Preparing an AP Adjustment Form

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 the Accounts Payable module. 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 the Fixed Assets module and recorded correctly in the General Ledger. As of April 1, 2014 all schools at Harvard will be 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 Gateway

1. To access the Oracle Gateway go to http://fss.finance.harvard.edu/applications.

2. Click the Personal Homepage link.

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** link:

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

The contents of this work instruction are as follows:

- Prepare an AP Adjustment Form
- Finding Requests
- Viewing Notifications
- Managing Notifications
  - Vacation Rules
  - Worklist Access
- Exiting the Module
- Questions?
Prepare an AP Adjustment Form

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

1. **Search Invoices for Adjustments** using the fields provided to locate the transaction you want to adjust. The Invoice Number field is required, the Vendor Name and PO Number fields are optional.

   - You can search by a partial value in each field using a wildcard (%) and pressing the tab key or clicking the magnifying glass to execute the search based on the value entered.

2. Click the GO button to initiate your search based on the criteria entered. The Invoice Distribution Adjustment Form will redisplay, and the item(s) that match your search criteria will appear under Search Results. Click the button to view the details of the invoice you want to adjust:
The Invoice Header information will display including the Vendor Name, Invoice Number and PO Number (if applicable). Underneath the header the distribution line(s) associated with the invoice will display. If there are multiple lines you can use the Select All/Select None function to select and deselect the lines displayed, or simply click in the check box next to the line(s) you want to update.

3. Select the distribution line(s) you want to adjust and click the Next button to proceed to the next screen.

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

Click the Back button 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).

4. The distribution line(s) you selected will display. Click the Adjust Line button to proceed to the Add Distributions screen.

If you do not first click the Adjust Line button before clicking the Next button, 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 before Accounts Payable (AP) closes. AP closes at 3:00pm on Day 3 of the month end close. As a result all AP Adjustment requests will need to be approved by that time. To ensure that the AP Adjustment is approved by the deadline, the best recommended practice is to have all AP Adjustments approved by end of day on day 2 of the month end close.

The original distribution line is displayed with the distribution amount reversed and displayed in red.

5. Click the Add Row button 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. Click the button 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 click the trash can 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, click the Cost Transfer Flag checkbox.

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

6. Click the Next button 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.

Note: 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.

7. Click the Next button to proceed to the next screen to view a summary of changes as well as the original values associated with the invoice distribution lines.

   You must 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 #, account coding, 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 you can click the Back button to return to the prior screen.

8. If the summary of changes is correct, Click the Select Approver button to select an approver for this adjustment.
The **Approver Selection Page** displays, the TUB, ORG and APPROVER fields are required.

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

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

10. **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 your request has been submitted for approval to the selected approver. Click **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 takes action, 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. Under the Find My Requests area, Click the Find My Requests button.

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 clicking on any column name you can sort results in ascending or descending order.

   ![Invoice Distribution Adjustment Form](image)

   By clicking on any column name you can sort results in ascending or descending order

   ![Request Results](image)

   If you have directed an adjustment to the wrong approver you can’t retrieve the request. To resolve this situation you can email the approver, outside of the AP Adjustments System, and request that they transfer the request to the appropriate approver.

   Note that 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. Click the Back To Search Page button 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, clicking the link will open the request associated with the notification, otherwise you will be required to login to the application.

Alternatively you can access your notifications online within the application by following these steps:

1. After logging into Oracle, and selecting the HRVD^FA^AP Adjustments Requestor responsibility, a series of functions will open beneath the AP Adjustments Requestor link, select the Notifications function.

If you are already working within the Invoice Distribution Adjustment Form, and would like to access your notifications, select from the toolbar which will display your assigned responsibilities. Select the HRVD^FA^AP Adjustments Requestor responsibility, a series of functions will open beneath the AP Adjustments Requestor link, select the Notifications function.
This will open your **Worklist** within the application.

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.

![Worklist Example](image)

You can select another **Worklist** view from the list provided and click 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.

![Worklist Example](image)

2. To open a notification select the check box alongside the listing and click or click the hyperlink displayed in the subject column.
The notification details will display including the Subject, From, To, Sent date, Due Date, ID #, Supplier Name, Invoice Number, Invoice Date, Original and Adjusted Distribution Lines and associated detail and the Action History for the request.

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

4. To view or update the distributions click the [View or Update Distributions] link under related applications and follow steps 4, 5, 6 and 7 in Prepare an AP Adjustment Form section to complete your update.

5. The answer field is required, please provide any additional information or add a note indicating that you have completed any requested change(s) depending on what was requested by your Approver.

6. Click [Submit] to send the adjustment request back to the original approver. The Action History will be updated to reflect this action.
6. Click [Return to Worklist] to 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.

Vacation Rules

1. Click Vacation Rules to establish rules to redirect or auto-respond to notifications. This will open the Vacations Rules window within the application.
2. Click **Create Rule** to establish rules to redirect or auto-respond to notifications. This will open the Vacations Rules window.

3. Select the type of notification that will be affected by the rule. The system defaults to “All” which will transfer notifications that occur in both AP Adjustments as well the HCOM system, provided the user has access to both systems. It is recommended that users select **HUAP Distribution Adjustments** from the drop down list.

   The Vacation Rule Notification window displays. Notifications default to “All” and should not be changed.

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

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

5. Click the calendar 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. You must also designate a time, including hours, minutes and seconds in military format. This allows you to define a rule that will be in place for less than a full day.
6. In the field provided enter a **Message** that you want to append to the notification when the rule is applied. The message will appear in a special comments field when the notification is reassigned or automatically responded to within the system.

7. Using the lookup provided select the person that notifications should be sent to during your absence.

8. Click **Apply** to save your vacation rule. The Vacation Rules window will redisplay, listing any rules you have in place that are currently active.

   ![Oracle HRVD FA AP Adjustments Requestor](image)

   Click the ** saved item** to update or modify an existing rule or click the ** removed item** to delete the rule entirely.

**Worklist Access**

1. Click **Worklist Access** to specify which users can view and act upon your notifications. This will open the Worklist Access window within the application.

   ![Worklist Access](image)

   Click **Grant Worklist Access** to grant another user access to view and act upon your notifications via the worklist. This will open the Grant Worklist Access window.
Click \[\text{Cancel}\] to cancel your changes at any time during the Grant Worklist Access process.

3. Using the lookup provided \(\text{Search}\) select the person you are authorizing to act upon your notifications via the Worklist.

4. Enter a description associated with the access permission.

5. Click the calendar \(\text{Select date}\) 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. You must also designate a time, including hours, minutes and seconds in military format. This allows you to define a rule that will be in place for less than a full day.

6. Select the type of notification the will be affected by the rule. The system defaults to “All Item Types” which will transfer notifications that occur in both AP Adjustments as well the HCOM system, provided the user has access to both systems. It is recommended that users “Select Item Types” by highlighting HUAP Distribution Adjustments under Available Items Types and clicking the \(\text{Move}\) button to add it to the Selected Item Types selection.

7. Click \(\text{Apply}\) to grant access to the selected user.

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

Click the \(\text{Update}\) to update or modify an existing rule or click the \(\text{Delete}\) to delete the rule entirely.
Exiting the Module

Once you have completed your invoice adjustments, follow these steps to exit the AP ADJUSTMENT form:

To exit the application, click the **Logout** button in the top right hand 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 617-496-2001, or via email at [ithelp@harvard.edu](mailto:ithelp@harvard.edu).