Grant Amendments in AP

An adjustment is done in AP where:

- It is found that a supplier’s invoice or expenses form has been incorrectly coded to a research grant; or
- Where expenditure was originally charged to a GL code and this now needs to be transferred to a grant.

This will enable both the net and VAT elements of the expenditure to be transferred and allow the system to automatically establish whether VAT is chargeable to the new grant or not and make the necessary postings accordingly. Follow the procedures for correcting account codes.

Please note he invoice will need to be revalidated and re-secondary approved. When the invoice goes back through SIA it won’t trigger a duplicate invoice as the value of the invoice has not increased.

1) Enter a search criteria to query back the original invoice or expense and click Find.

2) Amend the coding by clicking on Lines tab.
   a) Ensure your cursor is in the Item line that you want to move.
   b) Click on the New icon and a new line will appear below the original.
   c) Scroll along to the right, if there is a number populated in the PO Number field delete it form this new line.

Scroll to the left and enter a negative item line for the amount and to the same charge account/grant to reverse out the incorrect entry.

Note
- do not use the ‘Discard’ button if the line has been matched to a PO
- amend the line description so the auditors know why you are moving it and who has authorised it.

   d) Click on the New icon (or click in the next available line down). Remove any reference to the PO number in the relevant field.

   Re-enter a new positive value item line detailing which grant the expenditure should now be charged to and update the description field again.

   e) Click on the Calculate Tax button.

   The system will then transfer the VAT according to the VAT status of the new grant.
3) **Re-save** the invoice.

4) Re-validate the Invoice by clicking on **Actions 1** button.

5) Close the invoice screen and return to the navigator window and redo **Secondary Invoice Approval**

This is really important and needs to be done to ensure that the costs are transferred to the grants module correctly even if the invoice was originally approved and paid beforehand – don’t worry it won’t pay the invoice twice as long as you don’t increase the value.

An example screen shot after amendments