Adjusting Grants Expenditure in AP

An adjustment is done in AP where:

- it is found that a supplier’s invoice or an 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

By transferring the item in AP 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 and make the necessary postings accordingly.

Who is responsible for completing this action will depend on the staff structure within your department: in some areas the Grants Administrator may also have an AP responsibility and undertake this action themselves, in other departments the Grants Administrator would request their accounts teams 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 a search criteria to query back the original invoice or expense and click Find.

2) Amend the coding by clicking on Lines tab.

   Step a: Ensure your cursor is in the Item line that you want to move.

   Step b: Click on the New icon and a new line will appear below the original.

   Step 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.

   Step 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.

**Step 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