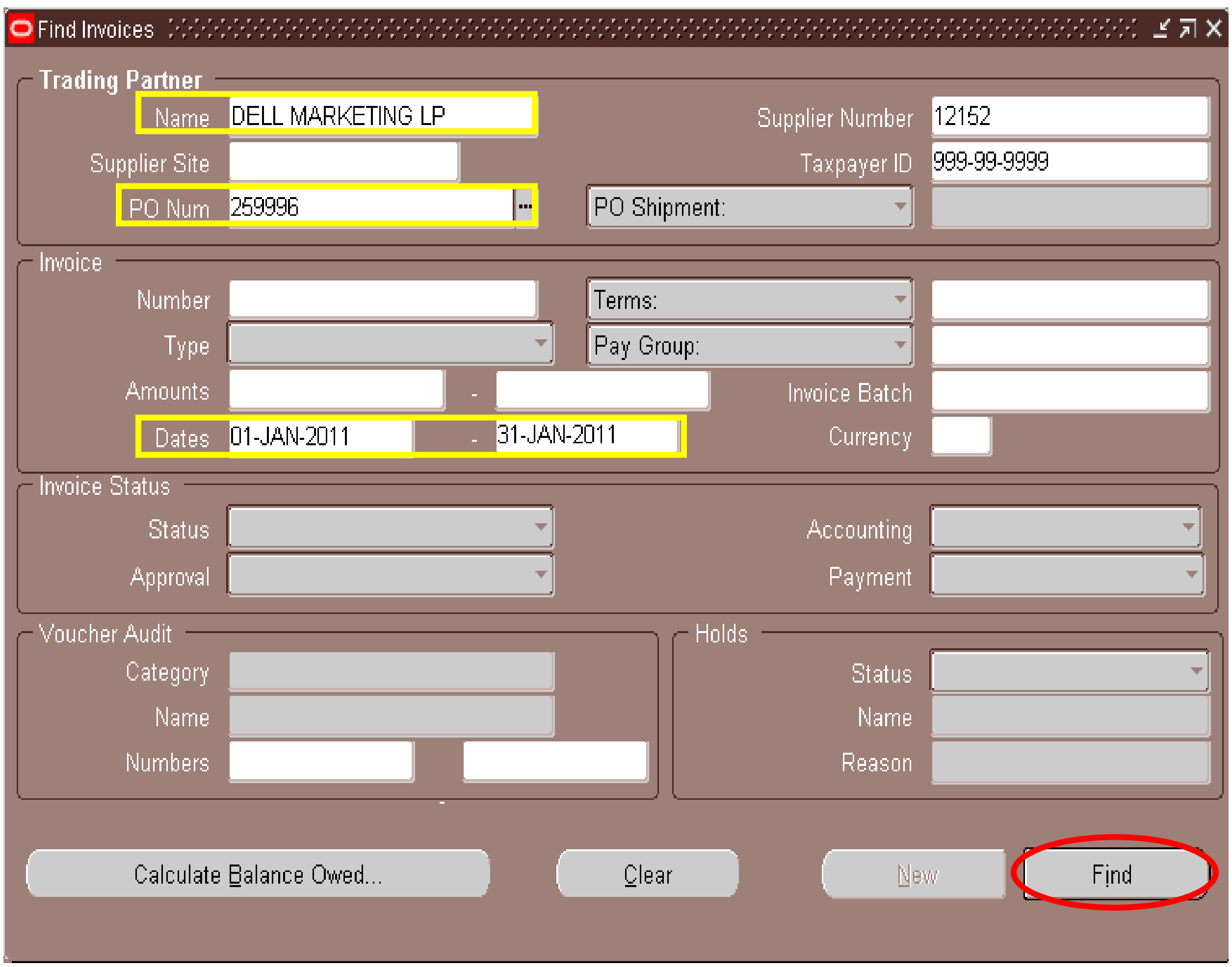
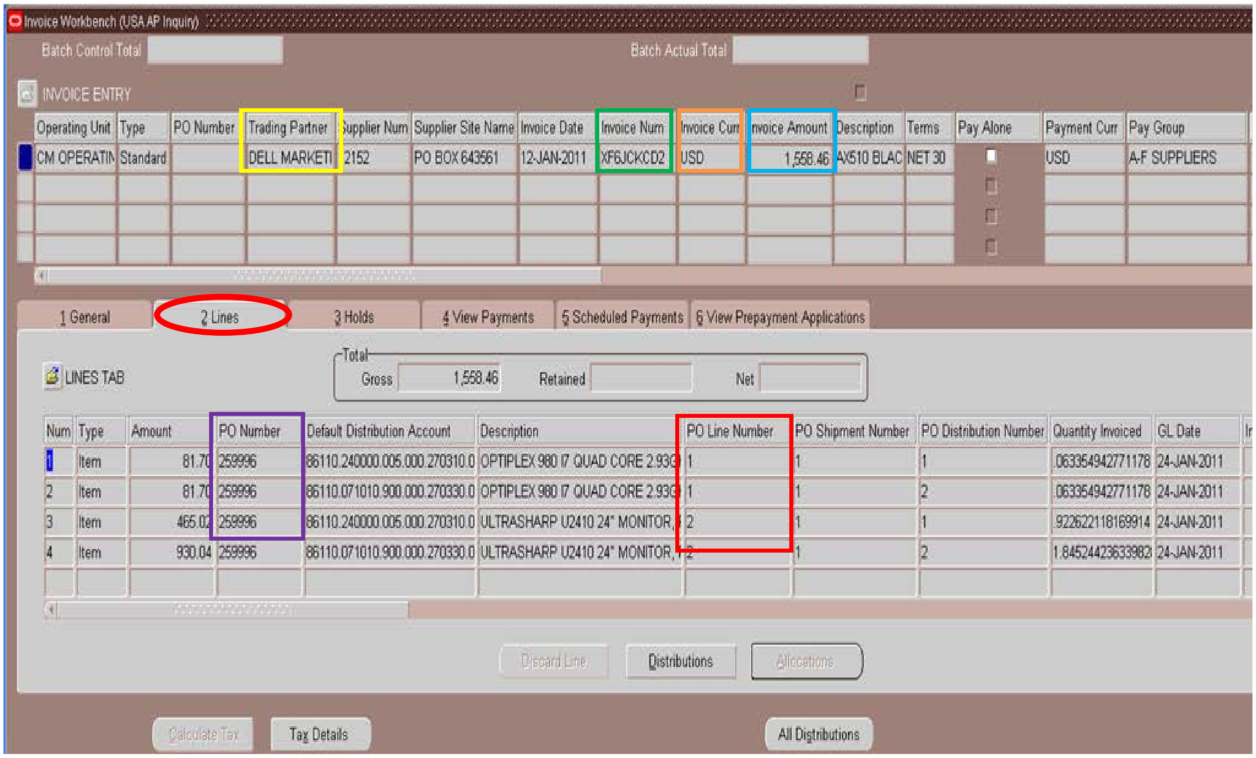
Completing the Accounts Payable (AP) Redistribution Form
For Invoices Matched to a Purchase Order

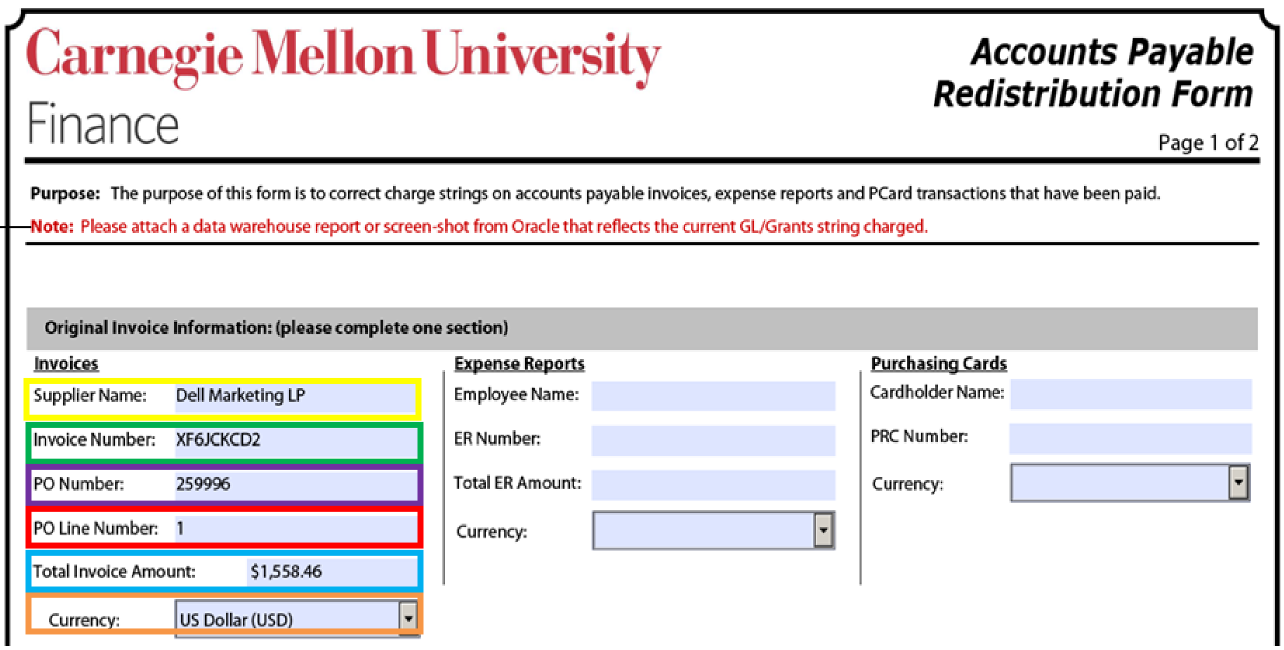
The steps below outline how to use Oracle to find the necessary information to complete the AP Redistribution Form to correct account information for an invoice that is matched to a Purchase Order (PO).

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.



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.





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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

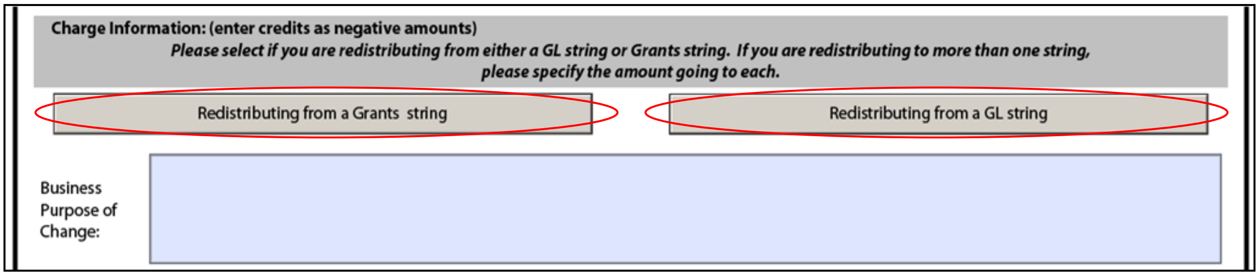
Cardholder Name:

PRC Number:

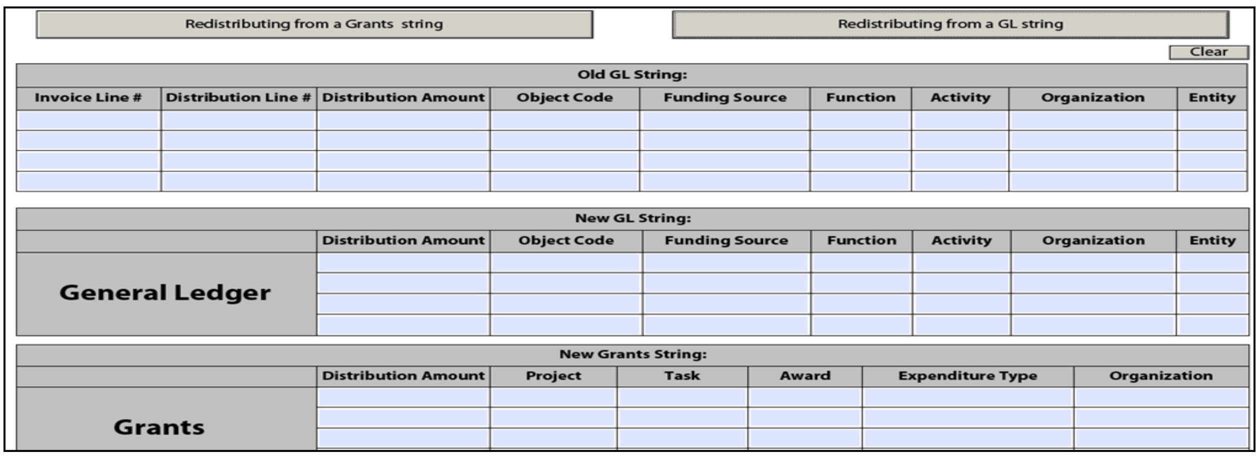
Currency:

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.

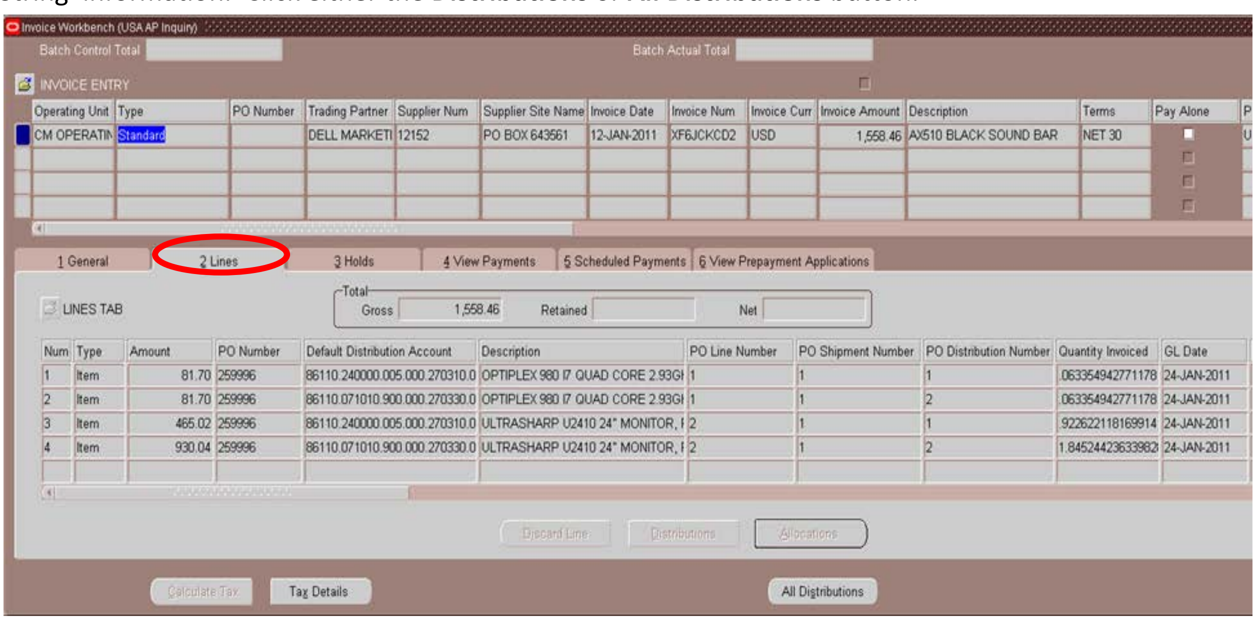
4. In the ‘Charge Information’ section of the AP Redistribution Form, select the appropriate button for redistributing from a Grants or General Ledger (GL) string. *For example purposes, we will use the ‘Redistributing from a GL string’ button.*



5. 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.



6. 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.

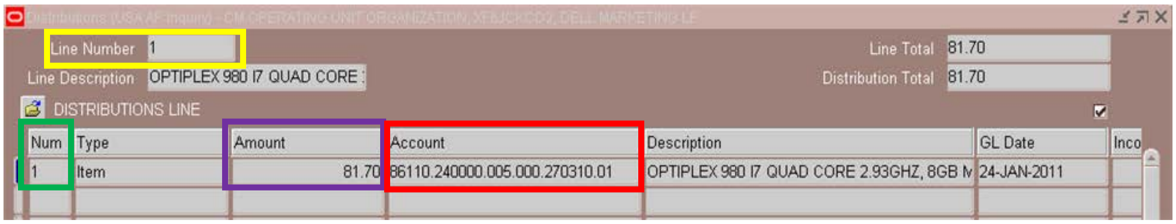


a. Clicking the 

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 #.



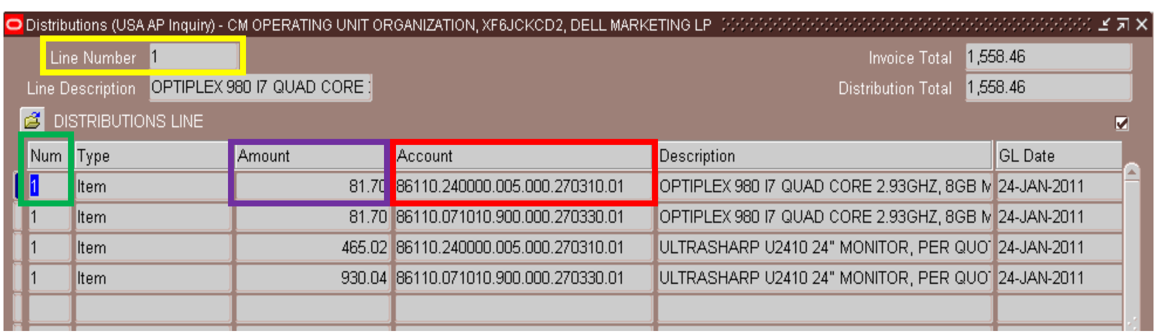
Old GL String:								
Invoice Line #	Distribution Line #	Distribution Amount	Object Code	Funding Source	Function	Activity	Organization	Entity
1	1	$81.70	86110	240000	005	000	270310	01

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 #.



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:							
	Distribution Amount	Object Code	Funding Source	Function	Activity	Organization	Entity
General Ledger	$81.70	86110	240000	005	000	270300	01

New Grants String:						
	Distribution Amount	Project	Task	Award	Expenditure Type	Organization
Grants						

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.

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

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Accounts Payable Redistribution Form

Page 2 of 2

Initiating Department Information:

Signature	Prepared by	Date
Department Name	**Email Address**	**Phone #**

10. Obtain the Business Manager signature for the ‘Authorization’ section.

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

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

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