Ledger (GL) string. Click the button as many times as needed to obtain additional lines (one is needed per redistribution.) For example purposes, we will use the ‘Mass Redistribution (GL, Attachment)’ button and would click it (6) times for the (6) account strings to be redistributed.
Screenshot showing 2 of the 6 requested redistributions moving from incorrect Org 270310 to correct Org 270300.

5. Redistributions can also be done from a GL string to a GL and/or Grants account string(s) and also from a Grants string to a GL and/or Grants string(s). **NOTE: If you are requesting a Grants string redistribution, you must attach results from the ‘AP Re-Distribution Form – From GRANTS PTA’ datawarehouse query.**

6. Enter the reason for the redistribution in the ‘Business Purpose of Change’ field on the form.

   Business Purpose of Change: The attached transactions have the wrong Organization, they should have been charged to 270300

7. Sign and complete the ‘Initiating Department Information’ section.

<table>
<thead>
<tr>
<th>Authorization: (must be different from the requester)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature of Business Manager</td>
</tr>
</tbody>
</table>

9. If sponsored funds are being redistributed, then the signatures under the ‘For Sponsored Funds’ sections must also be obtained.

<table>
<thead>
<tr>
<th>Signature of Business Manager</th>
<th>Typed Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR SPONSORED FUNDS:</td>
<td></td>
<td></td>
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<tr>
<td>Signature of Principal Investigator</td>
<td>Typed Name</td>
<td>Date</td>
</tr>
<tr>
<td>Signature of Associate Dean</td>
<td>Typed Name</td>
<td>Date</td>
</tr>
<tr>
<td>Signature of Sponsored Projects Acct.</td>
<td>Typed Name</td>
<td>Date</td>
</tr>
<tr>
<td>Signature of SPA Director/Controller</td>
<td>Typed Name</td>
<td>Date</td>
</tr>
</tbody>
</table>

10. Once the form has been fully completed, send it to the Accounts Payable Department in the UTDC building.

**NOTE:** When submitting an Accounts Payable (AP) Redistribution Form for an invoice that is matched against a Purchase Order (PO), the following steps must also occur:

**Follow the steps below if the PO distribution is being changed from a General Ledger (GL) account to a GL account, GL account to a grant (GM) account, or GM account to a GM account, and NOT GM account to GL account:**

28. Ensure you have completed the AP Redistribution Form according to the specific PO and Accounts Payable is now asking you to make the changes on the PO
29. Using POREQ Buyer and Approver, select Purchase Order > Purchase Order Summary
30. On the Find Purchase Orders screen, enter the PO number and select the Shipments radio button within the Results section
31. Click Find
32. Click the folder icon in the upper left corner of the Purchase Order Shipments screen
33. Select PO Statistics and click OK
34. In the PO Statistics window, make sure the amount received and the amount billed are both zero for the line(s) being changed
   a. If the received quantity is not zero, complete a return before proceeding (see FAQ titled *How do I complete a Return?*)
   b. If the billed quantity is not zero, contact Accounts Payable to verify all receipts associated with the specific line(s) have been discarded
35. Close the Purchase Order Shipments screen
36. On the Find Purchase Orders screen, ensure the PO number is still listed and select the Headers radio button within the Results section
37. Click Find
38. Click Open
39. Place your cursor on the specific line that is being altered (if all distributions are being altered on the PO, place your cursor in a header field)
40. Select Tools > Unreserve from the top menu
41. Click OK on the Unreserve prompt
42. When prompted with the Decision, verify the verbiage states it was successfully changed and click OK
43. Notice that the PO Status has now changed to Requires Reapproval
44. Navigate to the specific distribution being changed (Destination tab for GL account, Project tab for GM account)
45. Enter the new account information in the required distribution fields
46. Select the Destination tab and scroll to the right
47. Verify the date in the GL Date field is in the current period, otherwise, change the date to today’s date
48. Save the changes
49. Repeat for each distribution being altered
50. Click Approve...
51. Select Reserve and add an explanation of the distribution change in the Note field, if preferred
52. Click OK to submit the altered PO for re-approval
53. Once the PO has been approved, receive once again on the PO (to complete a receipt see FAQ titled How do I receive on a purchase order?)
54. Respond to Accounts Payable’s request to inform them that the PO has been changed according to the AP Redistribution Form

Follow the steps below if the PO distribution is being changed from a Grants (GM) account to a General Ledger (GL) account:

31. Ensure you have completed the AP Redistribution Form according to the specific PO and Accounts Payable is now asking you to make the changes on the PO
32. Using POREQ Buyer and Approver, select Purchase Order > Purchase Order Summary
33. On the Find Purchase Orders screen, enter the PO number and select the Shipments radio button within the Results section
34. Click Find
35. Click the folder icon in the upper left corner of the Purchase Order Shipments screen
36. Select PO Statistics and click OK
37. In the PO Statistics window, make sure the amount received and the amount billed are both zero for the line being changed
   a. If the received quantity is not zero, complete a return before proceeding (see FAQ titled How do I complete a Return?)
   b. If the billed quantity is not zero, contact Accounts Payable to verify all receipts associated with the specific line have been discarded
38. Close the Purchase Order Shipments screen
39. On the Find Purchase Orders screen, ensure the PO number is still listed and select the Headers radio button within the Results section
40. Click Find
41. Click Open
42. Take note of the line details (Type, Category, Description, etc.) as you will be removing this line from the PO
43. Place your cursor on the specific line that is being altered
44. Select Tools > Cancel from the top menu
45. Verify the Cancel PO Line action is selected and enter an explanation in the Reason field, if preferred
46. Click OK
47. Click OK on the Unreserve prompt
48. When prompted with the Decision, verify the verbiage states it was successfully changed and click OK
49. Click OK on the caution prompt
50. Notice that the specified line is no longer visible in this screen
51. Create a new line by typing in the blank line fields or click the New icon (green plus) in the top menu bar
52. Once entered, click Shipments to enter any shipment detail
53. Once entered, click Distributions to enter the distribution GL account (using the Destination tab)
54. Save the changes
55. Repeat for each line that has a GM distribution being changed to a GL account distribution
56. Click Approve...
57. Select Reserve and add an explanation of the distribution change in the Note field, if preferred
58. Click OK to submit the altered PO for re-approval
59. Once the PO has been approved, receive on the new line(s) of the PO (to complete a receipt see FAQ titled How do I receive on a purchase order?)
60. Respond to Accounts Payable’s request to inform them that the PO has been changed according to the AP Redistribution Form and specify the newly created line(s) numbers.