



## 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 the 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 from 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

The screenshot displays the 'CUFS INVOICE LINES' application. At the top, there are navigation tabs: 1 General, 2 Lines (selected), 3 Holds, 4 View Payments, 5 Scheduled Payments, and Applications. Below the tabs, there are input fields for 'Total Gross' (201.96) and 'Retained' (201.96). The main area contains a table with the following columns: Num, Type, Net Amount, Tax Name, Charge Account, Track As Asset, Description, Item, Project, Task, Award, Expenditure Item Date, Expenditure Type, and Expenditure Organization. The table contains four rows of data, with the fourth row highlighted in yellow.

Num	Type	Net Amount	Tax Name	Charge Account	Track As Asset	Description	Item	Project	Task	Award	Expenditure Item Date	Expenditure Type	Expenditure Organization
1	Item	201.96	NO UK VAT	U.ZZ.ZZAA.AAAA.ETZZ	<input type="checkbox"/>	CONFERENCE TRAVEL	4						
2	Tax	0.00			<input type="checkbox"/>	CONFERENCE TRAVEL	.4						
3	Item	(201.96)	NO UK VAT	U.ZZ.ZZAA.AAAA.ETZZ	<input type="checkbox"/>	CODE TO GL IN ERROR, TR	.4						
4	Item	201.96	NO UK VAT		<input type="checkbox"/>	CONFERENCE TRAVEL ORI		ZZAG/123	1	RG-12345	12-MAR-2014	Student Maintenance	ZZ_Ecology

At the bottom of the screen, there are buttons for 'Discard Line 4' and 'Actions'.