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Single Redistribution - 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.

The screenshot shows the 'Find Invoices' form with the following data entered:

- Trading Partner:** Name: DELL MARKETING LP, Supplier Number: 12152, Supplier Site: (empty), Taxpayer ID: 999-99-9999, PO Num: 259996, PO Shipment: (empty)
- Invoice:** Number: (empty), Type: (empty), Terms: (empty), Pay Group: (empty), Amounts: (empty), Invoice Batch: (empty), Dates: 01-JAN-2011 - 31-JAN-2011, Currency: (empty)
- Invoice Status:** Status: (empty), Approval: (empty), Accounting: (empty), Payment: (empty)
- Voucher Audit:** Category: (empty), Name: (empty), Numbers: (empty)
- Holds:** Status: (empty), Name: (empty), Reason: (empty)

Buttons at the bottom: Calculate Balance Owed..., Clear, New, Find (circled in red).

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 OPERATIN	Standard		DELL MARKETI	2152	PO BOX 643561	12-JAN-2011	XF6JCKCD2	JSD	1,558.46	AV510 BLAC	NET 30	<input type="checkbox"/>	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	184524423633982	24-JAN-2011

Buttons: Discard Line, Distributions, Allocations, Calculate Tax, Tax Details, All Distributions

- On the AP Redistribution Form (screenshot below), select the appropriate button for redistributing from a Grants or General Ledger (GL) string. *For example purposes, we will use the 'Single Redistribution (GL String)' button.* **NOTE: If you are doing a Grants string redistribution, you must attach the 'AP Re-Distribution Form – From GRANTS PTA' datawarehouse query.**
- Once the type of redistribution has been selected, populate the 'Original Invoice' section information using the information returned in the Oracle AP inquiry shown above. *For this example we are using PO Invoice information.*

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Accounts Payable Redistribution Form

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Purpose: The purpose of this form is to correct charge strings on accounts payable invoices, expense reports and PCard transactions that have been paid. Please attach a data warehouse report or a screen-shot from Oracle that reflects the current GL/Grants string charged. **NOTE: A datawarehouse report is required for all redistributions involving a Grants string.** For redistributions involving multiple transactions being moved from one charge string to another, please attach the required data warehouse query as described in the "How To" instructions.

For Instructions on completing the AP Redistribution Form: [Purchase Order / Invoice How To](#) [Expense Report / Purchasing Card How To](#)

Please select the appropriate button below if you are redistributing a single transaction from either a GL string or Grants string or if you are moving multiple transactions with an attachment. Please refer to the "How To" materials for the types of transactions that may be moved using a data warehouse query and the appropriate query information. If you are redistributing a single transaction to more than one string, please specify the amount going to each.

NOTE: Enter credits as negative amounts.

Single Redistribution (Grants string)
Single Redistribution (GL string)
Mass Redistribution (GL, Attachment)
Mass Redistribution (Grants, Attachment)

Original Invoice Information: (Please complete one section. If providing attachment, please clear this section.) Clear

Invoices	Expense Reports	Purchasing Cards
Supplier Name: Dell Marketing LP	Employee Name:	Cardholder Name:
Invoice Number: XF6JCKCD2	ER Number:	PRC Number:
PO Number: 259996	Total ER Amount:	Currency: ▼
PO Line Number: 1	Currency: ▼	
Total Invoice Amount: \$1,558.46		
Currency: US Dollar (USD) ▼		

6. Because we selected the 'Single Redistribution (GL String)' button, the form will show 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.

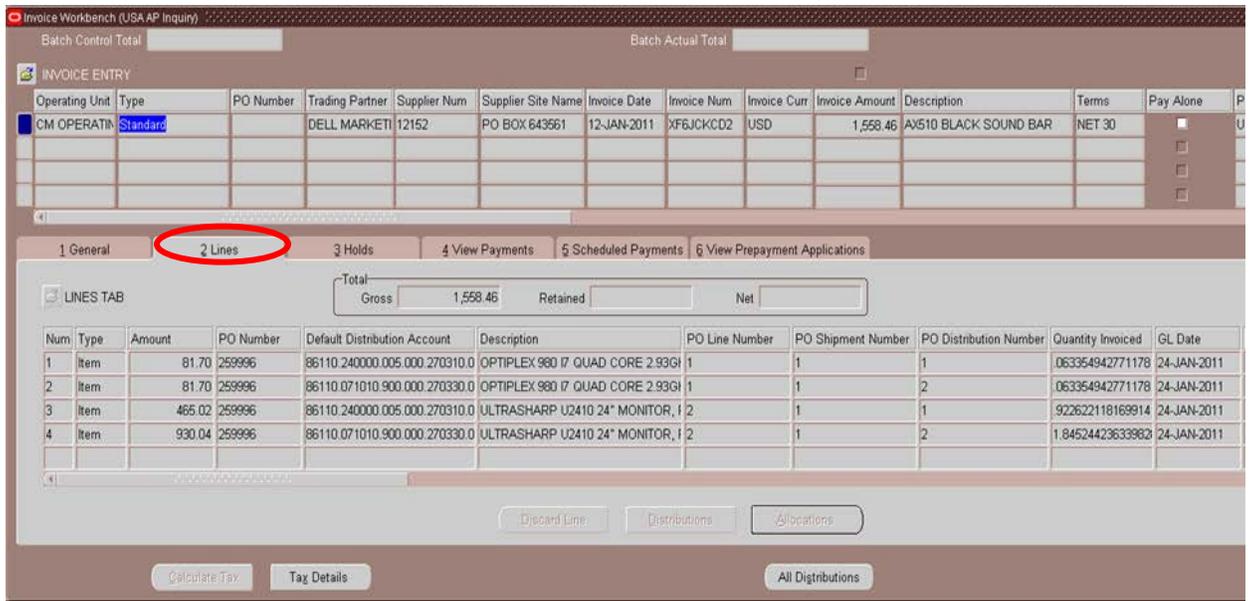
Redistributing from a Grants string
Redistributing from a GL string
Clear

Old GL String:								
Invoice Line #	Distribution Line #	Distribution Amount	Object Code	Funding Source	Function	Activity	Organization	Entity

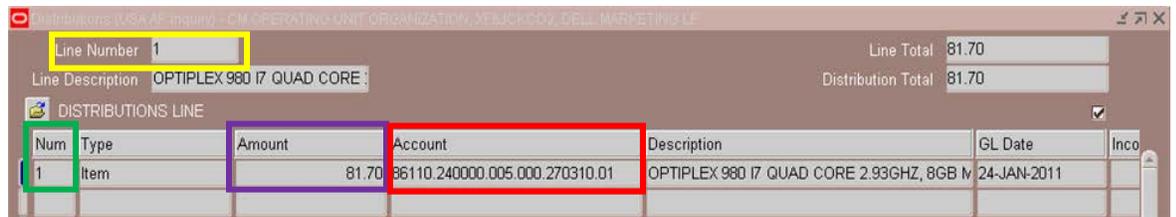
New GL String:							
	Distribution Amount	Object Code	Funding Source	Function	Activity	Organization	Entity
General Ledger							

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

7. 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.
- The **'Invoice Line #'** is shown in the Line Number field in the header area.
 - 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.
- The **'Invoice Line #'** is shown in the Line Number field in the header area.
 - 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, XF6JCKD2, 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

8. 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).**

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
		\$81.70	86110	240000	005	000	270300	01
General Ledger								
New Grants String:								
		Distribution Amount	Project	Task	Award	Expenditure Type	Organization	
Grants								

9. 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.

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

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Initiating Department Information:		
<i>Signature</i>	Prepared by	Date
Department Name	Email Address	Phone #

11. 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

12. 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:		
<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

13. 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:

Follow the steps below if the PO distribution is being changed from a General Ledger (GL) account to a GL account, GL account to a grant (GM) account, or GM account to a GM account, and NOT GM account to GL account:

1. Ensure you have completed the AP Redistribution Form according to the specific PO and Accounts Payable is now asking you to make the changes on the PO
2. Using POREQ Buyer and Approver, select Purchase Order > Purchase Order Summary
3. On the Find Purchase Orders screen, enter the PO number and select the Shipments radio button within the Results section
4. Click Find

5. Click the folder icon in the upper left corner of the Purchase Order Shipments screen
6. Select PO Statistics and click OK
7. In the PO Statistics window, make sure the amount received and the amount billed are both zero for the line(s) being changed
 - a. If the received quantity is not zero, complete a return before proceeding (see FAQ titled [How do I complete a Return?](#))
 - b. If the billed quantity is not zero, contact Accounts Payable to verify all receipts associated with the specific line(s) have been discarded
8. Close the Purchase Order Shipments screen
9. On the Find Purchase Orders screen, ensure the PO number is still listed and select the Headers radio button within the Results section
10. Click Find
11. Click Open
12. Place your cursor on the specific line that is being altered (if all distributions are being altered on the PO, place your cursor in a header field)
13. Select Tools > Unreserve from the top menu
14. Click OK on the Unreserve prompt
15. When prompted with the Decision, verify the verbiage states it was successfully changed and click OK
16. Notice that the PO Status has now changed to Requires Reapproval
17. Navigate to the specific distribution being changed (Destination tab for GL account, Project tab for GM account)
18. Enter the new account information in the required distribution fields
19. Select the Destination tab and scroll to the right
20. Verify the date in the GL Date field is in the current period, otherwise, change the date to today's date
21. Save the changes
22. Repeat for each distribution being altered
23. Click Approve...
24. Select Reserve and add an explanation of the distribution change in the Note field, if preferred
25. Click OK to submit the altered PO for re-approval
26. Once the PO has been approved, receive once again on the PO (to complete a receipt see FAQ titled [How do I receive on a purchase order?](#))
27. Respond to Accounts Payable's request to inform them that the PO has been changed according to the AP Redistribution Form

Follow the steps below if the PO distribution is being changed from a Grants (GM) account to a General Ledger (GL) account:

1. Ensure you have completed the AP Redistribution Form according to the specific PO and Accounts Payable is now asking you to make the changes on the PO
2. Using POREQ Buyer and Approver, select Purchase Order > Purchase Order Summary
3. On the Find Purchase Orders screen, enter the PO number and select the Shipments radio button within the Results section
4. Click Find
5. Click the folder icon in the upper left corner of the Purchase Order Shipments screen
6. Select PO Statistics and click OK

7. In the PO Statistics window, make sure the amount received and the amount billed are both zero for the line being changed
 - a. If the received quantity is not zero, complete a return before proceeding (see FAQ titled [How do I complete a Return?](#))
 - b. If the billed quantity is not zero, contact Accounts Payable to verify all receipts associated with the specific line have been discarded
8. Close the Purchase Order Shipments screen
9. On the Find Purchase Orders screen, ensure the PO number is still listed and select the Headers radio button within the Results section
10. Click Find
11. Click Open
12. Take note of the line details (Type, Category, Description, etc.) as you will be removing this line from the PO
13. Place your cursor on the specific line that is being altered
14. Select Tools > Cancel from the top menu
15. Verify the Cancel PO Line action is selected and enter an explanation in the Reason field, if preferred
16. Click OK
17. Click OK on the Unreserve prompt
18. When prompted with the Decision, verify the verbiage states it was successfully changed and click OK
19. Click OK on the caution prompt
20. Notice that the specified line is no longer visible in this screen
21. Create a new line by typing in the blank line fields or click the New icon (green plus) in the top menu bar
22. Once entered, click Shipments to enter any shipment detail
23. Once entered, click Distributions to enter the distribution GL account (using the Destination tab)
24. Save the changes
25. Repeat for each line that has a GM distribution being changed to a GL account distribution
26. Click Approve...
27. Select Reserve and add an explanation of the distribution change in the Note field, if preferred
28. Click OK to submit the altered PO for re-approval
29. Once the PO has been approved, receive on the new line(s) of the PO (to complete a receipt see FAQ titled [How do I receive on a purchase order?](#))
30. Respond to Accounts Payable's request to inform them that the PO has been changed according to the AP Redistribution Form and specify the newly created line(s) numbers.

Single Redistribution - Expense Report/Procurement Card 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 (PCR).

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.

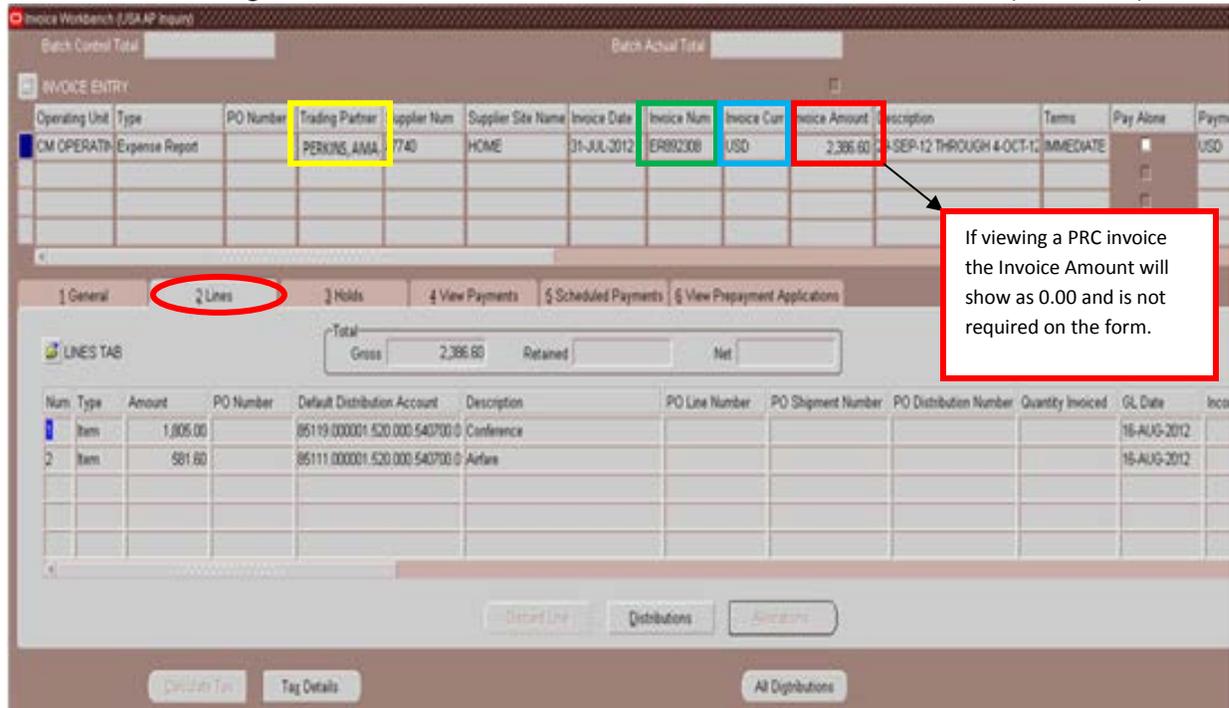
The screenshot shows the 'Find Invoices' interface with several fields highlighted in yellow and annotated with callouts:

- 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).
- 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.
- 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 screen, 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 (PCR) 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 (see below).



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Accounts Payable Redistribution Form

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Purpose: The purpose of this form is to correct charge strings on accounts payable invoices, expense reports and PCard transactions that have been paid. Please attach a data warehouse report or a screen-shot from Oracle that reflects the current GL/Grants string charged. **NOTE: A datawarehouse report is required for all redistributions involving a Grants string.** For redistributions involving multiple transactions being moved from one charge string to another, please attach the required data warehouse query as described in the "How To" instructions.

For Instructions on completing the AP Redistribution Form: [Purchase Order / Invoice How To](#) [Expense Report / Purchasing Card How To](#)

Please select the appropriate button below if you are redistributing a single transaction from either a GL string or Grants string or if you are moving multiple transactions with an attachment. Please refer to the "How To" materials for the types of transactions that may be moved using a data warehouse query and the appropriate query information. If you are redistributing a single transaction to more than one string, please specify the amount going to each.

NOTE: Enter credits as negative amounts.

Original Invoice Information: (Please complete one section. If providing attachment, please clear this section.)

Invoices	Expense Reports	Purchasing Cards
Supplier Name: <input type="text"/>	Employee Name: <input style="border: 2px solid yellow;" type="text" value="Amanda Perkins"/>	Cardholder Name: <input type="text"/>
Invoice Number: <input type="text"/>	ER Number: <input style="border: 2px solid green;" type="text" value="ER892308"/>	PRC Number: <input type="text"/>
PO Number: <input type="text"/>	Total ER Amount: <input style="border: 2px solid red;" type="text" value="\$2,386.60"/>	Currency: <input type="text" value="USD"/>
PO Line Number: <input type="text"/>	Currency: <input style="border: 2px solid blue;" type="text" value="US Dollar (USD)"/>	

4. Because we selected the 'Single Redistribution (GL String)' button, the form will show 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						

5. 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.

The screenshot shows the 'LINES TAB' interface with the following data:

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

- a. Clicking the  button will show distributions ONLY for the highlighted invoice line.
- The 'Invoice Line #' is shown in the Line Number field in the header area.
 - 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, ER892308

Line Number 1 Line Total 1,805.00
 Line Description: Conference Distribution Total 1,805.00

DISTRIBUTIONS LINE

Num	Type	Amount	Account	Description	GL Date	Income Tax Type	Price	PO Number	PO Line Num
1	Item	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

- b. Clicking the All Distributions button will show all distributions for all invoice lines.
- The 'Invoice Line #' is shown in the Line Number field in the header area.
 - 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, ER892308

Line Number 1 Invoice Total 2,366.60
 Line Description: Conference Distribution Total 2,366.60

DISTRIBUTIONS LINE

Num	Type	Amount	Account	Description	GL Date	Income Tax Type	Price	PO Number	PO Line Num
1	Item	581.60	85111.000001.520.000.540700.01	Airfare	16-AUG-2012				
1	Item	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

6. 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						

7. 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.
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8. Sign and complete the 'Initiating Department Information' section.

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Initiating Department Information:		
<i>Signature</i>	Prepared by	Date
Department Name	Email Address	Phone #

9. 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

10. 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:		
<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

11. 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.

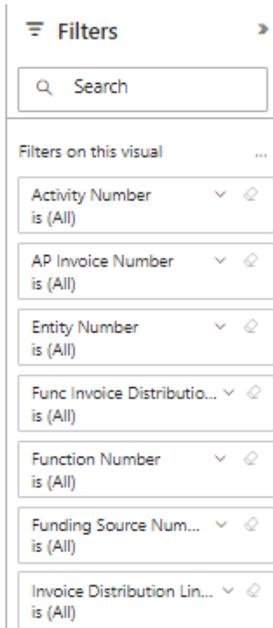
Mass Redistributions

The steps below outline how to use the Financial Datawarehouse (FDW) queries to find the necessary information to complete (and attach to) the AP Redistribution Form to correct account information for mass redistributions.

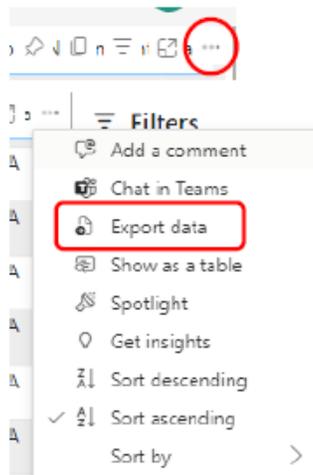
- From the Financial Data Warehouse , go to **the Accounts Payable domain**.
This example uses the ‘AP Re-Distribution Form – From GL String’ report.

Carnegie Mellon University	ACCOUNTS PAYABLE
Accounts Payable	REPORT_NAME
Accounts Receivable	AP Invoice Detail
Fixed Assets	AP Invoice Distribution Line Detail
General Ledger	AP Invoice Line Summary
	AP Invoice Summary
	AP Purchase Order
	AP Re-Distribution Form - From GL String
	AP Re-Distribution Form - From GRANTS PTA
	GBL-AP Dists Processed Monthly
	GBL-AP Dists Processed Monthly -Ers
	Payment Analysis (AP)

2. Enter the appropriate filter parameters in the Filter area and run the report.



3. Results will show in the Report Results area and can be exported to Excel. **The query results *must be attached to the AP Redistribution Form for mass redistributions*.** To export the results, click on the three dot ellipsis button in the upper right-hand corner of the report, and there will be a button in the menu that says “Export data.”
4. Click Export data, and it will open up a window to export the report with the current layout.



5. On the AP Redistribution Form, select the appropriate button for mass redistributing from a Grants or General Ledger (GL) string. Click the button as many times as needed to obtain additional lines (one is needed per redistribution.) *For example purposes, we will use the ‘Mass Redistribution (GL, Attachment)’ button and would click it (6) times for the (6) account strings to be redistributed.*

Single Redistribution (Grants string)	Single Redistribution (GL string)	Mass Redistribution (GL, Attachment)	Mass Redistribution (Grants, Attachment)	<input type="button" value="Clear"/>	
Old GL String:					
Object Code	Funding Source	Function	Activity	Organization	Entity
86110	061000	005	000	270310	01
New GL String:					
Object Code	Funding Source	Function	Activity	Organization	Entity
86110	000001	520	000	270300	01
New Grants String:					
Project	Task	Award	Expenditure Type	Organization	
<input type="button" value="Clear"/>					
Old GL String:					
Object Code	Funding Source	Function	Activity	Organization	Entity
85162	901577	610	000	270310	95
New GL String:					
Object Code	Funding Source	Function	Activity	Organization	Entity
85162	901577	610	000	270300	95
New Grants String:					
Project	Task	Award	Expenditure Type	Organization	

Screenshot showing 2 of the 6 requested redistributions moving from incorrect Org 270310 to correct Org 270300.

- Redistributions can also 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). **NOTE: If you are requesting a Grants string redistribution, you must attach results from the 'AP Re-Distribution Form – From GRANTS PTA' dataware house report.**
- Enter the reason for the redistribution in the 'Business Purpose of Change' field on the form.

Business Purpose of Change:	The attached transactions have the wrong Organization, they should have been charged to 270300
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- Sign and complete the 'Initiating Department Information' section.

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Initiating Department Information:		
<i>Signature</i>	Prepared by	Date
Department Name	Email Address	Phone #

8. 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

9. 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:		
<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

10. Once the form has been fully completed, send it to the Accounts Payable Department at ap-help@andrew.cmu.edu.

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:

Follow the steps below if the PO distribution is being changed from a General Ledger (GL) account to a GL account, GL account to a grant (GM) account, or GM account to a GM account, and NOT GM account to GL account:

28. Ensure you have completed the AP Redistribution Form according to the specific PO and Accounts Payable is now asking you to make the changes on the PO
29. Using POREQ Buyer and Approver, select Purchase Order > Purchase Order Summary
30. On the Find Purchase Orders screen, enter the PO number and select the Shipments radio button within the Results section
31. Click Find
32. Click the folder icon in the upper left corner of the Purchase Order Shipments screen
33. Select PO Statistics and click OK
34. In the PO Statistics window, make sure the amount received and the amount billed are both zero for the line(s) being changed
 - a. If the received quantity is not zero, complete a return before proceeding (see FAQ titled [How do I complete a Return?](#))
 - b. If the billed quantity is not zero, contact Accounts Payable to verify all receipts associated with the specific line(s) have been discarded
35. Close the Purchase Order Shipments screen
36. On the Find Purchase Orders screen, ensure the PO number is still listed and select the Headers radio button within the Results section

37. Click Find
38. Click Open
39. Place your cursor on the specific line that is being altered (if all distributions are being altered on the PO, place your cursor in a header field)
40. Select Tools > Unreserve from the top menu
41. Click OK on the Unreserve prompt
42. When prompted with the Decision, verify the verbiage states it was successfully changed and click OK
43. Notice that the PO Status has now changed to Requires Reapproval
44. Navigate to the specific distribution being changed (Destination tab for GL account, Project tab for GM account)
45. Enter the new account information in the required distribution fields
46. Select the Destination tab and scroll to the right
47. Verify the date in the GL Date field is in the current period, otherwise, change the date to today's date
48. Save the changes
49. Repeat for each distribution being altered
50. Click Approve...
51. Select Reserve and add an explanation of the distribution change in the Note field, if preferred
52. Click OK to submit the altered PO for re-approval
53. Once the PO has been approved, receive once again on the PO (to complete a receipt see FAQ titled [How do I receive on a purchase order?](#))
54. Respond to Accounts Payable's request to inform them that the PO has been changed according to the AP Redistribution Form

Follow the steps below if the PO distribution is being changed from a Grants (GM) account to a General Ledger (GL) account:

31. Ensure you have completed the AP Redistribution Form according to the specific PO and Accounts Payable is now asking you to make the changes on the PO
32. Using POREQ Buyer and Approver, select Purchase Order > Purchase Order Summary
33. On the Find Purchase Orders screen, enter the PO number and select the Shipments radio button within the Results section
34. Click Find
35. Click the folder icon in the upper left corner of the Purchase Order Shipments screen
36. Select PO Statistics and click OK
37. In the PO Statistics window, make sure the amount received and the amount billed are both zero for the line being changed
 - a. If the received quantity is not zero, complete a return before proceeding (see FAQ titled [How do I complete a Return?](#))
 - b. If the billed quantity is not zero, contact Accounts Payable to verify all receipts associated with the specific line have been discarded
38. Close the Purchase Order Shipments screen
39. On the Find Purchase Orders screen, ensure the PO number is still listed and select the Headers radio button within the Results section
40. Click Find
41. Click Open

42. Take note of the line details (Type, Category, Description, etc.) as you will be removing this line from the PO
43. Place your cursor on the specific line that is being altered
44. Select Tools > Cancel from the top menu
45. Verify the Cancel PO Line action is selected and enter an explanation in the Reason field, if preferred
46. Click OK
47. Click OK on the Unreserve prompt
48. When prompted with the Decision, verify the verbiage states it was successfully changed and click OK
49. Click OK on the caution prompt
50. Notice that the specified line is no longer visible in this screen
51. Create a new line by typing in the blank line fields or click the New icon (green plus) in the top menu bar
52. Once entered, click Shipments to enter any shipment detail
53. Once entered, click Distributions to enter the distribution GL account (using the Destination tab)
54. Save the changes
55. Repeat for each line that has a GM distribution being changed to a GL account distribution
56. Click Approve...
57. Select Reserve and add an explanation of the distribution change in the Note field, if preferred
58. Click OK to submit the altered PO for re-approval
59. Once the PO has been approved, receive on the new line(s) of the PO (to complete a receipt see FAQ titled [How do I receive on a purchase order?](#))
60. Respond to Accounts Payable's request to inform them that the PO has been changed according to the AP Redistribution Form and specify the newly created line(s) numbers.