

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.

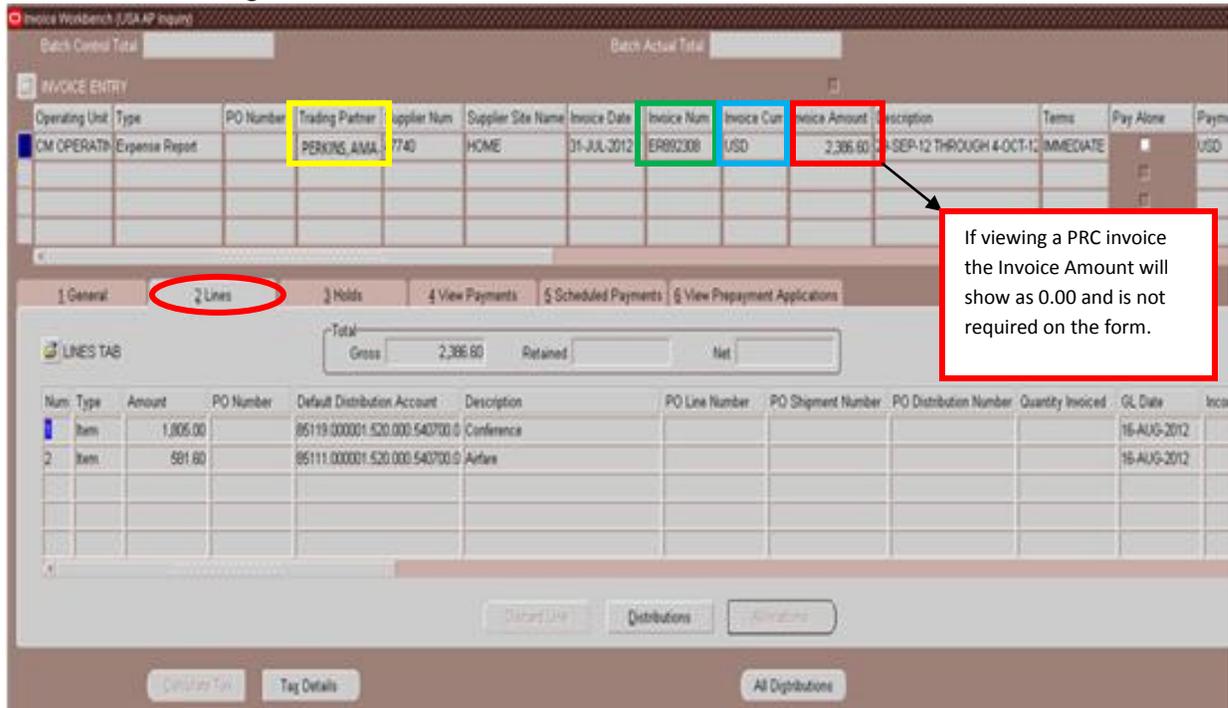
The screenshot shows the 'Find Invoices' window with several fields highlighted in yellow and annotated with callouts:

- Trading Partner Name:** PERKINS, AMANDA. Callout: For ER: Reimbursee Name; For PRC: Cardholder Name.
- Supplier Number:** 47740.
- Supplier Site:** (empty).
- Taxpayer ID:** 999-99-9999.
- PO Num:** (empty).
- PO Shipment:** (empty).
- Invoice Number:** ER%. Callout: ER Invoice Numbers start with 'ER' (ex. ER124689); PRC Invoice Numbers start with 'PRC' (ex. PRC123456).
- Invoice Type:** (empty).
- Terms:** (empty).
- Pay Group:** (empty).
- Amounts:** (empty).
- Invoice Batch:** (empty).
- Dates:** 01-JUL-2012 - 31-JUL-2012. Callout: May want to include a date range to limit the search results if not using a specific invoice number.
- Currency:** (empty).
- Invoice Status:** Status (empty), Accounting (empty), Approval (empty), Payment (empty).
- Voucher Audit:** Category (empty), Name (empty), Numbers (empty).
- Holds:** Status (empty), Name (empty), Reason (empty).

At the bottom of the window, the 'Find' button is circled in red.

*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.

- 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.



Carnegie Mellon University

Finance

Accounts Payable Redistribution Form

Page 1 of 1

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: <input type="text"/> Invoice Number: <input type="text"/> PO Number: <input type="text"/> PO Line Number: <input type="text"/> Total Invoice Amount: <input type="text"/> Currency: <input type="text"/>	Expense Reports Employee Name: <input type="text" value="Amanda Perkins"/> ER Number: <input type="text" value="ER892308"/> Total ER Amount: <input type="text" value="\$2,386.60"/> Currency: <input type="text" value="US Dollar (USD)"/>	Purchasing Cards Cardholder Name: <input type="text"/> PRC Number: <input type="text"/> Currency: <input type="text"/>
---	--	--

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.

LINES TAB

Total: Gross 2,386.60 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	1,805.00		85119.000001.520.000.540700.0	Conference					16-AUG-2012
2	Item	581.60		85111.000001.520.000.540700.0	Airfare					16-AUG-2012

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 #.

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

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 #.

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

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 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 Source	Function	Activity	Organization	Entity
1	1	\$1,805.00	85119	000001	520	000	540700	01

New GL String:								
	Distribution Amount	Object Code	Funding Source	Function	Activity	Organization	Entity	
General Ledger	\$1,805.00	85119	000001	520	000	540500	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 540500.
-----------------------------	--

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

Carnegie Mellon University		Accounts Payable Redistribution Form
Finance		Page 2 of 2
Initiating Department Information:		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Signature</i>	Prepared by	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
Department Name	Email Address	Phone #
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Authorization: (must be different from the requestor)		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<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>	Typed Name	Date
FOR SPONSORED FUNDS:		
<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Signature of Principal Investigator</i>	Typed Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Signature of Associate Dean</i>	Typed Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Signature of Sponsored Projects Acct.</i>	Typed Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<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. The preparer of the form does not need to do anything else after the completed form has been submitted to AP.