



## Adjusting Grants Expenditure in AP

An adjustment is done in AP where:

- a supplier's invoice or an expenses form has been incorrectly coded to a research grant; or
- expenditure was originally charged to a GL code and this now needs to be transferred to a grant.

By using AP to make the adjustment, both the nett and VAT elements of the expenditure will be transferred. This allows the system to automatically establish whether VAT is chargeable to the grant receiving the transfer, and make the necessary postings accordingly.

Responsibility for completing this action will depend on the staff structure within the department. In some areas the Grants Administrator may also have an AP responsibility and undertake this action themselves, whilst in others, the Grants Administrator would request the accounts team to make the adjustment on their behalf.

**Responsibility:** AP Invoice Manager  
**Navigate:** [Entry > Invoices](#)

- 1) Find the *invoice* by navigating via the above path. Enter 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*. Use the same charge account/grant to reverse out the incorrect entry.

### NB

- 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. 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.

- Close the invoice screen. Return to the navigator window and redo **Secondary Invoice Approval**

Don't forget this final step - it is important and **must** be done to ensure that the costs are transferred to the Grants module correctly. Even if the invoice was originally approved and has already been paid, it won't be paid again as long as the amount does not change.

An example screen shot after amendments

