Navigating the AP Adjustment Form

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Introduction and Logging In

Purpose

This document will outline how to use the AP Adjustment Form to adjust invoice transactions that have been previously accounted for within Accounts Payable. This form allows the user to reclassify transactions that may have been charged to the incorrect account coding at the time of purchase. This will allow adjustments to be made in the Accounts Payable sub-ledger which will allow these items to be tracked correctly within Oracle Fixed Assets and recorded correctly in the General Ledger. As of April 1, 2014, all schools at Harvard are required to use the AP Adjustment Form for any Asset adjustment to an invoice. For example, when asset coding needs to be adjusted the form would be used to reclassify an invoice that was coded as an expense and should have been an asset or an asset that should have been classified as an expense.

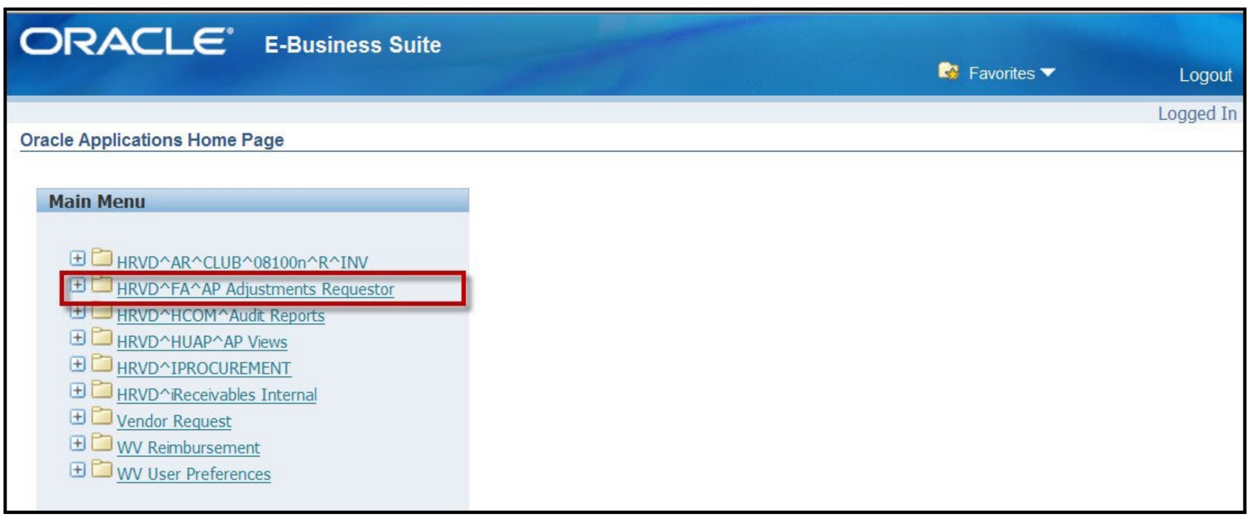
Access AP Adjustments through the Oracle Financial Gateway

1. To access the **Oracle Financial Gateway,** go to https://huit.harvard.edu/finance

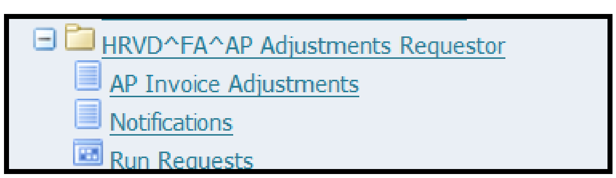
2. Select the **Oracle System Applications** link under **ORACLE FINANCIAL GATEWAY**.

3. Log in with your **HUID** and **PIN**. **The Oracle Homepage** will open.

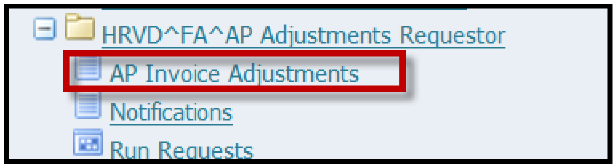
4. From the **Homepage**, select the **HRVD^FA^AP Adjustments Requestor** responsibility.



5. A series of functions will open beneath the **AP Adjustments Requestor** responsibility.



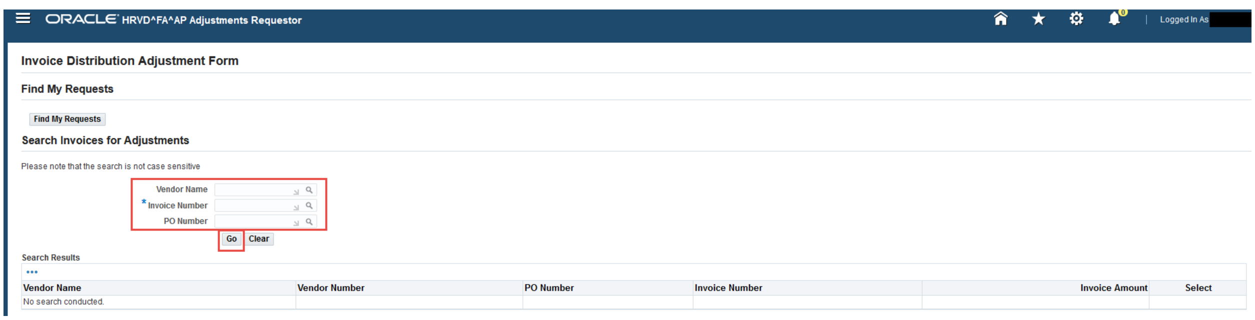
6. Select the **AP Invoice Adjustments** function. This will open the form **Invoice Distribution Adjustment Form** within the application.



Prepare an AP Adjustment

7. Search Invoices for Adjustments using the fields provided to locate the transaction you want to adjust.

ℹ The **Invoice Number** field is required, the **Vendor Name** and **PO Number** fields are optional.

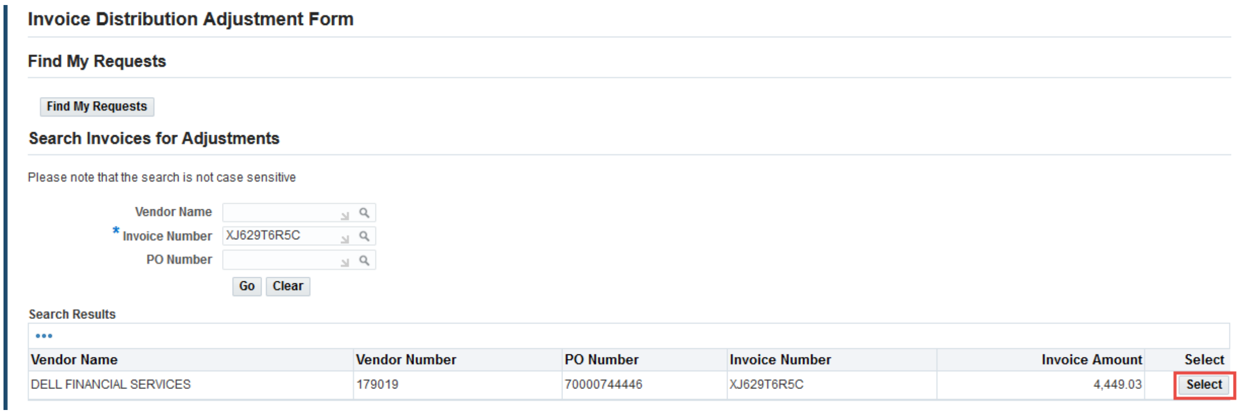


ℹ It is possible to search by a partial value in each field using a wildcard (%) and pressing the tab key or selecting the magnifying glass icon to execute the search based on the value entered.

8. Select the **Go** to initiate your search based on the criteria entered.

ℹ The **Invoice Distribution Adjustment Form** will redisplay, and the item(s) that match your search criteria will appear under **Search Results**.

9. Click on **Select** to view the details of the invoice you want to adjust.

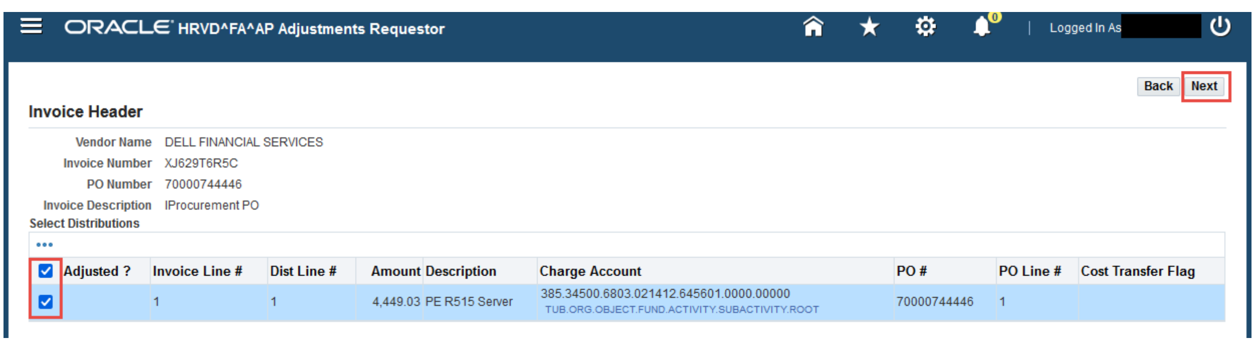


- The Invoice Header information will display including the **Vendor Name**, **Vendor Number, PO Number** (if applicable), **Invoice Discription**. Underneath the header the distribution line(s) associated with the invoice will display.

- If there are multiple lines you can use the box for **Select All/Select** to select and deselect the lines displayed, or simply select the checkbox next to the line(s) you want to update. ***If there are many lines on multiple pages the Select All only selects those lines showing on the current page, <u>go to the next page</u> to select the lines beyond line 10.***

10. Select the distribution line(s) you want to adjust and select **Next** to proceed to the next screen.

- If you do not first select the distribution line(s) you want to adjust before selecting **Next**, you will receive an error message that indicates that no lines were selected.

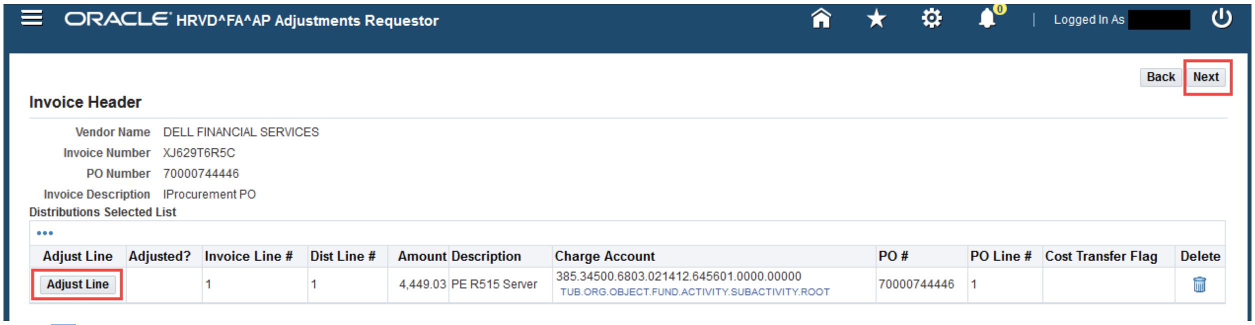


- Select **Back** at any time to return to prior screens within the form.

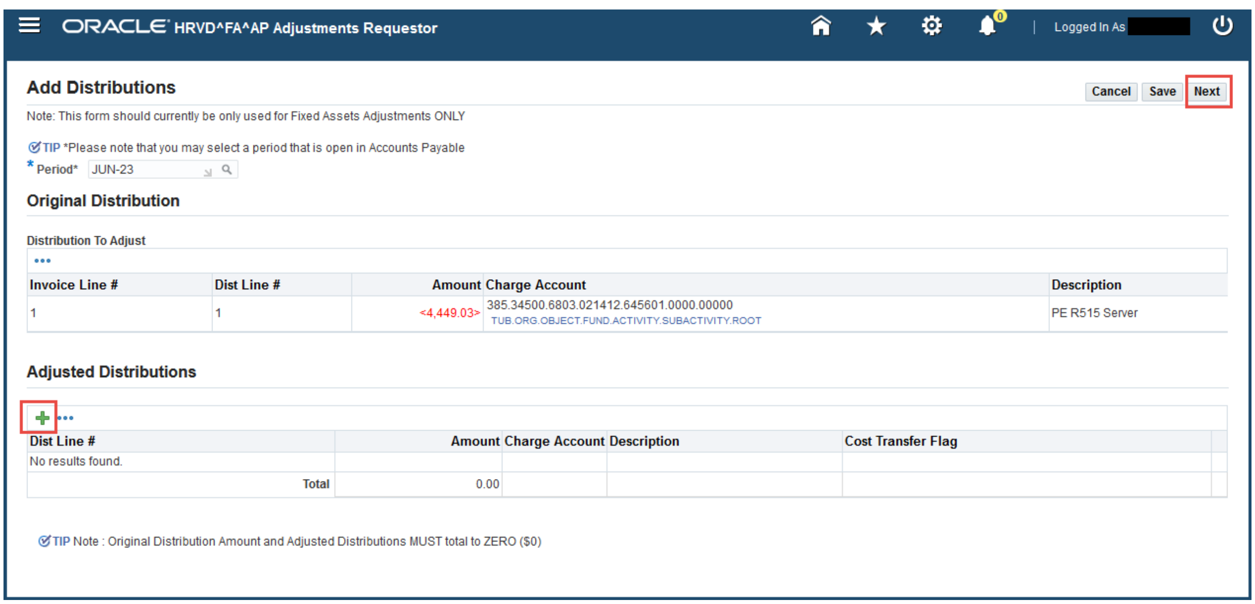
- You may receive an error message indicating that the vendor, vendor site or code combination is not active. You cannot proceed with this adjustment until the vendor, site or account coding combination is activated using either the Vendor Request Form or CSMA (Chart Security and Maintenance Application).

- The distribution line(s) you selected will display.

11. Select **Adjust Line** to proceed to **Add Distributions**.



- If you do not first select **Adjust Line** before selecting **Next**, you will receive an error message that indicates that no lines were adjusted
- The Period field defaults to the current open Accounts Payable period. You may select any period that is open. During the fiscal year end close it may be appropriate to change this from the default value. If you select a prior period when modifying an invoice line, the system will default to that period for any additional lines selected within the same invoice.
- At month end, if you would like to ensure that the AP Adjustment request is processed in the current period (i.e. the period that is closing); the request will need to be approved the day before Accounts Payable (AP) closes.
- The original distribution line is displayed with the distribution amount reversed and displayed in red.

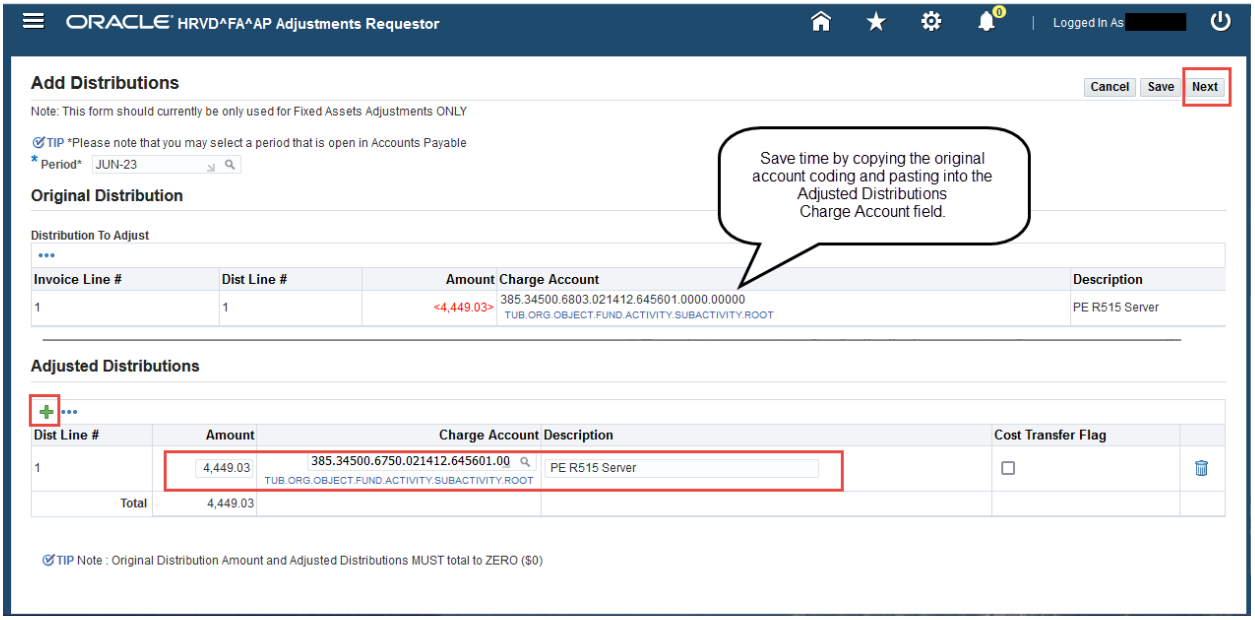


12. Select the green plus sign to **Add Row** to enter the adjusted distribution line(s) for the original amount, by repeating this step you can add multiple rows. Enter the amount, and the charge account coding for each line. Select the **magnifying glass icon** at the end of the Charge Account field to search for account segment values as needed.

- The original distribution amount and the adjusted distribution(s) must total zero or an error message will display.

- You can select the trash can icon **trash icon** to delete a distribution line if one is created in error.

If using a sponsored fund or activity that requires you to apply the Cost Transfer Policy, select the Cost Transfer Flag checkbox.

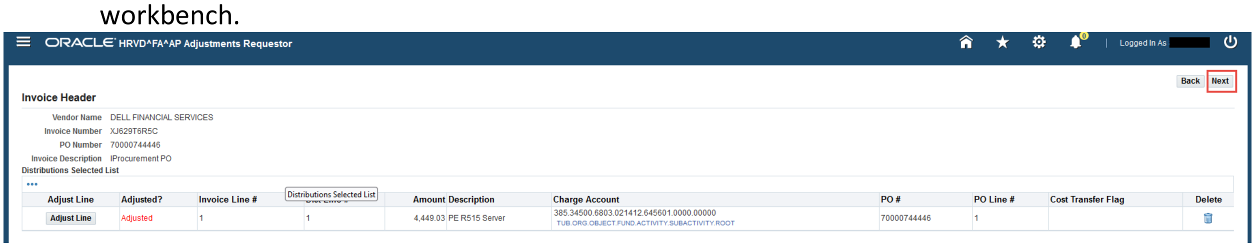


- Save time by copying the original account coding and pasting into the Adjusted Distributions Charge Account field.

13. Select **Next** to proceed to the next screen.

- The word **ADJUSTED** appears in red in the **Adjusted** column to indicate the line(s) that have been adjusted. This is an easy way to locate the lines that have been adjusted when an invoice is comprised of multiple lines.

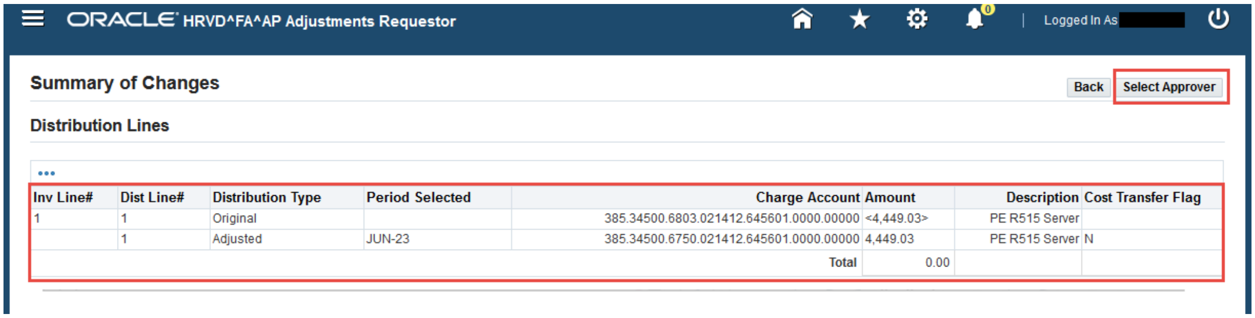
- An invoice is not fully adjusted until it has been approved and imported into the AP invoice workbench.



- An error message will appear if all selected lines have not been adjusted.

14. Select **Next** to proceed to the next screen to view a summary of changes as well as the original values associated with the invoice distribution lines.

15. Carefully review the summary page to ensure that the total of the request is equal to $0.



The original distribution line is displayed including Inv Line #, Dist Line #, Charge Account, Amount and Description. The adjusted distribution line(s) display including the period selected, updated account coding, amount, description, and a Y/N to indicate whether the cost transfer check box was selected on Adjusted Distributions screen.

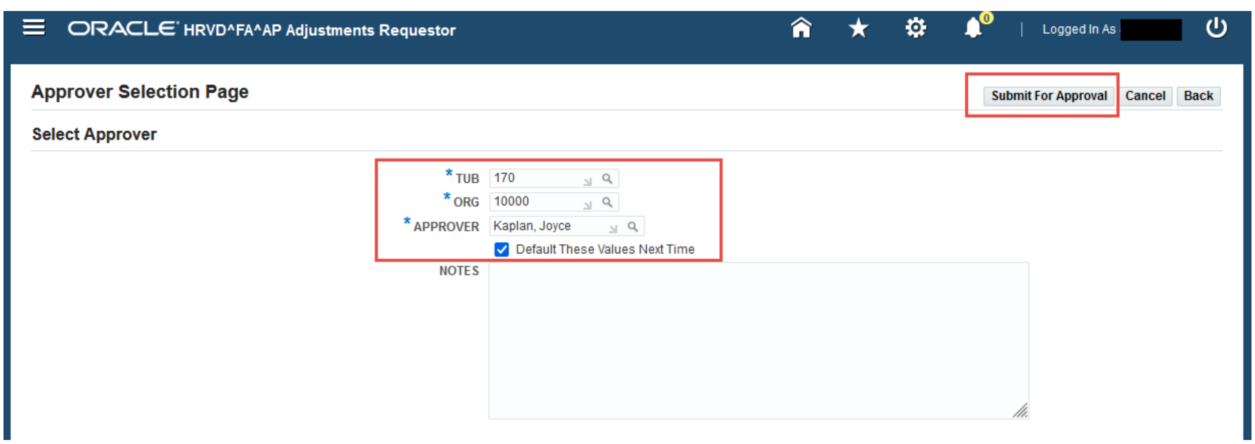
If additional modifications needed to be made, select **Back** to return to the prior screen.

16. If the summary of changes is correct, select **Select Approver** to select an approver for this adjustment.

The **Approver Selection** page displays, the **TUB**, **ORG** and **APPROVER** fields are required.

17. Enter the appropriate values or search by a partial value in each field using a wildcard (%) and selecting the magnifying glass to execute the search based on the value entered. Optionally enter notes to the approver in the field provided.

By using the checkbox provided select the Tub, Org and Approver as the default values to be used in the future.

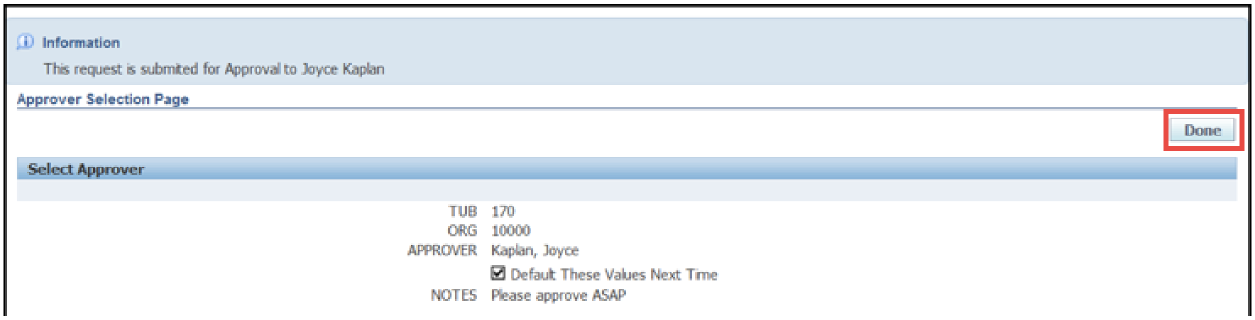


18. Select **Submit for Approval** to submit the request.

An error message will appear if the selected approver cannot approve for the tub/org combination selected or does not have the AP Adjustment Approver role assigned.

An information alert will display confirming that the request has been submitted for approval to the selected approver.

19. Select **Done** to close this window and return to the **Invoice Distribution Adjustment Form** to process another adjustment if needed.



The application automatically notifies the approver by email that an AP Adjustment is awaiting their review. The approver may approve the request, reject the request, ask for additional information or transfer the request to another approver.

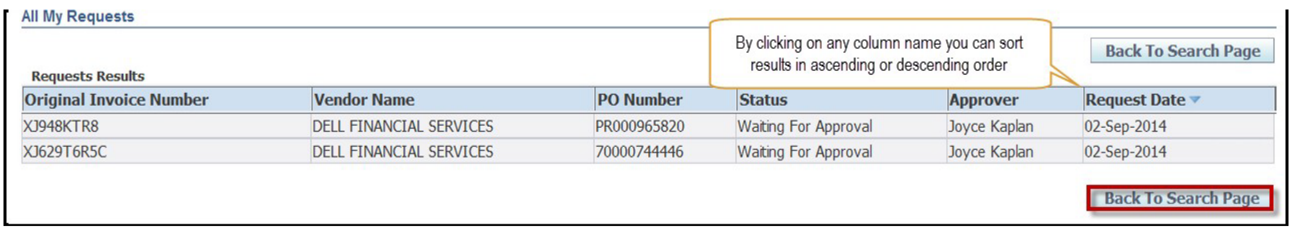
After the approver acts, you will automatically receive an email notification indicating the status of the request. If rejected, a new adjustment will need to be created from scratch as the rejected adjustment can't be modified. Corresponding notifications will appear within your Worklist.

Finding Requests

After logging into **Oracle** and navigating to **AP Invoice Adjustments**, the Invoice **Distribution Adjustment Form** window will open.

1. Select **Find My Requests**.

The **All My Requests** window will open and display your Request Results. Each line displays the Original Invoice Number, Vendor Name, PO Number, Status, Approver and Request Date. This allows the requestor to track the status of their adjustments once they have been submitted. By selecting any column name, you can sort the results in ascending or descending order.



Original Invoice Number	Vendor Name	PO Number	Status	Approver	Request Date
XJ948KTR8	DELL FINANCIAL SERVICES	PR000965820	Waiting For Approval	Joyce Kaplan	02-Sep-2014
XJ629T6R5C	DELL FINANCIAL SERVICES	70000744446	Waiting For Approval	Joyce Kaplan	02-Sep-2014

If you have directed an adjustment to the wrong approver you can't retrieve the request. To resolve this, you can email the approver (outside of the AP Adjustments System) and request that they transfer the request to the appropriate approver. **The person must have access to the HU^FA^AP Adjustments Approver responsibility to re-route the request.** If that is not an option, the requestor must submit a new request and direct it to the correct approver.

2. Select **Back to Search Page** to return to the **Invoice Distribution Adjustment** Form.

Viewing Notifications

Notifications are sent via email when a request is submitted for approval, approved, rejected, transferred, or returned to the requestor for additional information. A link will be provided within the email notification to access, view or update the record within the system. If you are already logged into the application, selecting the link will open the request associated with the notification, otherwise you will be required to log into the application.

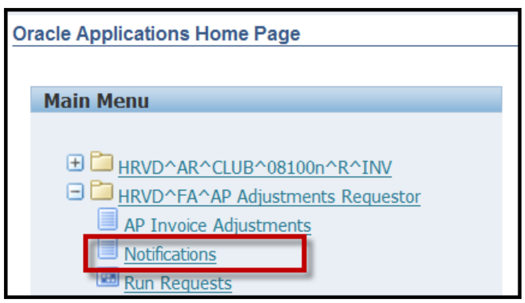
Alternatively, you can access your notifications within the application.

Accessing Notifications via Oracle

1. If you are not already logged into Oracle, log into Oracle.
2. Select the **HRVD^FA^AP Adjustments Requestor** responsibility.

ℹ A series of functions will open beneath the **AP Adjustments Requestor** link.

3. Select the **Notifications** function.



Accessing Notifications via the Invoice Distribution Adjustment Form

1. Select **Navigator** from the toolbar.

ℹ Your assigned responsibilities will display.

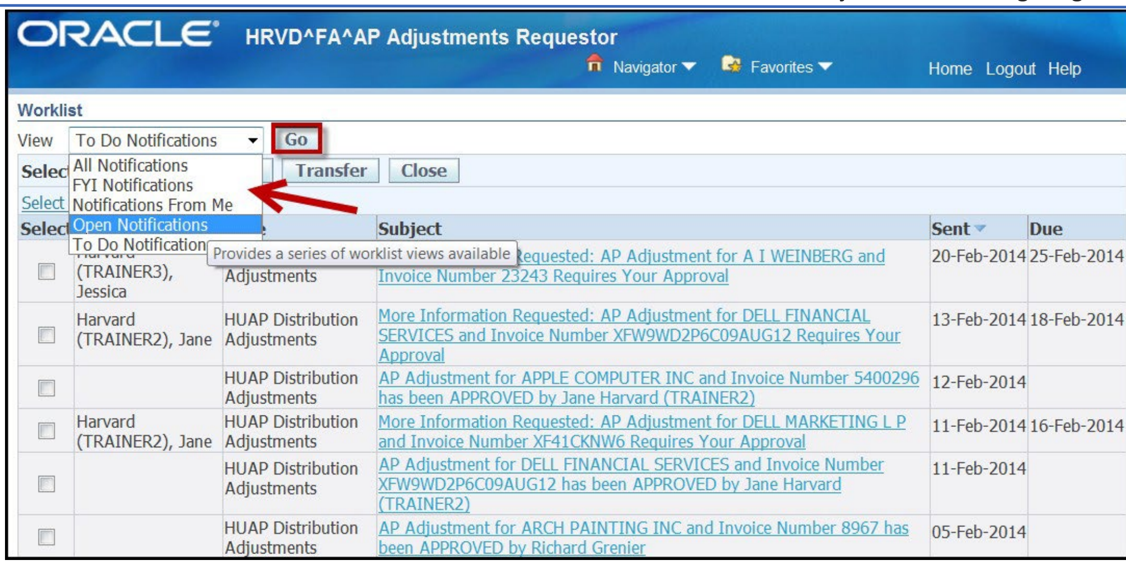
2. Select the **HRVD^FA^AP Adjustments Requestor** responsibility.

ℹ A series of functions will open beneath the AP Adjustments Requestor link.

3. Select the **Notifications** function.

ℹ This will open your **Worklist** within the application.

ℹ The **Worklist** displays a list of all open notifications as the default view. The information includes who the notification came from, the type of notification, the subject, the date it was sent and the due date if action is required.



You can select another **Worklist** view from the list provided and select **Go** to redisplay only those notifications that meet the criteria. For example, the **To Do Notifications** view allows you to quickly see those notifications that require action.

Opening a Notification

1. Select the checkbox in the **Select** column of the notification.

2. Select **Open** or the hyperlink displayed in the subject column.

The notification details will display including the **Subject**, **From**, **Sent Date**, **Due Date**, **ID #**, **Supplier Name**, **Invoice Number**, **Invoice Date**, **Original/Adjusted Distribution Lines associated details**, and the **Action History** for the request.

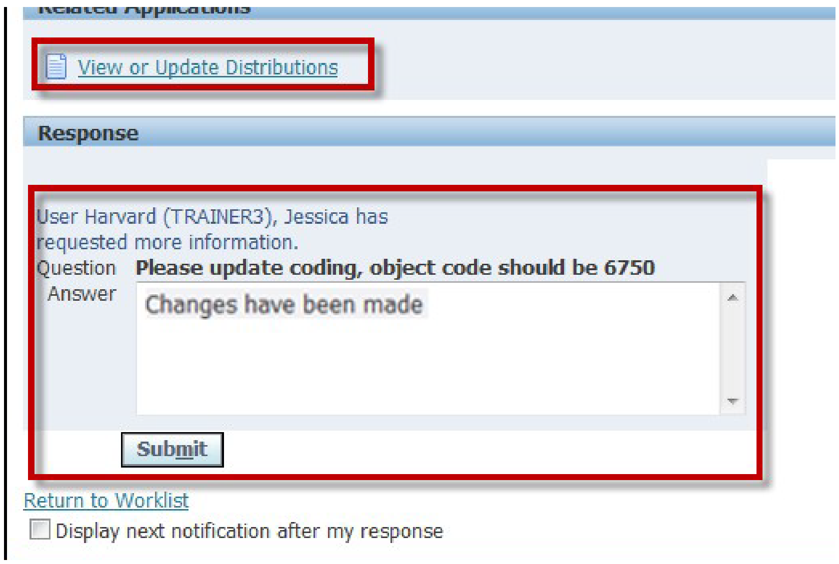
3. In the Response section, view the question asked or the note from the approver.

Viewing or Updating Distributions

1. Select **View or Update Distributions** under related applications and follow steps 6 - 8 in [Prepare an AP Adjustment Form] to complete your update.

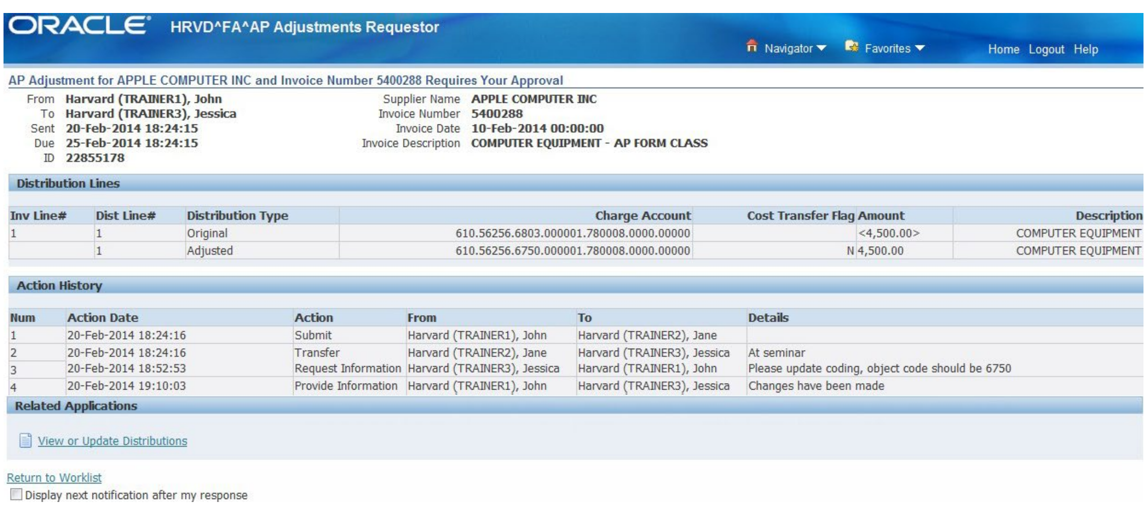
ℹ The answer field is required.

2. Add a note indicating that you have completed any requested change(s) depending on what was requested by your Approver.



3. Select **Submit** to return the adjustment request to the original approver.

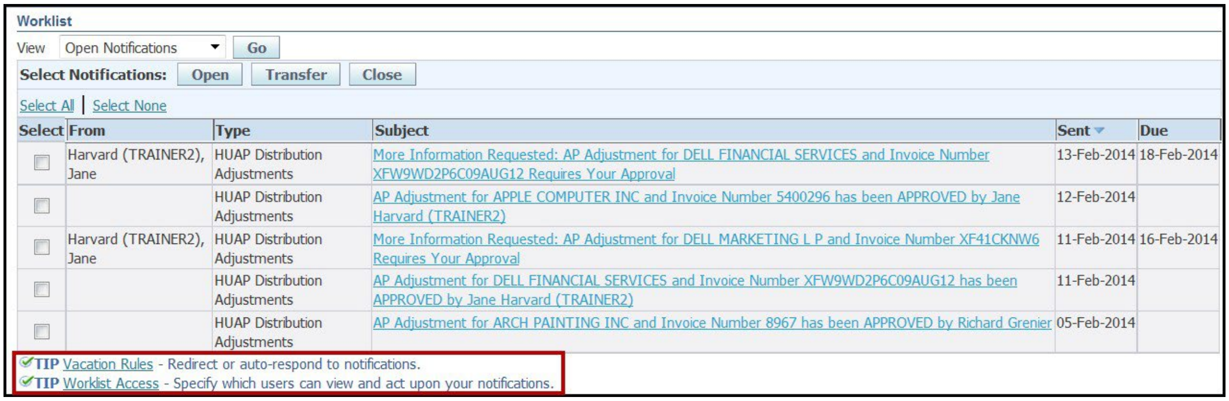
ℹ The Action History will be updated to reflect this action.



4. Select **Return to your Worklist**.

Managing Notifications

When you are unavailable or out of the office you have the option to redirect or auto-respond to notifications by setting up Vacation Rules. You can also specify viewers who can view and act upon your notifications during your absence using the Worklist Access feature within the application. These features are available within the Notifications function.

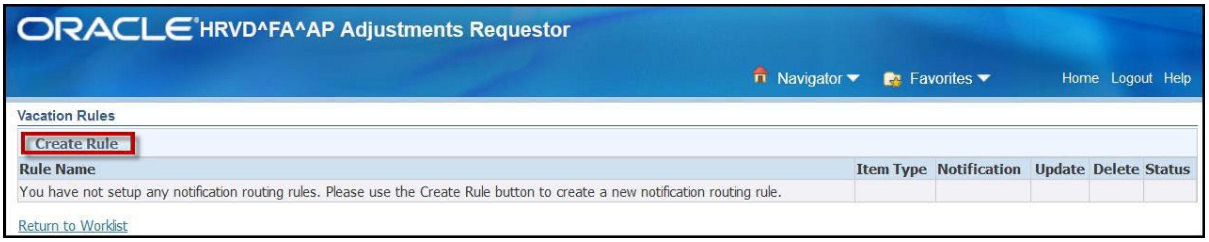


Select	From	Type	Subject	Sent	Due
	Harvard (TRAINER2), Jane	HUAP Distribution Adjustments	More Information Requested: AP Adjustment for DELL FINANCIAL SERVICES and Invoice Number XFW9WD2P6C09AUG12 Requires Your Approval	13-Feb-2014	18-Feb-2014
		HUAP Distribution Adjustments	AP Adjustment for APPLE COMPUTER INC and Invoice Number 5400296 has been APPROVED by Jane Harvard (TRAINER2)	12-Feb-2014	
	Harvard (TRAINER2), Jane	HUAP Distribution Adjustments	More Information Requested: AP Adjustment for DELL MARKETING L P and Invoice Number XF41CKNW6 Requires Your Approval	11-Feb-2014	16-Feb-2014
		HUAP Distribution Adjustments	AP Adjustment for DELL FINANCIAL SERVICES and Invoice Number XFW9WD2P6C09AUG12 has been APPROVED by Jane Harvard (TRAINER2)	11-Feb-2014	
		HUAP Distribution Adjustments	AP Adjustment for ARCH PAINTING INC and Invoice Number 8967 has been APPROVED by Richard Grenier	05-Feb-2014	

Vacation Rules

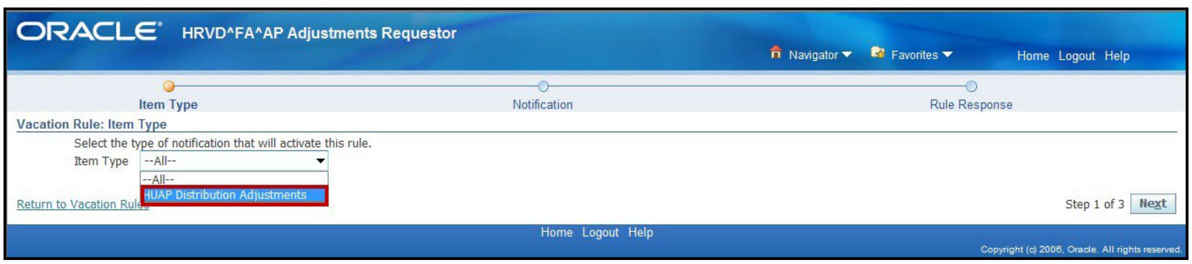
1. Select **Vacation Rules** to establish rules to redirect or auto-respond to notifications.

This will open the **Vacations Rules** window within the application.



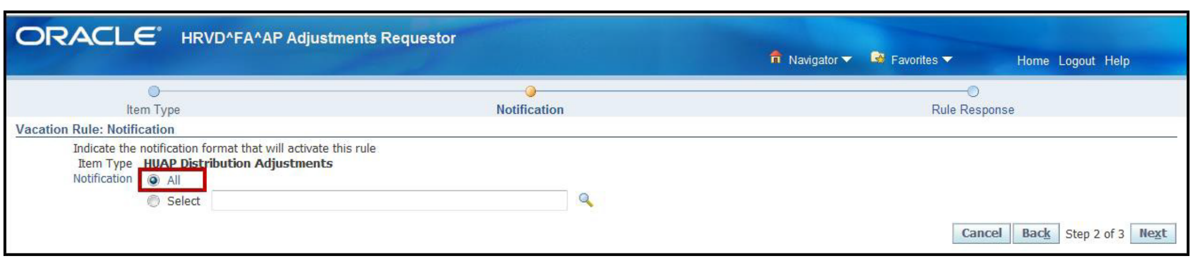
2. Select **Create Rule** to establish rules to redirect or auto-respond to notifications.

This will open the **Vacations Rules: Item Type** window.



3. Select the type of notification that will be affected by the rule.

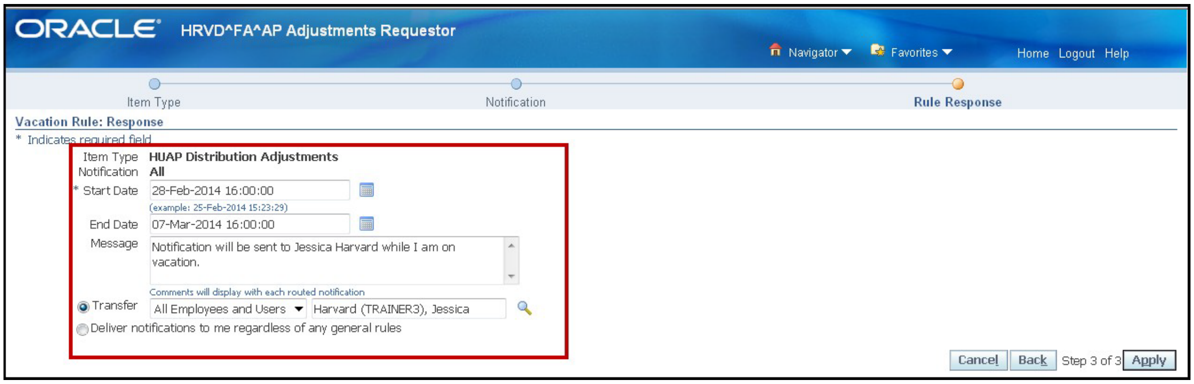
The system defaults to “All”.



If you do not select, “All,” the **Vacation Rule: Notification** window displays. Notifications default to “All” and should not be changed.

4. Select **Next** to open the **Vacations Rule: Response** window.

- Select **Back** at any time to return to prior screens within the form. Or Select Cancel to cancel your changes at any time during the Create Rule process.



5. Select the **calendar icons** to select the **Start Date** and **End Date** for the rule to remain in effect.

- If the end date field is left blank the rule remains in effect indefinitely.

- The time must be designated, it will default to the current time. The time is in military format (HH:MM:SS). This allows you to define a rule that will be in place for less than a full day.

6. Enter your Message in the **Message** field.

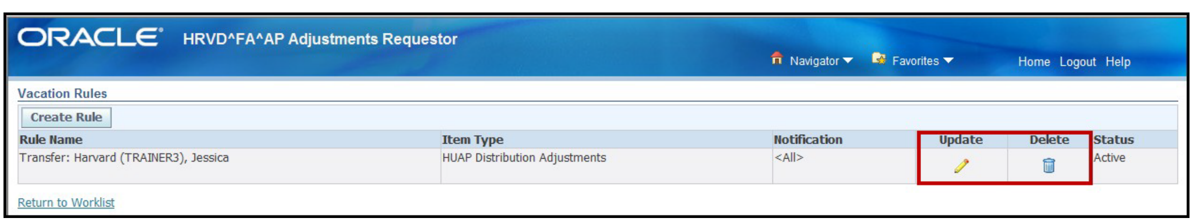
- The message will appear in a special comments field when the notification is reassigned or automatically responded to within the system.

7. Select the **magnifying glass icon**.

8. Search and select the person that notifications should be forwarded to during your absence.

9. Select **Apply** to save your vacation rule.

- The **Vacation Rules** window will redisplay, listing any rules you have in place that are currently active.



- Select the **pencil icon** to update or modify an existing rule.

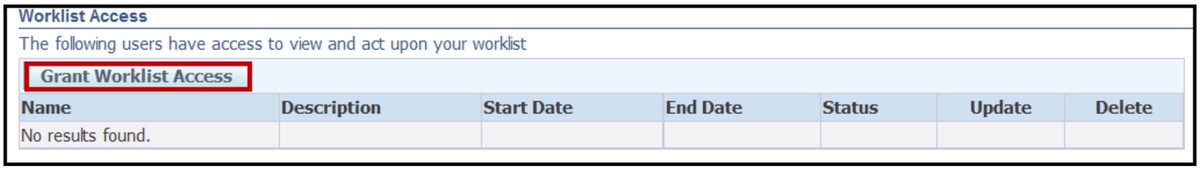
- Select the **trashbin icon** to delete the rule entirely.

Worklist Access

1. Select **Worklist Access** to specify which users can view and act upon your notifications.

ℹ The **Worklist Access** window will open within the application.

2. Select **Grant Worklist Access** to grant another user access to view and act upon your notifications via the worklist.

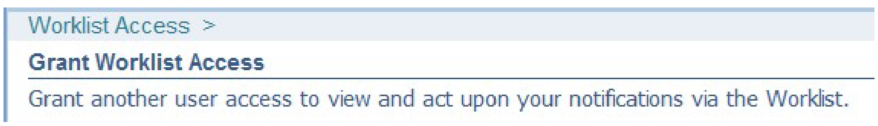

Worklist Access

The following users have access to view and act upon your worklist

Grant Worklist Access

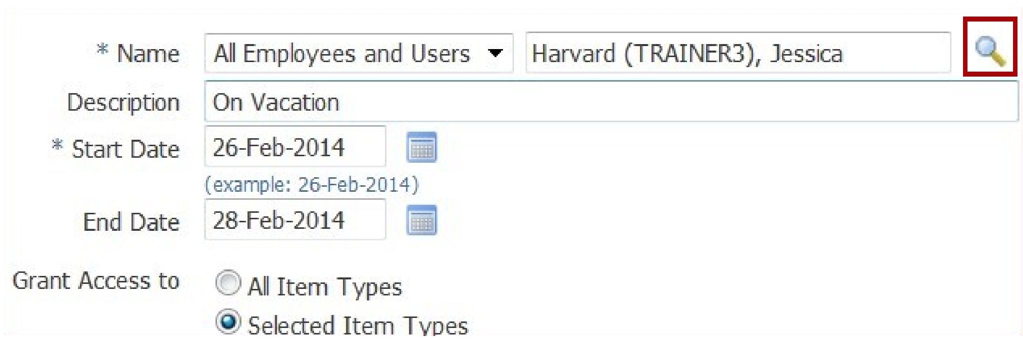
Name	Description	Start Date	End Date	Status	Update	Delete
No results found.						

ℹ This will open the Grant Worklist Access window.

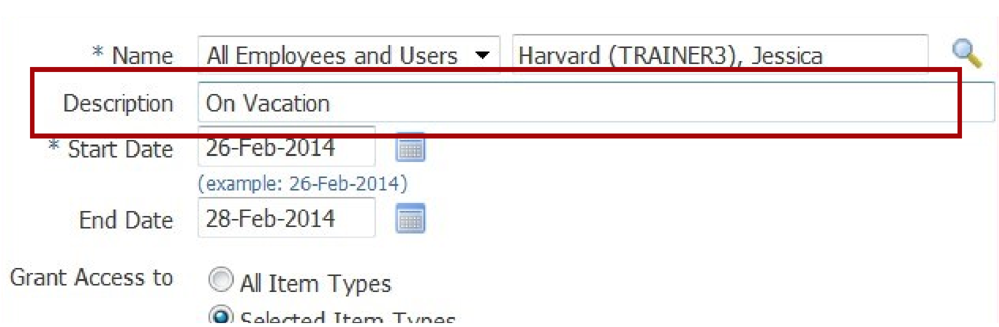


ℹ Select **Cancel** to cancel your changes at any time during the Grant Worklist Access process.

3. Select the **magnifying glass icon** to choose the person you are authorizing to act upon your notifications via the Worklist.



4. Enter a description associated with the access permission.



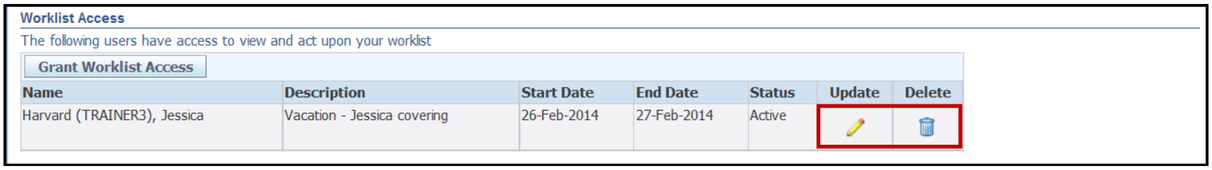
5. Select the **calendar icons** to select the **Start Date** and **End Date** for access to remain in effect.

If the end date field is left blank the access remains in effect indefinitely.

The system defaults to **All Item Types**.

6. Select **Apply** to grant access to the selected user.

The Worklist Access window will redisplay, listing any access privileges that are currently active.



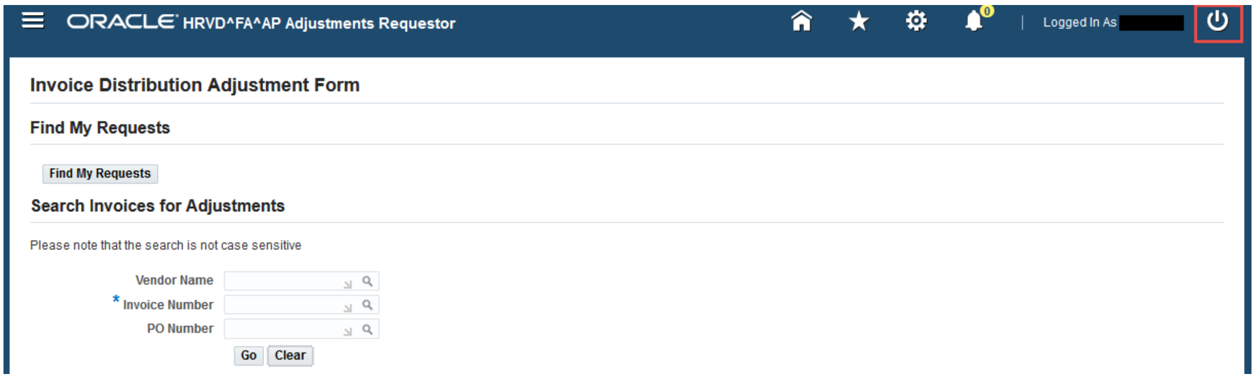
Select the **pencil icon** to update or modify an existing rule

Select the **trashbin icon** to delete the rule entirely.

Exiting the Module

Once you have completed your invoice adjustments, follow these steps to exit the Invoice Distribution AP Adjustment form.

To exit the application, select the **Logout icon** near the top right corner of the window. Depending on where you are in the process the system will alert you if there are any unsaved changes. This will log you out of the application.



Questions?

If you have any questions, please contact the HUIT Support Center at 617-495-7777, or via email at ithelp@harvard.edu.