



AP Adjustment Form Training

**ASAP Group
March 2014**



Agenda

- AP Adjustments Overview
- Preparing an AP Adjustment Form
- Approving an AP Adjustment Form
- Audit Reporting



Harvard Assets Project - Project Overview

- **What is the Project?**
 - The Harvard Assets project is a business process change using the Oracle Assets module.
- **Why this Project?**
 - This project will allow us maintain an accurate audit trail in tracking assets.
- **Why this Project Now?**
 - This will allow us to address the increasingly complex needs of the University in a streamlined way.



What is an Asset?

Per Harvard University policy the following is the criteria for when an item is considered an asset (can be capitalized):

- Must be acquired for use in operations, and not for investment or sale.
- Must have a useful life of more than one year.
- The cost or unit value must meet the following materiality thresholds:

Category	Threshold
Land	N/A - All land is capitalized
Land improvements	\$100,000 (in total project costs)
Buildings	\$100,000 (in total project costs)
Building improvements	\$100,000 (in total project costs)
Leasehold improvements	\$100,000 (in total project costs)
Moveable furnishings and equipment (MFE)	\$5,000
Other equipment, vehicles, software, etc.	\$5,000

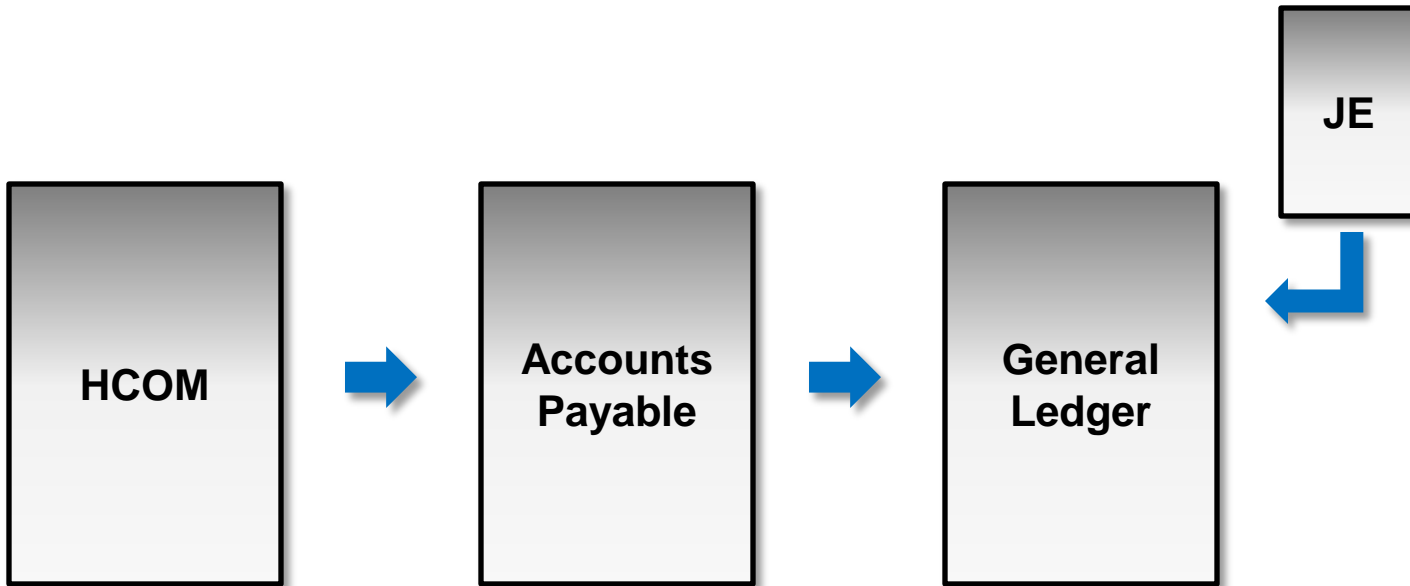


What is an Asset?

- **Equipment purchases may include items such as machinery, equipment, furniture, and fixtures.**
- **Additionally, costs that are required to ready the asset for its intended use are also included in the final cost of the asset. Such costs include:**
 - The original purchase price (for individual items \geq \$5,000)
 - Freight, insurance, handling, storage and other costs specifically related to acquiring the asset
 - Costs of installation, including site preparation, assembly, and installation
 - Costs of trial runs and other tests required before the asset can be fully operational
 - Costs of reconditioning an asset purchased in a used state
- **When coding the purchase of capitalized equipment, the 6800 series of object codes should be used**



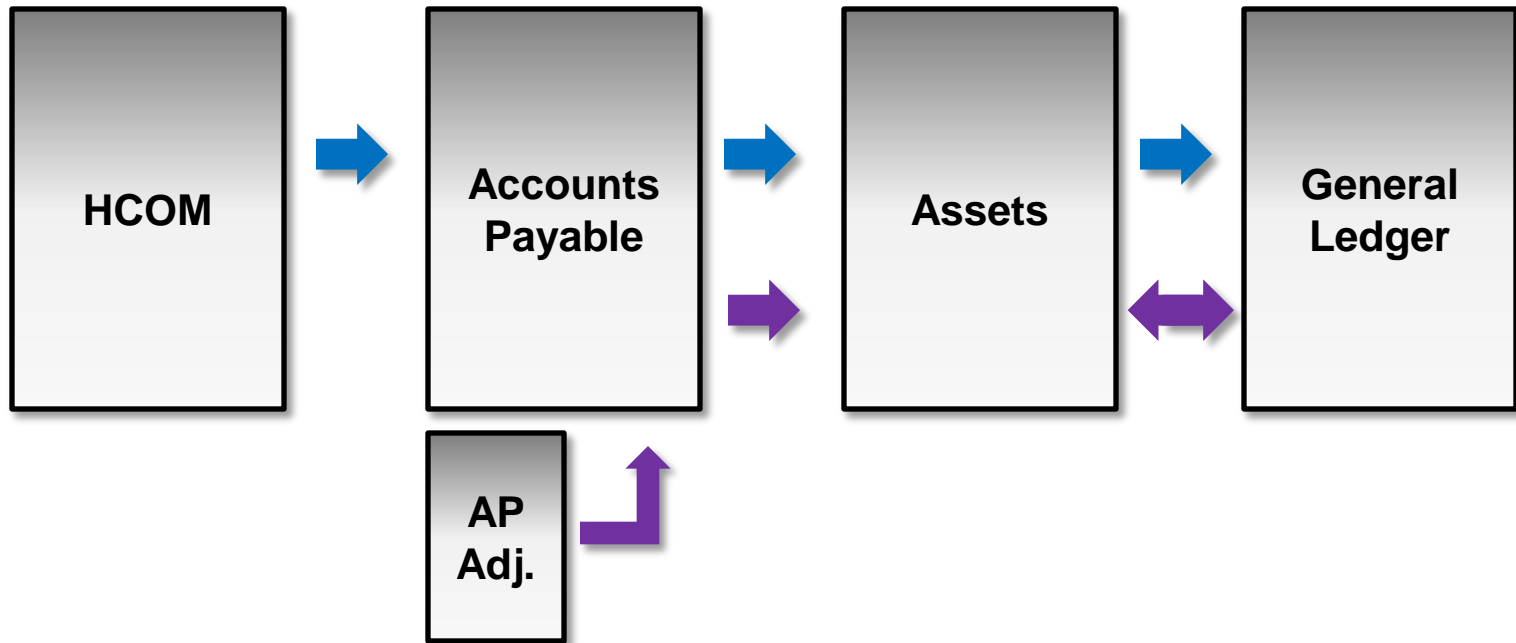
General Ledger Changes – Current State



- Today, coding adjustments to an asset are made directly to the GL via journal entry



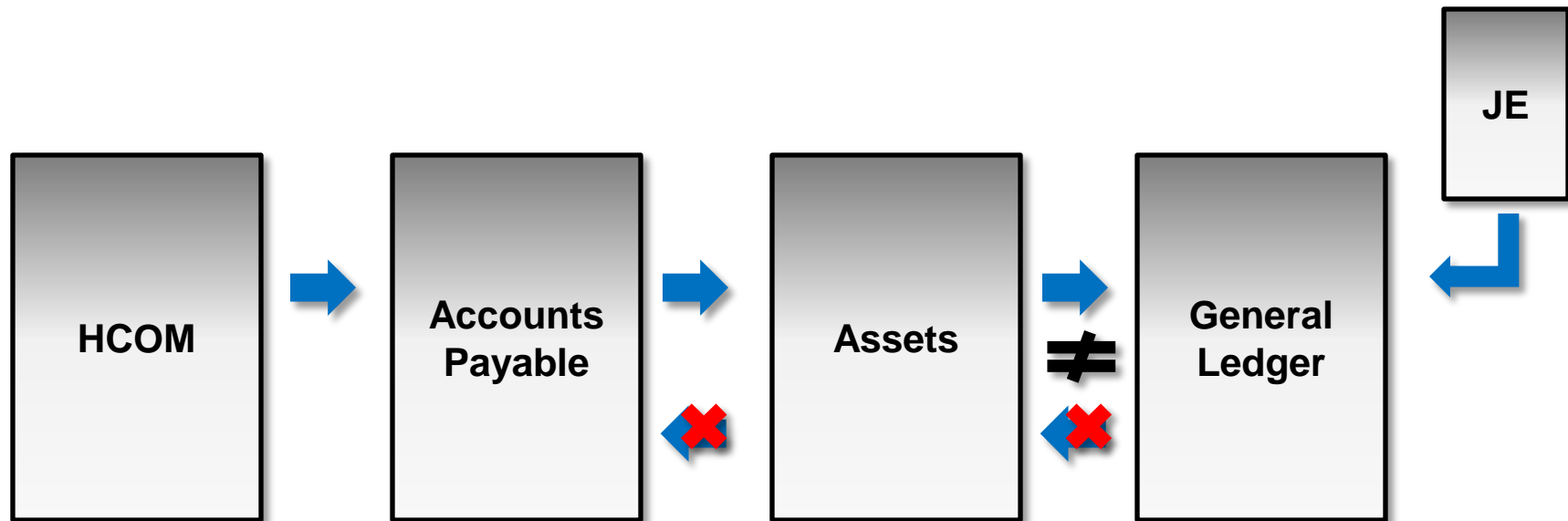
Oracle Assets – Fixed Asset



- By implementing Oracle Assets the University will be creating a sub-ledger where it will be able to track its assets
- This allows for general ledger detail to be traced back for a complete audit trail



General Ledger Changes – Impact on Assets Project



- When adjustments are made directly into the GL via journals to correct for mis-coded entries or other adjustments, this audit trail is broken
- Additionally the Assets Module and the GL will not properly reconcile



How do you know when a coding adjustment is needed?

Coding adjustments are required when any segment of the 33 digit GL string needs be changed:

Tub – need to change ownership of an asset from one TUB to another

Org – need to change ownership of an asset form one Org to another

Object Code:

Asset to Asset – should change from one asset object code to another (e.g. 6803 to 6804)

Asset to Expense – change from asset object to an expense object because the item does not meet criteria for an asset (e.g. 68XX to 67XX)

Expense to Asset – change an from expense object to and asset object code (e.g. 67XX to 68XX)

Fund – need to change the funding of an asset (i.e. changing from one sponsored fund to another or changing from a startup fund to a specific sponsored fund)

Activity/Sub-Activity – need to change the Activity/Sub-Activity attributed to an asset

Root – need to change the Root attributed to an asset



AP Adjustment Form - Required Information

You must have the original invoice number. You can search for an invoice and use the Oracle wildcard symbol (%) if you only have partial invoice information.

Considerations:

- If the vendor is inactive, you will receive an error message and will need to reinstate the vendor using the Vendor Request Form.
- If the vendor site is inactive, you will receive an error message and will need to reinstate the site using the Vendor Request Form.
- If the account coding is no longer active, you will receive an error message and you must submit a request to Applications Security to have the account reinstated in the Chart Security Maintenance Application (CSMA).

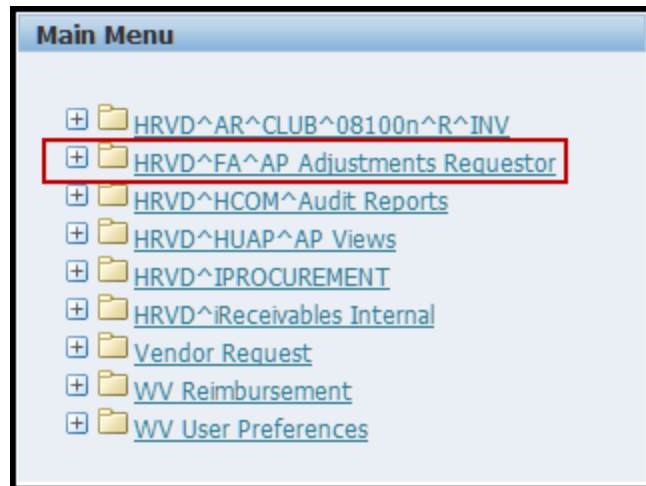


Accessing the AP Adjustment Form

- There are two roles in the AP Adjustment Form - Requestor and Approver:
 - A Requestor has the ability to create and edit adjustments and approve other's adjustments
 - An Approver can only approve adjustments
- To log in, access Oracle Financials via this link:
<http://fss.finance.harvard.edu/applications>
- Select the **Personal Homepage** link
- Log in with your **HUID and PIN**
- The AP Adjustment Form Responsibility is called:
 - **HRVD^FA^AP Adjustments Requestor**
 - **HRVD^FA^AP Adjustments Approver**

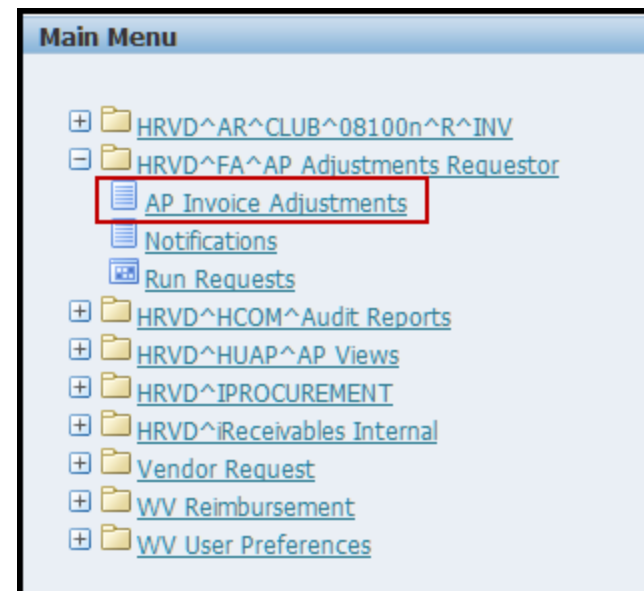


Requestor Role



Select AP Invoice
Adjustments

Select the
Responsibility





AP Adjustment Form - Requestor role

- Invoice number is the required field
- The Invoice Number search includes all invoice numbers; not just those related to assets
 - This tool should only be used for making adjustments for assets-related invoice lines.
- You can narrow your search further by searching for Vendor Name and/or PO Number; you can also use wildcards for these searches
- You can NOT simply search for a vendor or a PO number; you will receive an error.



Retrieving Invoice Information

ORACLE® HRVD^FA^AP Adjustments Requestor

Invoice Distribution Adjustment Form

Find My Requests

Find My Requests

Search Invoices for Adjustments

Please note that the search is not case sensitive

Vendor Name

* Invoice Number XFF123M5C

PO Number

Go Clear

Search Results

Vendor Name	Vendor Number	PO Number	Invoice Number	Invoice Amount	Select
DELL MARKETING L P	113145	70000148263	XFF123M5C	12,976.01	Select

Home Logout

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- Based on your search criteria, one or more invoices will appear.
- Search results include:
 - Vendor Name
 - Vendor Site Number
 - PO Number
 - Invoice Number, dollar amount
- If this information is correct, click the **Select** button



Selecting the Line to Adjust

ORACLE HRVD^FA^AP Adjustments Requestor

Navigator Favorites Home Logout

Back Next

Invoice Header

Vendor Name: DELL MARKETING L
P
Invoice Number: XFF12J3M5C
PO Number: 70000148263

Select Distributions

Select All Select None

Select Invoice Line #	Dist Line #	Amount Description	Charge Account	PO #	PO Line #	Cost Transfer Flag
<input type="checkbox"/> 1	1	12,976.01 Hardware Disk for the SQL 2008 Upgrade Project	610.55804.6803.000001.7800001.0000.00000 TUB.ORG.OBJECT.FUND.ACTIVITY.SUBACTIVITY.ROOT	70000148263	1	

Back Next

Home Logout

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- This screen identifies Vendor Name, Invoice Number and PO Number
- The Column Headings include
 - Select checkbox
 - Invoice Line Number from the invoice
 - The Distribution Line Number from the invoice
 - The Invoice Distribution Line Dollar Amount
 - Description from the PO
 - The 33-Digit Coding
 - PO Number
 - Cost Transfer Flag: If adjusting for the first time, this field will be blank; after the adjustment process is applied, if the string includes a sponsored fund or activity and needed adjustment in compliance with the Cost Transfer policy, this field will contain a flag value of "Y"
- If this information is correct, click the **Select** Checkbox and then click **Next**



Potential Error Messages

The screenshot shows the Oracle HRVD*FA*AP Adjustments Requestor interface. At the top, there's a blue header with the Oracle logo and the title 'HRVD*FA*AP Adjustments Requestor'. Below the header, there's a navigation bar with links for 'Navigator', 'Favorites', 'Home', and 'Logout'. The main content area displays an error message in red: 'Error: Code combination for the original invoice line number 1 distribution line number 1 is no longer valid. You cannot adjust this line unless the code combination is reactivated.' Below the error message, there's a table for 'Invoice Header' with columns for 'Vendor Name', 'Invoice Number', and 'PO Number'. The 'Vendor Name' is 'ADVANCED MECHANICAL TECHNOLOGY INC', 'Invoice Number' is '8967', and 'PO Number' is blank. Below the header, there's a table for 'Select Distributions' with columns for 'Select Invoice Line #', 'Dist Line #', 'Amount Description', 'Charge Account', 'PO #', 'PO Line #', and 'Cost Transfer Flag'. The table contains one row with 'Select Invoice Line #' as '1', 'Dist Line #' as '1', 'Amount Description' as '24,300.00 AG235454', 'Charge Account' as '365.34530 6814.144435.363580.0001.44993', 'PO #' as 'TUBLOCK OBJECT FUND ACTIVITY SUBJECTTY ROOT', 'PO Line #' as blank, and 'Cost Transfer Flag' as blank. At the bottom of the interface, there's a 'Home Logout' link and a copyright notice 'Copyright (c) 2000, Oracle. All rights reserved.'

On this screen, you will also see potential error messages in the top left in red. These include:

Message	Mitigation
Account coding no longer active	Close form and submit request to Authorized Requestor to re-activate account coding in CSMA
Supplier Inactive	Close form and submit Vendor Request to re-activate vendor
Supplier Site Inactive	Close form and submit Vendor Request to re-activate vendor site



Confirming and Starting the Adjustment Process

ORACLE® HRVD^FA^AP Adjustments Requestor

Navigator Favorites Home Logout

Back Next

Invoice Header

Vendor Name: DELL MARKETING L
P
Invoice Number: XFF12J3M5C
PO Number: 70000148263

Distributions Selected List

Adjust Line	Adjusted?	Invoice Line #	Dist Line #	Amount Description	Charge Account	PO #	PO Line #	Cost Transfer Flag	Delete
Adjust Line		1	1	12,976.01 Hardware Disk for the SQL 2008 Upgrade Project	610.55804.6803.000001.780001.0000.00000 TUB.CK.G.OBJECT.FUND.ACTIVITY.SUBACTIVITY.ROOT	70000148263	1		

Back Next

Home Logout

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- This screen again identifies Vendor Name, Invoice Number and PO Number
- The Column Headings include
 - Adjust Line button
 - Adjusted? If adjusting for the first time, this field will be blank; after the adjustment process is applied, the field will contain the word “Adjusted”
 - The Invoice Line Number
 - The Invoice Distribution Line Number and amount
 - Description from the PO
 - The 33-Digit Coding
 - The PO Number
 - Cost Transfer Flag: If adjusting for the first time, this field will be blank; after the adjustment process is applied, if the string includes a sponsored fund or activity and needed adjustment in compliance with the Cost Transfer policy, this field will contain a flag value of “Y”
- If this information is correct, click the **Adjust Line** button



Add Distributions Screen, Part 1

ORACLE HRVD^FA^AP Adjustments Requestor

Navigator Favorites Home Logout

Add Distributions

Note: This form should currently be only used for Fixed Assets Adjustments ONLY

Cancel Save Next

✓TIP *Please note that you may select a period that is open in Accounts Payable

* Period* FEB-14

Original Distribution

Invoice Line #	Dist Line #	Amount Charge Account	Description
1	1	<12,976.01> 610.55804.6803.000001.780001.0000.00000 TUB.ORG.OBJECT.FUND.ACTIVITY.SUBACTIVITY.ROOT	Hardware Disk for the SQL 2008 Upgrade Project

Adjusted Distributions

Dist Line #	Amount Charge Account	Description	Cost Transfer Flag
No results found.			
Total		0.00	

✓TIP Note : Original Distribution Amount and Adjusted Distributions MUST total to ZERO (\$0)

Cancel Save Next

Home Logout

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- This screen contains a note indicating that you should be using this form for Fixed Assets Adjustments ONLY
- A Tip is included that indicates you can only select a period that is open in Accounts Payable; this will default to the most current period
- The original distribution appears, with the amount reversed in red



Add Distributions Screen, Part 2

ORACLE HRVD*FA*AP Adjustments Requestor

Navigator Favorites Home Logout

Add Distributions

Cancel Save Next

Note: This form should currently be only used for Fixed Assets Adjustments ONLY

TIP *Please note that you may select a period that is open in Accounts Payable

* Period* FEB-14

Original Distribution

Distribution To Adjust	Invoice Line #	Dist Line #	Amount Charge Account	Description
	1	1	<12,976.01> 610.55804.6803.0000001.7800001.0000.000000 TUB.ORG.OBJECT.FUND.ACTIVITY.SUBACTIVITY.ROOT	Hardware Disk for the SQL 2008 Upgrade Project

Adjusted Distributions

Dist Line #	Amount Charge Account	Description	Cost Transfer Flag
1	TUB.ORG.OBJECT.FUND.ACTIVITY.SUBACTIVITY.ROOT	Hardware Disk for the SQL 2008 Upgrade Project	<input type="checkbox"/>
Total		0.00	

Add Row

TIP Note : Original Distribution Amount and Adjusted Distributions MUST total to ZERO (\$0)

Cancel Save Next

Home Logout

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- To Add the New Adjusted Distribution
 - Click **Add Row** Button
 - Add dollar amount
 - Add the new Charge Account
 - Add to or change the Description from the original invoice
 - If using a sponsored fund or activity and you are required to apply the Cost Transfer Policy, click the Cost Transfer Flag checkbox



Completed Add Distributions Screen

ORACLE HRVD*FA*AP Adjustments Requestor

Navigator Favorites Home Logout

Add Distributions

Cancel Save Next

Note: This form should currently be only used for Fixed Assets Adjustments ONLY

TIP *Please note that you may select a period that is open in Accounts Payable

* Period* FEB-14

Original Distribution

Invoice Line #	Dist Line #	Amount Charge Account	Description
1	1	<12,976.01> 610.55804.6803.000001.780001.0000.00000 TUB.ORG.OBJECT.FUND.ACTIVITY.SUBACTIVITY.ROOT	Hardware Disk for the SQL 2008 Upgrade Project

Adjusted Distributions

Dist Line #	Amount Charge Account	Description	Cost Transfer Flag
1	12,976.01 610.55804.6803.000001.780008.00 TUB.ORG.OBJECT.FUND.ACTIVITY.SUBACTIVITY.ROOT	AP ADJ-Activity code Change-Hardware Disk for the SQL	
Add Row		Total	0.00

TIP Note : Original Distribution Amount and Adjusted Distributions MUST total to ZERO (\$0)

Cancel Save Next

Home Logout

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- When completed, click the **Next** button
- You still have the option of deleting the line if needed



Acknowledgement of Adjustment

ORACLE® HRVD*FA*AP Adjustments Requestor

Navigator Favorites Home Logout

Back Next

Invoice Header

Vendor Name: DELL MARKETING L
p
Invoice Number: XFF12J3M5C
PO Number: 70000148263

Distributions Selected List

Adjust Line	Adjusted?	Invoice Line #	Dist Line #	Amount Description	Charge Account	PO #	PO Line #	Cost Transfer Flag	Delete
Adjust Line	Adjusted	1	1	12,976.01 Hardware Disk for the SQL 2008 Upgrade Project	610.55804.6803.000001.780001.0000.00000 TUB.ORG.OBJECT.FUND.ACTIVITY.SUBACTIVITY.ROOT	70000148263	1		

Back Next

Home Logout

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- On this screen, you will see **Adjusted** in the Adjusted? Column
 - This does NOT mean that the line has been adjusted
 - The line will not be adjusted until it has been approved and gone through Accounts Payable
 - If you've made an error and need to delete the line, you can still do so
 - To see a summary of what you are requesting to change, click the **Next** button



Summary of Changes

ORACLE[®] HRVDA^FA^AP Adjustments Requestor

Summary of Changes

Back Select Approver

Inv Line#	Dist Line#	Distribution Type	Charge Account	Amount	Description	Cost Transfer Flag
1	1	Original	610.55804.6803.000001.780001.0000.00000	<12,976.01>	Hardware Disk for the SQL 2008 Upgrade Project	
	1	Adjusted	610.55804.6803.000001.780008.0000.00000	12,976.01	AP ADJ-Activity Code Change-Hardware Disk for the SQL 2008 Upgrade Project	Y
			Total	0.00		

Back Select Approver

Home Logout

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- On this screen, you will see the Original Line and the proposed adjustment
- If everything is correct and the total equals \$0.00, click on the **Select Approver** button
- If not, click the **Back** button and make your changes



Approver Selection Page

On this screen, the following fields are required:

- TUB
 - ORG
 - Approver
-
- You can add an optional note to the Approver. The note will not appear on the Detail Listing Report
 - The list of Approvers are derived from HCOM



Completed Approver Selection Page

The screenshot shows the Oracle HRVD^FA^AP Adjustments Requestor interface. The page title is "Approver Selection Page". It features a "Select Approver" section with three input fields: "TUB" (610), "ORG" (55804), and "APPROVER" (Harvard (TRAINER2), Jar). Below these fields is a "NOTES" text area containing the text "Activity code adjustment made at request of department". The page includes navigation links for "Home" and "Logout" at the top right and bottom center. At the bottom right, there are buttons for "Submit For Approval", "Cancel", and "Back". The footer indicates "Copyright (c) 2006, Oracle. All rights reserved."

Considerations:

- You must select the Approver each time you generate an AP Adjustment
- If you select the wrong approver and submit, you must email the selected Approver and ask them to Transfer the request to the correct Approver.
- You must select an Approver that has the responsibility to approve an AP Adjustment.



Completed Approver Selection Page

The screenshot shows the Oracle HRVD^FA^AP Adjustments Requestor interface. At the top, the Oracle logo and page title are on the left, while 'Navigator', 'Favorites', 'Home', and 'Logout' links are on the right. Below the header, an 'Information' section states: 'This request is submitted for Approval to Jane Harvard (TRAINER2)'. The main section is titled 'Approver Selection Page' and contains a 'Select Approver' sub-section. In the center of this section, the following details are displayed: TUB: 610, ORG: 55804, APPROVER: Harvard (TRAINER2), Jane, and NOTES: Activity code adjustment made at request of department. There are 'Done' buttons in the top right and bottom right corners of the main content area. The footer includes 'Home Logout' links and a copyright notice: 'Copyright (c) 2006, Oracle. All rights reserved.'

- On this page, you will receive a confirmation that the request has been submitted to your Approver
 - The Approver will receive an email indicating that there is an AP Adjustment awaiting their approval
- After receiving the Confirmation, click the Done button to return to the AP Adjustment Form Main screen.



Sample Email to Approver

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

From: noreply-apollo33@harvard.edu Sent: Fri 2/7/2014 9:49 AM
To: Casavant, David J.
Cc:
Subject: Action Required: AP Adjustment for COMPSOLUTION INC and Invoice Number 6324 Requires Your Approval

Message Notification Detail.html (715 B)

If you need to take action and are not logged into Oracle, please logon using the following URL:

<http://vpf-web.harvard.edu/applications/>

From: Grenier, Richard Supplier Name: COMPSOLUTION INC
To: Casavant, David Invoice Number: 6324
Sent: 07-Feb-2014 09:09:22 Invoice Date: 13-May-2013 00:00:00
Due: 12-Feb-2014 09:09:22 Invoice Description: IProcurement PO
ID: 22847019

Distribution Lines						
Inv Line#	Dist Line#	Distribution Type	Charge Account	Amount	Description	
1	1	Original	520.46410.7980.000001.732545.1302.00000	<5,035.00>	332545 CompSolution-Inv# 6324 5/13/13	
	1	Adjusted	520.46410.6803.000001.732545.1302.00000	5,035.00	ADJ - 332545 CompSolution-Inv# 6324 5/13/13	

Action History					
Num	Action Date	Action	From	To	Details
1	07-Feb-2014 09:09:22	Submit	Grenier, Richard	Casavant, David	

Related Applications

[View or Update Distributions](#)



Viewing Request Status

Approver Selection Page > Invoice Distribution Adjustment Form

Find My Requests

Find My Requests

Search Invoice for Adjustments

Please note that the search is not case sensitive

Vendor Name

* Invoice Number

PO Number

Go Clear

Search Results

Vendor Name	Vendor Number	PO Number	Invoice Number	Invoice Amount	Select
No results found.					

Home Logout

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- To view your submitted requests select the Find My Requests button at the top of the screen
- The status of each request will appear on the All My Requests screen

ORACLE[®] HRVD*FA*AP Adjustments Requestor

Approver Selection Page > Invoice Distribution Adjustment Form >

All My Requests

Back To Search Page

Requests Results	Original Invoice Number	Vendor Name	PO Number	Status	Approver
	3424	ACME BOOKBINDING COMPANY		Waiting For Approval	Jane Harvard (TRAINER2)
	8967	ARCH PAINTING INC	4179858	Waiting For Approval	Richard Grenier
	XFF12J3M5C	DELL MARKETING L P	70000148263	Waiting For Approval	Jane Harvard (TRAINER2)
	3424	BAKER DESIGN GROUP INC	PR000598955	Waiting For Approval	Jane Harvard (TRAINER2)

Back To Search Page

Home Logout

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Additional Information

- If you need to adjust multiple lines on the same invoice, select the lines and ensure that the adjusted amounts equal the total amounts selected.
- You can use split coding for a single line adjustment, or adjust only one line of an already split coded distribution.
- All invoices are included in the Invoice Number Search field. Requestors should only adjust lines that belong to their Tub. If you are sharing an asset with another tub, make a request (via email, outside of the AP Adjustment Form) to the other tub to adjust their distribution line.
- You can make an adjustment once to the original invoice distribution. After the original invoice is adjusted, the words “ADJ” will be added to the adjusted invoice number to identify it from the original. If you made a mistake or need to make additional changes, you can adjust the adjusted line. **After that, no further adjustments can be made to a re-adjusted invoice. Contact Central Financial Accounting and Reporting for assistance.**
- You must carefully review the summary page to ensure that the total of the request is equal to \$0.



The Approver Role

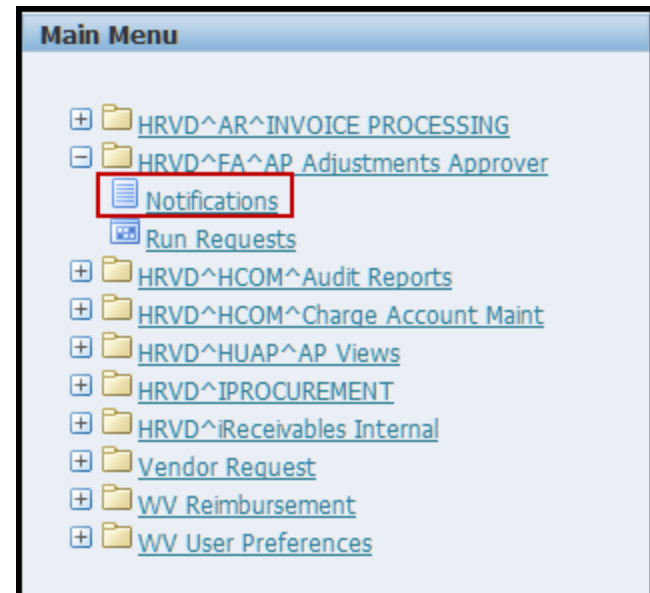
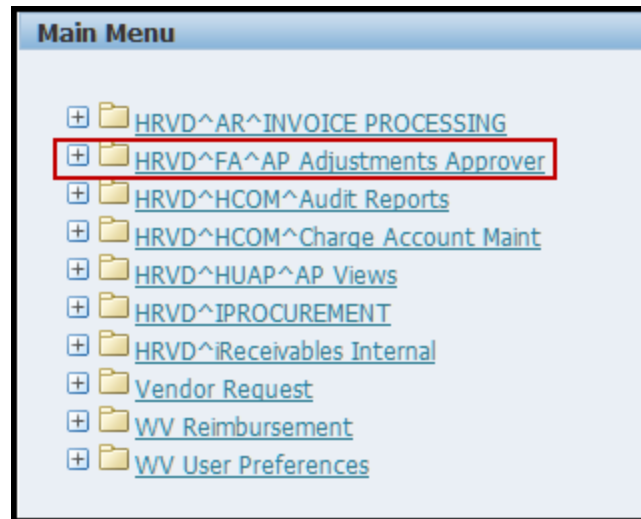
The AP Adjustment Approver can:

- View the details of AP Adjustments awaiting their approval
- Approve, reject, request more information, or transfer the request to another Approver



AP Adjustments Approver Responsibility

- When a Requestor submits the form, the Approver will receive an email indicating that there is an Adjustment Request
- Approvers should log into the Oracle and select the **AP Adjustments Approver Responsibility**, then **Notifications** to view the requests





Viewing the Worklist

Worklist

View: Open Notifications

Select Notifications:

[Select All](#) | [Select None](#)

Select From	Type	Subject	Sent	Due
<input type="checkbox"/> Harvard (TRAINER1), John	HUAP Distribution Adjustments	AP Adjustment for DELL MARKETING L P and Invoice Number XFF1213M5C Requires Your Approval	05-Feb-2014	10-Feb-2014
<input type="checkbox"/> Harvard (TRAINER1), John	HUAP Distribution Adjustments	AP Adjustment for BAKER DESIGN GROUP INC and Invoice Number 3424 Requires Your Approval	05-Feb-2014	10-Feb-2014
<input type="checkbox"/> Harvard (TRAINER1), John	HUAP Distribution Adjustments	AP Adjustment for ACME BOOKBINDING COMPANY and Invoice Number 3424 Requires Your Approval	05-Feb-2014	10-Feb-2014

TIP Vacation Rules - Redirect or auto-respond to notifications.
 TIP Worklist Access - Specify which users can view and act upon your notifications.

Home Logout Help

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- To view worklist:
 - From the Oracle Financials menu, click AP Adjuster Approver -> Notifications
- Select the request by clicking the link



Approval Screen

ORACLE HRVD*FA*AP Adjustments Approver

AP Adjustment for DELL MARKETING L P and Invoice Number XF41CKRW6 Requires Your Approval

From: Harvard (TRADHER1), John
To: Harvard (TRADHER2), Jane
Sent: 11-Feb-2014 17:25:09
Due: 16-Feb-2014 17:25:09
ID: 22B49263

Supplier Name: DELL MARKETING L P
Invoice Number: XF41CKRW6
Invoice Date: 15-Oct-2010 00:00:00
Invoice Description: IPurchasement PO

[Approve](#) [Reject](#) [Transfer](#) [Request Information](#)

Distribution Lines

Inv Line#	Dist Line#	Distribution Type	Charge Account Amount	Description
1	1	Original	\$10.55804.6803.000001.780001.0000.00000 <31,923.00>	Hardware Disk for the SQL 2008 Upgrade Project
	2	Adjusted	\$10.55804.6803.000001.780008.0000.00000 31,923.00	AP AD3-Activity code Change-Hardware Disk for the SQL 2008 Upgrade Project

Action History

Item	Action Date	Action	From	To	Details
1	11-Feb-2014 17:25:09	Submit	Harvard (TRADHER1), John	Harvard (TRADHER2), Jane	

Related Applications

[View or Update Distributions](#)

Response:

Note:

[Return to Worklist](#) ☐ Display next notification after my response

[Approve](#) [Reject](#) [Transfer](#) [Request Information](#)

Home Logout Help

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- Approver can: Approve, Reject, Request Information, or Transfer



Approve Workflow



Review the request to check for the following:

- request is related to an asset based transaction
- account coding is correct
- description is accurate
- if the Cost Transfer flag has been checked make sure appropriate cost transfer paperwork has been filled out and signed off on prior to approving the adjustment
- read Notes from Requestor, if applicable

Clicking Approve:

- Removes the request from your Worklist
- Automatically initiates an email to the Requestor indicating it has been approved
- Prompts the change to be processed by AP overnight
- Generates new invoice number overnight with ADJ appended to it



Example of Email Notification to Requestor

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

From: nonrep-4006.33@harvard.edu Sent: Fri 3/7/2014 9:12
To: [Greiner, Richard](#)
Cc:
Subject: **PH: AP Adjustment for COMPSOLUTION INC and Invoice Number 6324. Not been APPROVED by David Casanovi**

Message [@_Notification Detail.html \(716 K\)](#)

To: Greiner, Richard
Sent: 07-Feb-2014 09:50:38
ID: 22847027

Supplier Name: COMPSOLUTION INC
Invoice Number: 6324
Preparer Display Name: Richard Greiner
Approver Display Name: David Casanovi

Distribution Lines									
Inv Line#	Dist Line#	Distribution Type		Charge Account/Amount				Description	
1	1	Original		520.46410.7980.000001.732545.1302.000000<5,035.00>				332545 CompSolution-Invt# 6324 5/13/13	
	1	Adjusted		520.46410.6803.000001.732545.1302.000000<5,035.00				ADI - 332545 CompSolution-Invt# 6324 5/13/13	



Request Information Workflow

Approve Reject Transfer **Request Information**

- It is not possible for an Approver to edit a request; if changes are needed, the Requestor should be notified using the Request Information button

ORACLE HRVD*FA*AP Adjustments Approver

Navigator Favorites Home Logout

Information
Please note that only the Requestor can update distribution coding. Please click the Next button to return to the Notifications page. If changes need to be made, please click the Request Information button and enter the changes needed into the Information Requested box and Submit to your Requestor.

Next

Invoice Header

Vendor Name: DELL MARKETING L
P
Invoice Number: XFF1213M5C
PO Number: 70000148263

Distributions Selected List

Adjusted?	Invoice Line #	Dist Line #	Amount Description	Charge Account	PO #	PO Line #	Cost Transfer Flag
Adjusted	1	1	12,976.01 Hardware Disk for the SQL 2008 Upgrade Project	370.32680.6803.000939.628380.0000.00000 TUB.ORG.OBJECT.FUND.ACTIVITY.SUBACTIVITY.ROOT	70000148263	1	

Next

Home Logout

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Request Information Workflow

- To send the message write the message in the Notes field and click on the Request More information button

The screenshot shows a web form titled "Request Information: AP Adjustment for DELL MARKETING L P and Invoice Number XF41CKHWS Requires Your Approval". The form includes a "Request More Information From" section with a dropdown menu set to "Workflow Participant: Harvard (TRAINER1), John". Below this is a search bar with "Any User" and "All Employees and Users" options. A large text area labeled "Information Requested" is present. The form has "Cancel" and "Submit" buttons at the top right and bottom right. A "Return to Workflow" link is at the bottom left.

- Recipient defaults to requestor
- Requestor will receive an email
- The Requestor will be able to access the AP Adjuster responsibility



Request More Information Email to Requestor

From: noreply-apollo33@harvard.edu [mailto:noreply-apollo33@harvard.edu]

Sent: Tuesday, February 11, 2014 11:43 AM

To: Grenier, Richard

Subject: More Information Request: AP Adjustment for AUSTIN ARCHITECTS LLC and Invoice Number 2413 Requires Your Approval

If you need to take action and are not logged into Oracle, please logon using the following URL:

<http://vpf-web.harvard.edu/applications/>

From: Casavant, David

Notification Detail:

From: Casavant, David
To: Grenier, Richard
Sent: 11-Feb-2014 11:37:58
Due: 16-Feb-2014 11:37:58
ID: 22849259

Supplier Name: AUSTIN ARCHITECTS LLC
Invoice Number: 2413
Invoice Date: 01-Dec-2012 00:00:00
Invoice Description: IProcurement PO

Distribution Lines

Inv Line#	Dist Line#	Distribution Type	Charge Account Amount	Description
1	1	Original	265.22410.1420.000000.005093.0000.02571 <50,500.60>	12/1/12~2413~Professional services
	1	Adjusted	265.22410.6640.000001.550006.0000.00000 50,500.60	AP ADJ - 12/1/12~2413~Professional services

Action History

Num	Action Date	Action	From	To	Details
1	11-Feb-2014 11:37:58	Submit Request	Grenier, Richard	Casavant, David	
2	11-Feb-2014 11:41:16	Information	Casavant, David	Grenier, Richard	Please change coding to 6803

Related Applications

[View or Update Distributions](#)



Requestor Notifications Screen

ORACLE® HRVD*FA*AP Adjustments Requestor

Worklist

View Open Notifications: [Go]

Select Notifications: [Open] [Transfer] [Close]

Select AP | Select Name

Select	Invoice	Type	Subject	Sent	Due
<input type="checkbox"/>	Harvard (TRAINER2), Jane	HUAP Distribution Adjustments	More Information Requested: AP Adjustment for DELL MARKETING I.P and Invoice Number XF41CKHWS Requires Your Approval	11-Feb-2014	16-Feb-2014
<input type="checkbox"/>		HUAP Distribution Adjustments	AP Adjustment for DELL MARKETING SERVICES and Invoice Number XF41CKHWS has been APPROVED by Jane Harvard (TRAINER2)	11-Feb-2014	
<input type="checkbox"/>		HUAP Distribution Adjustments	AP Adjustment for ASCH FAVORITE INC and Invoice Number 8867 has been APPROVED by Richard Greener	09-Feb-2014	



ORACLE® HRVD*FA*AP Adjustments Requestor

More Information Requested: AP Adjustment for DELL MARKETING I.P and Invoice Number XF41CKHWS Requires Your Approval

From: Harvard (TRAINER2), Jane
To: Harvard (TRAINER1), John
Sent: 11-Feb-2014 17:25:09
Due: 16-Feb-2014 17:25:09
ID: 22849263

Supplier Name: DELL MARKETING I.P
Invoice Number: XF41CKHWS
Invoice Date: 15-Oct-2010 08:00:00
Invoice Description: BProcurement PO

Distribution Lines

Inv Line#	Dist Line#	Distribution Type	Charge Account	Amount	Description
1	1	Original	610.55804.6803.000001.780001.0000.0000	31,923.00	Hardware Disk for the SQL 2008 Upgrade Project
		Adjusted	610.55804.6803.000001.780008.0000.0000	31,923.00	AP ADJ-Activity code Change-Hardware Disk for the SQL 2008 Upgrade Project

Action History

Item	Action Date	Action	From	To	Details
1	11-Feb-2014 17:25:09	Submit	Harvard (TRAINER1), John	Harvard (TRAINER2), Jane	
2	11-Feb-2014 17:59:33	Request Information	Harvard (TRAINER2), Jane	Harvard (TRAINER1), John	Please change object code to 6804

Related Applications

☐ View or Update Distributions

Response

User Harvard (TRAINER2), Jane has requested more information

Question: Please change object code to 6804

Answer:

[Submit]

Return to Worklist
☐ Display next notification after my response

Then click on "View or update distributions"

First read comments from your approver



Editing the Distribution

- To edit the line, the Requestor:
 - Clicks the **Adjust Line** button
 - Edit the distribution appropriately and resubmits to Approver
- Approver will receive an email

ORACLE[®] HRVD*FA*AP Adjustments Requestor

Navigator Favorites Home Logout

Next

Invoice Header

Vendor Name: DELL MARKETING L
P

Invoice Number: XF41CKNW6

PO Number: PR000084565

Distributions Selected List

Adjust Line	Adjusted?	Invoice Line #	Dist Line #	Amount Description	Charge Account	PO #	PO Line #	Cost Transfer Flag	Delete
Adjust Line	Adjusted	1	1	21,823.60 hardware for storage expansion, CEPR, Dell EqualLogic PS4000XV	610.55864.6603.000001.790001.0000.00000 TULORGLDRECT.FUND.ACTIVITY.SUBACTIVITY.ADJST	PR000084565	2		

Next

Home Logout

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Reject Workflow



- To Reject the request,
 - Type a reason for the rejection in the Response section
- Add reason for rejection in the Note field ******(Important: Add Note *before* clicking Reject)
 - Click **Reject** button
- Request will be removed from the Worklist
- Request status will change to Rejected
- Requestor will receive email indicating that the request was rejected
- Requestor will need to start over to correct the mistake and re-submit



Transfer Workflow

Approve Reject **Transfer** Request Information

- Click **Transfer** button to send the request to another Approver
- Search for approver
- Optional: add a note
- Click **Submit**
- Request will be forwarded to the next approver and removed from the Worklist
- Approver will receive email indicating that a request is waiting for their approval



Additional Information/Considerations

- The AP Adjustment Approver responsibility does include the option to delegate Approval responsibilities or privileges to another Approver in the event of a planned or unplanned absence.
- Approvers and Requestors should establish rules locally advising the Requestor who should receive an AP Adjustment Request in the event that his/her usual Approver is not available.
- **It is not possible for a Requestor to “pull back” a request and change the Approver.** The assigned Approver will need to **Transfer** the request to the correct Approver.



Vacation Rules/Sharing Worklists

Worklist

View

Select Notifications:

[Select All](#) | [Select None](#)

Select	From	Type	Subject	Sent	Due
<input type="checkbox"/>	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
<input type="checkbox"/>		HUAP Distribution Adjustments	AP Adjustment for APPLE COMPUTER INC and Invoice Number 5400296 has been APPROVED by Jane Harvard (TRAINER2)	12-Feb-2014	
<input type="checkbox"/>	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
<input type="checkbox"/>		HUAP Distribution Adjustments	AP Adjustment for DELL FINANCIAL SERVICES and Invoice Number XFW9WD2P6C09AUG12 has been APPROVED by Jane Harvard (TRAINER2)	11-Feb-2014	
<input type="checkbox"/>		HUAP Distribution Adjustments	AP Adjustment for ARCH PAINTING INC and Invoice Number 8967 has been APPROVED by Richard Grenier	05-Feb-2014	

✓ **TIP** [Vacation Rules](#) - Redirect or auto-respond to notifications.

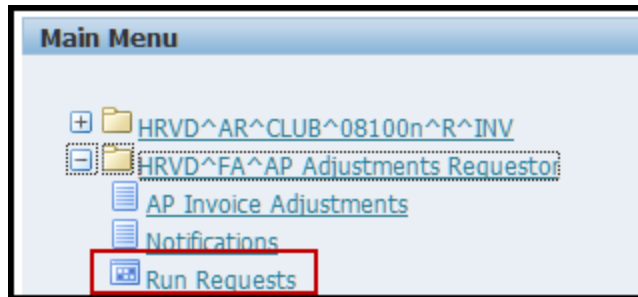
✓ **TIP** [Worklist Access](#) - Specify which users can view and act upon your notifications.

- **Vacation Rules** can be used for planned absences
- **Worklist Access** shares approval work with another Approver by sharing worklists



AP Adjustment Audit Report

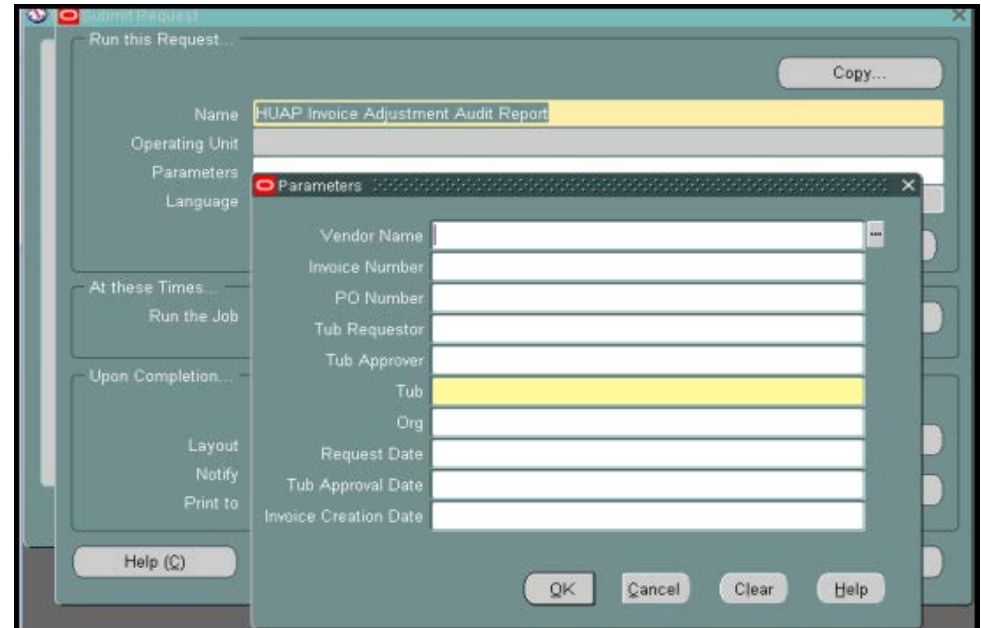
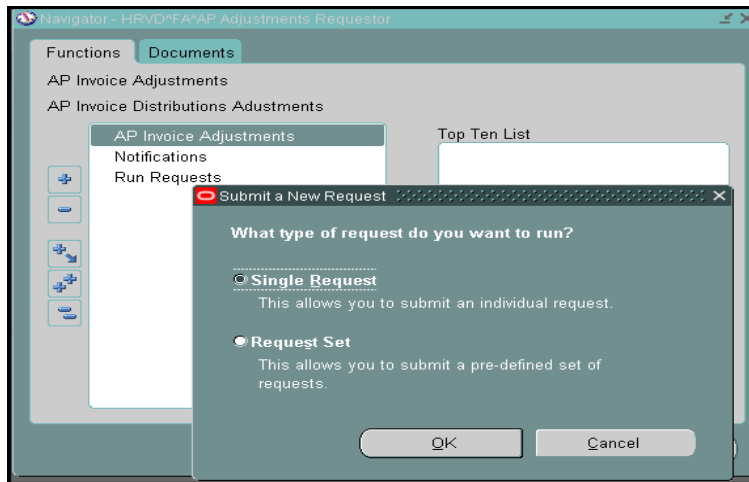
- Both the Requestor and the Approver can run an audit report
- The function can be found under the AP Adjustment Responsibility and is the Run Requests function



- The report request screen is an Oracle Form Request



AP Adjustment Audit Report



- The only required field is Tub
- You can also add org; the Org is based on the ***Approver's security***



AP Adjustment Audit Report Output

Harvard
University

HUAP Invoice Adjustment Audit Report

Report Date 06-FEB-2014 16:14

Page 1 Of 1

Requested by: Harvard (TRAINER1), John

Vendor Name	Invoice Number	PO Number
Requestor Name	Approver Name	Tub 610
Org	Request Date	Approve Date
Invoice Creation Date		

Supplier Name (Supplier #) Orig Invoice Number PO Number Adjust Invoice Number	Cost TxfrFlag	Approval Tub	Approval Org	Requestor	Approver	2nd Approver	Request Date	Approve Date	Status
JOHN SAVINI BUILDER INC(# 108374) 6565 2024133 6565ADJ	NO	610	56256	Richard Grenier	David Casavant		29-Jan-2014	30-Jan-2014	Adjusted Invoice Created
CAPUANO CONSTRUCTION(# 236675) 4395 2646313 4395ADJ	Y	610	56256	Richard Grenier	David Casavant		06-Feb-2014	06-Feb-2014	Adjusted Invoice Created

- The 2nd Approver on this list is in the case where an original Approver transferred the request to another Approver



FAS & University Resources

- Jennifer Edmonds, Manager of Accounting Policy & Analysis
x5-0690, jenniferedmonds@fas.harvard.edu
- Gina Armstrong, Financial Analyst
x5-9107, armstr3@fas.harvard.edu
- Rebecca Solari, Financial Analyst
x6-1810, rsolari@fas.harvard.edu
- Eureka: <http://eureka.harvard.edu> Financials>>Job Aids>>Oracle Assets
 - Copy of this presentation
 - AP Adjustment Work Instruction
 - Online simulation
- Contact HUIT at x6-2001 or ithelp@harvard.edu to:
 - Pull back requests sent to approvers who are not in the office
 - Have Java installed, if needed, in order to run audit reports



Questions?

