Completing an AP Redistribution Form:

NOTE: If completing an AP Redistribution Form for an invoice that is matched against a PO, these are the steps of the process:

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

Where to find the information to complete the AP Redistribution Form:

1. Using an AP responsibility (ex. USA AP Inquiry), navigate to Invoices->Inquiry->Invoices.
2. Enter the information you know about the Invoice or the Purchase Order in the Find Invoices screen and then click the ‘Find’ button.
3. Using the information on the Invoices screen enter the available information into the header of the AP Redistribution form:
4. Click on the Distributions button on the Invoices screen to find the additional information necessary to complete the AP Redistribution Form and then add the correcting information in the section below (circled in green).