Completing the Accounts Payable (AP) Redistribution Form For Expense Report (ER) or Procurement Card (PRC) 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.

Find Invoices Schedulerscheidscheidscheidscheidscheiden		000000000000000 ≝л×
Trading Partner Name PERKINS, AMANDA		For ER: Reimbursee Name
Supplier Site PO Num	Taxpayer PO Shipment:	For PRC: Cardholder Name
- Invoice Number ER%	Terms:	ER Invoice Numbers start with 'ER'
Туре	Pay Group:	(ex. ER124689)
Amounts Dates <mark>01-JUL-2012</mark>	- Invoice Ba	PRC Invoice Numbers start with
Invoice Status Status	Account	'PRC" (ex. PRC123456)
Approval	Paym	
- Voucher Audit - Category	Holds	to limit the search results if not
Name Numbers	Rea:	using a specific invoice number
Calculate <u>B</u> alance Owed	<u>C</u> lear	Jew Find

*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.

•	Workberch Refi Cartra	1,05AP kevint Tetal					Eard	Actual Total						
	VOICE ENT													
Cite	nating Unit OPERATE	Type Expense Report	PO Number	Trading Partner PERKINS, AMA	upplier Num 7740	Suppler Site Name HOME	Invoice Date 31-JUL-2012	Invoice Num ER892308	Invoca Cun USD	Nice Amount (2,366.60	ISCRIPTION INCOMENTATION AND A CONTRACT OF A CONTRACT INCOMENTATION OF A CONTRACT	Tems CT-12 IMMEDIATE	Pay Alone	Paym USD
	1 General	e 20		3 Holds	4 View 2,38	Payments §S	cheduled Payn	urts 6 View	Prepayment A	And the second s	If view the Ir show requi	wing a PRC avoice Amo as 0.00 and red on the f	invoice unt will d is not form.	
N	um Type Rem Rem	Amount 1,005.00 591.60	PO Number	Default Distributio 86119 000001 52 86111 000001 52	n Account 0.000 540700 0 0.000 540700 0	Description Conference Arthen	3	PO Line 1	Number PC) Shipment Number	PO Distribution Number	Quantity inscised	GL Dute 16-AUG-2012 16-AUG-2012	Inco
				- Details		(Director	0	abbdon						

Carnegie Me	ellon University	Accounts Payal Redistribution Fo
FINANCE		Page
Purpose: The purpose of this form is t	to correct charge strings on accounts payable invoices, expense rep	ports and PCard transactions that have been paid.
Note: Please attach a data warehouse	report or screen-shot from Oracle that reflects the current GL/Gran	nts string charged.
Original Invoice Information: (plea	se complete one section)	
Invoices	Expense Reports	Purchasing Cards
Supplier Name:	Employee Name: Amanda Perkins	Cardholder Name:
	ER Number: ER892308	PRC Number:
Invoice Number:		
PO Number:	Total ER Amount: \$2,386.60	Currency:
PO Number:	Total ER Amount: \$2,386.60	Currency:
PO Number: PO Line Number:	Total ER Amount: \$2,386.60 Currency: US Dollar (USD)	Currency:
PO Number: PO Number: PO Line Number: Total Invoice Amount:	Total ER Amount: \$2,386.60 Currency: US Dollar (USD)	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.

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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.*

Charge Infor	rmation: (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.
	Redistributing from a Grants string Redistributing from a GL string
Business Purpose of Change:	

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.

		Redistributing fro	m a Grants string			Re	edistribu	ting from a G	L string		
										[Clear
				Old o	GL String:						
1	nvoice Line #	Distribution Line #	Distribution Amount	Object Code	Funding S	ource Fur	iction	Activity	Org	anization	Entity
	New GL String:										
			Distribution Amount	Object Code	Eunding S	ource Eur	oction	Activity	Ora	anization	Entity
			Distribution Amount	object code	i unung s		iction	Activity	org	unization	Linercy
	-										
	Genera	l Ledger									
				N							1
				New Gr	ants String:						
			Distribution Amount	Project	Task	Award	E	kpenditure T	ype	Organiz	ation
	Gra	nts									
	0.0										

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.

	<u>1</u> G	eneral	21	Lines	3 Holds 4 View	v Payments 5 Scheduled Payments	6 View Prepayme	nt Applications			
[<mark>ð</mark> u	NES TAB			Gross 2,38	6.60 Retained	Net				
	Num	Туре	Amount	PO Number	Default Distribution Account	Description	PO Line Number	PO Shipment Number	PO Distribution Number	Quantity Invoiced	GL Date
	1	ltem	1,805.00		85119.000001.520.000.540700.0	Conference					16-AUG-2012
	2	ltem	581.60		85111.000001.520.000.540700.0	Airfare					16-AUG-2012
(•										
						Discard Line Distrib	utions	locations			
			<u>C</u> alculat	e Tax T	a <u>x</u> Details		A	I Distributions			

- a. Clicking the Distributions 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 #.

	😑 Distribu	itions (USA A	P Inquiry) - CM	OPERATING UNIT ORGANIZATION, ER	892308,	2002							
	Line	e Number					Line T	otal 1,805.00					
l	Line D	escription	Conference			Distribution Total 1,805.00							
	🧉 DIS	STRIBUTION	S LINE						V				
l	Num	Гуре	Amount	Account	Description	GL Date	Income Tax Type	Price	PO Number	PO Line Num			
l	1	tem	1,805.00	85119.000001.520.000.540700.01	Conference	16-AUG-2012							
I													

button will show distributions ONLY for the

	Old GL String:								
Invoice Line # Distribution Line # Distribution Amount		Object Code	Funding Source	Function	Organization	Entity			
1	1	\$1,805.00	85119	000001	520	000	540700	01	

All Distributions

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 #.

0	Distrib	utions (USA A	P Inquiry) - CM	OPERATING UNIT ORGANIZATION, ER	892308,	2000					
	Lir	ne Number	1				Invoice T	otal 2,386.60			
	Line C)escription	Conference			Distribution Total 2,386.60					
	🧉 DI	ISTRIBUTION	IS LINE		_						
	Num	Туре	Amount	Account	Description	GL Date	Income Tax Type	Price	PO Number	PO Line Num	
	1	ltem	581.60	85111.000001.520.000.540700.01	Airfare	16-AUG-2012					
	1	ltem	1,805.00	85119.000001.520.000.540700.01	Conference	16-AUG-2012					

	Old GL String:								
Invoice Line # Distribution Line # Distribution Amount		Object Code	Funding Source	Function	Activity	Organization	Entity		
1	1	\$1,805.00	85119	000001	520	000	540700	01	

 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).

	Old GL String:									
Invoice Line #	Distribution Line #	Distribution Amount	Object Code	Funding S	ource	Function	Activity	Orga	anization	Entity
1	1	\$1,805.00	85119	00000	1	520	000	5	40700	01
New GL String:										
Distribution Amount Object Code Funding Source Function Activity									anization	Entity
		\$1,805.00	85119	00000	1	520	000	5	40500	01
Genera	lladger									
Genera	Leager									
			New Gra	nts String:						
Distribution Amount Pr				Task	Award	i Ex	kpenditure T	ype	Organiza	ation
Gra	ants									
GI										

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 540500.	

9. Sign and complete the 'Initiating Department Information' section.

Carnegie Mellon University		Accounts Payable Redistribution Form
Initiating Department Information:		Page 2 of 2
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. The preparer of the form does not need to do anything else after the completed form has been submitted to AP.