

Completing the Accounts Payable (AP) Redistribution Form For 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.

Find Invoices

Trading Partner

Name: DELL MARKETING LP
Supplier Number: 12152
Supplier Site:
Taxpayer ID: 999-99-9999
PO Num: 259996
PO Shipment:

Invoice

Number:
Type:
Terms:
Pay Group:
Amounts: -
Invoice Batch:
Dates: 01-JAN-2011 - 31-JAN-2011
Currency:

Invoice Status

Status:
Approval:
Accounting:
Payment:

Voucher Audit

Category:
Name:
Numbers:

Holds

Status:
Name:
Reason:

Calculate Balance Owed... Clear New **Find**

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.

Invoice Workbench (USA AP Inquiry)

Batch Control Total Batch Actual Total

INVOICE ENTRY

Operating Unit	Type	PO Number	Trading Partner	Supplier Num	Supplier Site Name	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Description	Terms	Pay Alone	Payment Curr	Pay Group
CM OPERATN	Standard		DELL MARKETI	2152	PO BOX 643561	12-JAN-2011	XF6JCKCD2	USD	1,558.46	AX510 BLAC	NET 30	☐	USD	A-F SUPPLIERS

1 General 2 Lines 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

LINES TAB

Total Gross 1,558.46 Retained Net

Num	Type	Amount	PO Number	Default Distribution Account	Description	PO Line Number	PO Shipment Number	PO Distribution Number	Quantity Invoiced	GL Date
1	Item	81.70	259996	86110.240000.005.000.270310.0	OPTIPLEX 980 I7 QUAD CORE 2.93G	1	1	1	063354942771178	24-JAN-2011
2	Item	81.70	259996	86110.071010.900.000.270330.0	OPTIPLEX 980 I7 QUAD CORE 2.93G	1	1	2	063354942771178	24-JAN-2011
3	Item	465.02	259996	86110.240000.005.000.270310.0	ULTRASHARP U2410 24" MONITOR,	2	1	1	922622118169914	24-JAN-2011
4	Item	930.04	259996	86110.071010.900.000.270330.0	ULTRASHARP U2410 24" MONITOR,	2	1	2	1.84524423633982	24-JAN-2011

Discard Line Distributions Allocations

Calculate Tax Tax Details All Distributions

Carnegie Mellon University

Finance

Accounts Payable Redistribution Form

Page 1 of 2

Purpose: The purpose of this form is to correct charge strings on accounts payable invoices, expense reports and PCard transactions that have been paid.

Note: Please attach a data warehouse report or screen-shot from Oracle that reflects the current GL/Grants string charged.

Original Invoice Information: (please complete one section)

Invoices

Supplier Name: Dell Marketing LP

Invoice Number: XF6JCKCD2

PO Number: 259996

PO Line Number: 1

Total Invoice Amount: \$1,558.46

Currency: US Dollar (USD)

Expense Reports

Employee Name:

ER Number:

Total ER Amount:

Currency:

Purchasing Cards

Cardholder Name:

PRC Number:

Currency:

Note: If multiple (10+) redistributions are being requested, screenshots of the current (incorrect) information may be accepted by AP in lieu of completing separate forms for each redistribution. However, all required signatures must still be obtained on an AP Redistribution Form and attached to the screenshot.

- In the 'Charge Information' section of the AP Redistribution Form, select the appropriate button for redistributing from a Grants or General Ledger (GL) string. For example purposes, we will use the 'Redistributing from a GL string' button.

Charge Information: (enter credits as negative amounts)
Please select if you are redistributing from either a GL string or Grants string. If you are redistributing to more than one string, please specify the amount going to each.

Business Purpose of Change:

- The form will expand with the 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.

Old GL String:

Invoice Line #	Distribution Line #	Distribution Amount	Object Code	Funding Source	Function	Activity	Organization	Entity

New GL String:

	Distribution Amount	Object Code	Funding Source	Function	Activity	Organization	Entity
General Ledger							

New Grants String:

	Distribution Amount	Project	Task	Award	Expenditure Type	Organization
Grants						

- 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 (USAP Inquiry)

Batch Control Total: Batch Actual Total:

INVOICE ENTRY

Operating Unit	Type	PO Number	Trading Partner	Supplier Num	Supplier Site Name	Invoice Date	Invoice Num	Invoice Curr	Invoice Amount	Description	Terms	Pay Alone	P
CM OPERATIN	Standard		DELL MARKETI	12152	PO BOX 643551	12-JAN-2011	XF6JCKC02	USD	1,558.46	AX510 BLACK SOUND BAR	NET 30	☐	U

1 General **2 Lines** 3 Holds 4 View Payments 5 Scheduled Payments 6 View Prepayment Applications

LINES TAB

Total: Gross 1,558.46 Retained Net

Num	Type	Amount	PO Number	Default Distribution Account	Description	PO Line Number	PO Shipment Number	PO Distribution Number	Quantity Invoiced	GL Date
1	Item	81.70	259996	86110.240000.005.000.270310.0	OPTIPLEX 980 I7 QUAD CORE 2.93GH	1	1	1	063354942771178	24-JAN-2011
2	Item	81.70	259996	86110.071010.900.000.270330.0	OPTIPLEX 980 I7 QUAD CORE 2.93GH	1	1	2	063354942771178	24-JAN-2011
3	Item	465.02	259996	86110.240000.005.000.270310.0	ULTRASHARP U2410 24" MONITOR, I	2	1	1	922622118169914	24-JAN-2011
4	Item	930.04	259996	86110.071010.900.000.270330.0	ULTRASHARP U2410 24" MONITOR, I	2	1	2	1.84524423633982	24-JAN-2011

Distributions

- 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 #.

Distributions (USA AP Inquiry) - CM OPERATING UNIT ORGANIZATION, XF6JCKCD2, DELL MARKETING LP

Line Number: 1 Line Total: 81.70
 Line Description: OPTIPLEX 980 I7 QUAD CORE Distribution Total: 81.70

DISTRIBUTIONS LINE

Num	Type	Amount	Account	Description	GL Date	Inco
1	Item	81.70	86110.240000.005.000.270310.01	OPTIPLEX 980 I7 QUAD CORE 2.93GHZ, 8GB M	24-JAN-2011	

Old GL String:								
Invoice Line #	Distribution Line #	Distribution Amount	Object Code	Funding Source	Function	Activity	Organization	Entity
1	1	\$81.70	86110	240000	005	000	270310	01

All Distributions

- 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 #.

Distributions (USA AP Inquiry) - CM OPERATING UNIT ORGANIZATION, XF6JCKCD2, DELL MARKETING LP

Line Number: 1 Invoice Total: 1,558.46
 Line Description: OPTIPLEX 980 I7 QUAD CORE Distribution Total: 1,558.46

DISTRIBUTIONS LINE

Num	Type	Amount	Account	Description	GL Date
1	Item	81.70	86110.240000.005.000.270310.01	OPTIPLEX 980 I7 QUAD CORE 2.93GHZ, 8GB M	24-JAN-2011
1	Item	81.70	86110.071010.900.000.270330.01	OPTIPLEX 980 I7 QUAD CORE 2.93GHZ, 8GB M	24-JAN-2011
1	Item	465.02	86110.240000.005.000.270310.01	ULTRASHARP U2410 24" MONITOR, PER QUO	24-JAN-2011
1	Item	930.04	86110.071010.900.000.270330.01	ULTRASHARP U2410 24" MONITOR, PER QUO	24-JAN-2011

Old GL String:								
Invoice Line #	Distribution Line #	Distribution Amount	Object Code	Funding Source	Function	Activity	Organization	Entity
1	1	\$81.70	86110	240000	005	000	270310	01

7. 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).*

Redistributing from a Grants string				Redistributing from a GL string				
Clear								
Old GL String:								
Invoice Line #	Distribution Line #	Distribution Amount	Object Code	Funding Source	Function	Activity	Organization	Entity
1	1	\$81.70	86110	240000	005	000	270310	01
New GL String:								
General Ledger		Distribution Amount	Object Code	Funding Source	Function	Activity	Organization	Entity
		\$81.70	86110	240000	005	000	270300	01
New Grants String:								
Grants		Distribution Amount	Project	Task	Award	Expenditure Type	Organization	

8. Enter the reason for the redistribution in the 'Business Purpose of Change' field on the form.

Business Purpose of Change:	This was charged to the wrong Organization, it should have been charged to Organization 270300.
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9. Sign and complete the 'Initiating Department Information' section.

Carnegie Mellon University Finance		Accounts Payable Redistribution Form Page 2 of 2	
Initiating Department Information:			
Signature _____ Department Name _____		Prepared by _____ Email Address _____	
		Date _____ Phone # _____	

10. Obtain the Business Manager signature for the 'Authorization' section.

Authorization: (must be different from the requestor)		
<i>Signature of Business Manager</i>	Typed Name	Date

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

<i>Signature of Business Manager</i> FOR SPONSORED FUNDS:	Typed Name	Date
<i>Signature of Principal Investigator</i>	Typed Name	Date
<i>Signature of Associate Dean</i>	Typed Name	Date
<i>Signature of Sponsored Projects Acct.</i>	Typed Name	Date
<i>Signature of SPA Director/Controller</i>	Typed Name	Date

12. 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 after the AP Redistribution form is submitted to AP:

1. 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.
2. Buyer receives the email from AP and enters a return in Oracle for the appropriate PO distribution line (if the PO line item has a receipt associated with it).
3. 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.
4. Buyer notifies AP that the PO distribution has been modified.
5. AP will match the invoice against the PO line with the corrected distribution information.