

USING THE CAPITAL TRANSACTION ADJUSTMENT REQUEST APPLICATION (CAP-TEMPLATE)

Log into the Stanford Property Administration Resource Center (SPARC) from any Stanford network computer: <https://sparc.stanford.edu/> (the vanity address SPARC can also be used as a shortcut)

You will see a screen like this – you may or may not have the same number of applications as seen here:



The application you want to open is the CAP-Template application. A window with some important information will open. You must read and accept the instructions before continuing.

Once you click ACCEPT, you will be taken to your Dashboard page

STANFORD UNIVERSITY | CAP-TEMPLATE

Dashboard | Create Request | PMO Queue

Dashboard

Requests in Process

Request #	PO Number	Request Status	Submitted Date	New Invoice #
5902	29017150	CANCELLED	14-MAY-2012	
5921	60019218	TIMEDOUT	17-MAY-2012	
5981	27290030	DRAFT		

1 - 3

Requests Completed

Request #	PO Number	Request Status	Submitted Date	New Invoice#	Invoice Status
1	15642030	POSTED		15642030CT12	PROCESSED
2	14033840	POSTED		14033840CT12	PROCESSED
3	14033840	POSTED		14033840CT11	PROCESSED
4	11212870	POSTED		11212870CT10	PROCESSED
5	14033840	POSTED		14033840CT10	PROCESSED
6	11212870	POSTED		11212870CT9	PROCESSED
7	14033840	POSTED		14033840CT9	PROCESSED
8	11366970	POSTED		11366970CT9	PROCESSED
9	11212870	POSTED		11212870CT8	PROCESSED
10	11366970	POSTED		11366970CT8	PROCESSED
11	14033840	POSTED		14033840CT8	PROCESSED
12	25730360	POSTED		25730360CT8	PROCESSED
13	11212870	POSTED		11212870CT7	PROCESSED
14	11366970	POSTED		11366970CT7	PROCESSED
15	14033840	POSTED		14033840CT7	PROCESSED

rows 1 - 15 of more than 500 | Next >

You Dashboard will show you at a glance the status of all of the templates you have already sent in for approval. Requests in Process indicates those requests that you have created, and are either still in draft mode, are in routing, have been cancelled, or have timed out (usually due to an approver failing to approve within ten days). Requests Completed shows requests generated by you that have been fully approved and posted to the AP Invoicing system.

A capital adjustment is reflected as an invoice in the system, not as a journal. Journals do not interface with the capital asset accounting program, so 'stand-alone' invoices are created instead.

Please note that these corrective invoices DO NOT attach to the original PO electronically, so are not reflected when viewing the PO in iProcurement or Web Inquiry the way the original vendor invoices are.

To create a new adjustment request, click on the "Create Request" tab at the top of the screen:

STANFORD UNIVERSITY | CAP-TEMPLATE

Dashboard | **Create Request** | PMO Queue

Dashboard

Requests in Process

Request #	PO Number	Request Status	Submitted Date	New Invoice #
5902	29017150	CANCELLED	14-MAY-2012	
5921	60019218	TIMEDOUT	17-MAY-2012	
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Requests Completed

Request #	PO Number	Request Status	Submitted Date	New Invoice#	Invoice Status
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2	14033840	POSTED		14033840CT12	PROCESSED
3	14033840	POSTED		14033840CT11	PROCESSED
4	11212870	POSTED		11212870CT10	PROCESSED
5	14033840	POSTED		14033840CT10	PROCESSED
6	11212870	POSTED		11212870CT9	PROCESSED
7	14033840	POSTED		14033840CT9	PROCESSED
8	11366970	POSTED		11366970CT9	PROCESSED
9	11212870	POSTED		11212870CT8	PROCESSED
10	11366970	POSTED		11366970CT8	PROCESSED
11	14033840	POSTED		14033840CT8	PROCESSED
12	25730360	POSTED		25730360CT8	PROCESSED
13	11212870	POSTED		11212870CT7	PROCESSED
14	11366970	POSTED		11366970CT7	PROCESSED
15	14033840	POSTED		14033840CT7	PROCESSED

rows 1 - 15 of more than 500 | Next >



Enter the PO number for which you want to perform an adjustment. You can type a partial string and search for the PO as well. (Please note, this search is against Purchase Order numbers, not Requisitions – those are not the same thing).



Here is an example of using a search string to find the PO you want to work with.

Once you have the PO desired, click on SEARCH

Once you click Search, the system will provide you with the summary information about your selected PO. Verify that this is the PO you want to adjust, then click on the Edit icon at the far left:



This will open the PO details, including all of the invoices involved:



Adjustments must be made at the invoice level. This allows the correct reconciliation of the adjustment to the capital items in the asset financial system. If you are prepared to make changes to one or more invoices, click CREATE REQUEST

CREATE REQUEST opens a justification field (required for any corrective actions to be approved), and assigns a Request Number.

PO Number: 28319710

PO Search » Create Request

PO Date 16-DEC-2011
Vendor Name TECHNICAL INSTRUMENTS
Vendor Num 027648
Description Nikon C1 confocal microscope
Sunflower Asset Tags
Correction in Process Yes No
Request Number 6001

Justification

Workflow Status

Invoice Payments

Invoice Num	Invoice Amount	Payment Status	Invoice Date	Mass Update
170998	\$21,107.60	Paid	14-FEB-2012	Mass Update
113990M	\$38,381.67	Paid	07-MAR-2012	Mass Update

1 - 2

Invoice Distributions
no data found

Approval Workflow
no data found

SUBMIT FOR APPROVAL | SAVE DRAFT | CLOSE

There are now two types of adjustments you may make to invoices. You may open individual invoices and make adjustments at the invoice line level (by clicking on the Invoice Number itself), or you may make mass changes to an entire invoice in order to change a Project-Task-Award (PTA) or an Expenditure Type (ET) to all of the lines that contain it (by clicking on “Mass Update”).

Here are the steps for making a mass update. First, click on the Mass Update link for the invoice you want to adjust, and a dialog box will appear:

Mass Update

Credit PTA * --Select PTA--
 Debit Award Number *
 Debit Project Number *
 Debit Task Number *
 Change Expenditure
 Credit Expenditure Type *
 Debit Expenditure Type *

SAVE | CANCEL

This contains a pull-down list of values of existing PTAs on the invoice – those you wish to credit – as well as searchable fields for locating the appropriate Award, Project, and Task for the account you wish to debit instead.

NOTE: This process should only be used when you want to fully replace one PTA (or ET) with another for ALL of the invoice lines. Use the more invoice line-specific method to make partial changes.

From the pull-down menu of Credit PTA, select the account you want to change. (Remember, this will change ALL invoice lines containing that account!!)

Next, enter the award number in the Debit Award Number field, and tab to (or click in) the Debit Project Number field. Then click on the ^ symbol to search for projects associated with that award.

An additional dialog box will open, with a list of all such projects. Select the project you want to use by clicking on it.

Follow the same steps to select the Task number, and the same procedure to select the existing ET and change it to a new ET, if desired. (Or, if only changing the ET, skip over the PTA fields and only address the Expenditure Type fields for this).

PO Number: 28319710

PO Search » Create Request

PO Date: 16-DEC-2011
Vendor Name: TECHNICAL INSTRUMENTS
Vendor Num: 027648
Description: Nikon C1 confocal microscope
Sunflower Asset Tags:
Correction in Process: Yes No
Request Number: 6001

Justification:

Workflow Status:

Invoice Payments

Invoice Num	Invoice Amount	Payment Status	Invoice Date	Mass Update
170998	\$21,107.60	Paid	14-FEB-2012	Mass Update
113990M	\$38,381.67	Paid	07-MAR-2012	Mass Update

1 - 2

Invoice Distributions

Line#	Type	Amount	Description	Credit PTAE	Debit PTAE	Update	Split
1.1	Item	\$25,840.70	Nikon 80i Manual Upright Microscope with C1 Confocal - REFER TO QUOTE FOR SPEC DETAILS	1115629-101-UBLAM-53115	---	Update	Split
1.2	Item	\$12,540.97	Nikon 80i Manual Upright Microscope with C1 Confocal - REFER TO QUOTE FOR SPEC DETAILS	1139046-100-UAFUR-53115	1096846-100-AMADT-53115	Update	Undo

1 - 2

Approval Workflow

1 item remaining) Downloading picture https://ofweb.stanford.edu/.../protected-mode-off

If desired, you can double-check the work performed by clicking on the invoice number you have made adjustments to – the new Debit PTAE information will appear in this view. If you change your mind, simply click the Undo link and the invoice will revert to its original state.

If you are satisfied and the correction is complete, enter the appropriate information in the Justification field. This is a large field (4000 characters) in which you should completely explain the reason for making the correction, including any timeliness issues involved.

Once you have completed all changes and the justification, you are ready to Submit the template for approval. The template will wenter the Oracle Workflow Manager system, and will route to the person(s) having signature authority for the account(s) involved. The approver names will appear under Approval Workflow. The system will select the most appropriate approver(s), based on the account and dollar amount. Future enhancements will allow for pre-selecting an approver.

PO Date: 16-DEC-2011
Vendor Name: TECHNICAL INSTRUMENTS
Vendor Num: 027648
Description: Nikon C1 confocal microscope
Sunflower Asset Tags:
Correction in Process: Yes No
Request Number: 6001

Justification:
EXPLAIN REASON FOR MAKING THE ADJUSTMENT

Workflow Status:

Invoice Payments

Invoice Num	Invoice Amount	Payment Status	Invoice Date	Mass Update
170998	\$21,107.60	Paid	14-FEB-2012	Mass Update
113990M	\$38,381.67	Paid	07-MAR-2012	Mass Update

1 - 2

Invoice Distributions

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1.2	Item	\$12,540.97	Nikon 80i Manual Upright Microscope with C1 Confocal - REFER TO QUOTE FOR SPEC DETAILS	1139046-100-UAFUR-53115	1096846-100-AMADT-53115	Update	Undo

1 - 2

Approval Workflow
no data found

SUBMIT FOR APPROVAL | SAVE DRAFT | CLOSE

loading picture https://ofweb.stanford.edu/.../protected-mode-off

You may also save the template in draft mode for completion and/or routing at a later time or you can close the current template without saving changes – by selecting Save Draft or Close.

To make more precise adjustments to a PO, where you do not want to necessarily change a PTA or ET globally, you should select the individual invoice (simply click on the Invoice Number itself to open the invoice for adjusting):

STANFORD UNIVERSITY | CAP-TEMPLATE

Dashboard | Create Request | PMO Queue

PO Number: 28319710

PO Search » Create Request

PO Date: 16-DEC-2011
Vendor Name: TECHNICAL INSTRUMENTS
Vendor Num: 027648
Description: Nikon C1 confocal microscope
Sunflower Asset Tags:
Correction in Process: Yes No
Request Number: 6001

Justification:

Workflow Status:

Invoice Payments

Invoice Num	Invoice Amount	Payment Status	Invoice Date	Mass Update
170998	\$21,107.60	Paid	14-FEB-2012	Mass Update
113990M	\$38,381.67	Paid	07-MAR-2012	Mass Update

1 - 2

Invoice Distributions
no data found

Approval Workflow

PO Number: 28319710

PO Search » Create Request

PO Date: 16-DEC-2011
Vendor Name: TECHNICAL INSTRUMENTS
Vendor Num: 027648
Description: Nikon C1 confocal microscope
Sunflower Asset Tags:
Correction in Process: Yes No
Request Number: 6001

Justification:

Workflow Status:

Invoice Payments

Invoice Num	Invoice Amount	Payment Status	Invoice Date	Mass Update
170998	\$21,107.60	Paid	14-FEB-2012	Mass Update
113990M	\$38,381.67	Paid	07-MAR-2012	Mass Update

1 - 2

Invoice Distributions

Line#	Line Type	Amount	Description	Credit PTAE	Debit PTAE	Update	Split
1.1	Item	\$14,210.83	Nikon 80i Manual Upright Microscope with C1 Confocal - REFER TO QUOTE FOR SPEC DETAILS	1115629-101-UBLAM --- -53115		Update	Split
1.2	Item	\$6,896.77	Nikon 80i Manual Upright Microscope with C1 Confocal - REFER TO QUOTE FOR SPEC DETAILS	1138046-100-UAFUR --- -53115		Update	Split

1 - 2

Once the invoice is 'exploded' to show the individual invoice lines, you can select each line independently and make adjustments as needed.

You can select 'Update' to adjust the PTA or ET of an entire invoice line, or you can split the line between one or more PTAs by selecting 'Split'.

Once you select Update for an invoice line, a dialog box opens (similar to that seen in “Mass Update”). The PTAE being credited is auto-populated, as is the amount involved in that invoice line.

Enter the Award you want to debit instead, and then click on the ^ symbol next to the Debit Project field, and the list of Projects associated with that award will appear. Click on the desired project, and repeat the process for Task and Expenditure Type. (You must complete all four segments of the Debit PTAE when adjusting individual invoice lines)

NOTE: You can free-form enter the data into each of the fields in the dialog box, if you know the Award and the Project/Task numbers – the system will validate that the PTAE combination exists. Once the data is entered, SAVE the dialog box information and it will transfer to the Debit PTAE column on the main screen:

Invoice Item	Invoice Amount	Payment Status	Invoice Date	Mass Update
173991	\$21,107.60	Paid	14-FEB-2012	Mass Update
173999	\$36,381.67	Paid	07-MAR-2012	Mass Update

Line	Type	Amount	Description	Credit PTAE	Debit PTAE	Update	Split
11	Item	\$14,210.83	Nikon BD Manual Upright Microscope with C1 Confocal - REFER TO QUOTE FOR SPEC DETAILS	1115629-101-UBLAM-53115	1096846-100-AMADT-53115	Update	Split
12	Item	\$6,896.77	Nikon BD Manual Upright Microscope with C1 Confocal - REFER TO QUOTE FOR SPEC DETAILS	1130046-100-UBAFUR-63115		Update	Split

Continue making additional adjustments, or complete the justification and submit for approval.

The request will route to the most appropriate financial approver, based on the debit PTA and amount. Future enhancements will allow approver selection.

SPLITTING INVOICE LINES

In some instances, it may be desirable to split the allocation of an invoice line to two or more accounts. In such cases, you must select the SPLIT function for an individual invoice line:

PO Number: 28319710

PO Search » Create Request

PO Date: 16-DEC-2011
Vendor Name: TECHNICAL INSTRUMENTS
Vendor Num: 027648
Description: Nikon C1 confocal microscope
Sunflower Asset Tags:
Correction in Process: Yes No
Request Number: 6001

Justification:

Workflow Status:

Invoice Payments

Invoice Num	Invoice Amount	Payment Status	Invoice Date	Mass Update
170998	\$21,107.60	Paid	14-FEB-2012	Mass Update
113990M	\$38,381.67	Paid	07-MAR-2012	Mass Update

1 - 2

Invoice Distributions

Line#	Line Type	Amount	Description	Credit PTAE	Debit PTAE	Update	Split
1.1	Item	\$14,210.83	Nikon 80i Manual Upright Microscope with C1 Confocal - REFER TO QUOTE FOR SPEC DETAILS	1115629-101-UBLAM-53115	1096846-100-AMADT-53115	Update	Undo
1.2	Item	\$8,896.77	Nikon 80i Manual Upright Microscope with C1 Confocal - REFER TO QUOTE FOR SPEC DETAILS	1138046-100-UAFUR-53115	---	Update	Split

1 - 2

Approval Workflow

Split Distribution

Dist Line# 1.2 NEXT | CANCEL |

Line Type ITEM

Description Nikon 80i Manual Upright Microscope with C1 Confocal - REFER TO QUOTE FOR SPEC DETAILS

Amount 6896.77

Expenditure Type 53115

PTA 1138046-100-UAFUR-53115

#Splits 2

Paid 07-MAR-2012 Mass Update

The dialog box that appears will ask you to identify into how many accounts you wish to split the charge – that is, what is the total number of amounts do you want to result? It defaults to 2.

You will be asked in a moment how you want the amounts divided among the accounts.

Split Distribution [X]

Dist Line# 1.2 SAVE | CANCEL

Line Type ITEM

Description Nikon 80i Manual Upright Microscope with C1 Confocal - REFER TO QUOTE FOR SPEC DETAILS

Amount 6896.77

Expenditure Type 53115

PTA 1138046-100-UAFUR-53115

#Splits

SPLIT AMOUNTS

Line#	Amount
1	<input type="text"/>
2	<input type="text"/>

1 - 2

Now you must determine the exact split of the amounts – uneven splits are allowed. (If splitting between sponsored project accounts, be sure an appropriate allocation method has been determined).

For convenience, the amount of the invoice line appears in the dialog box. The split amounts MUST equal that total.

Split Distribution [X]

Dist Line# 1.2 SAVE | CANCEL

Line Type ITEM

Description Nikon 80i Manual Upright Microscope with C1 Confocal - REFER TO QUOTE FOR SPEC DETAILS

Amount 6896.77

Expenditure Type 53115

PTA 1138046-100-UAFUR-53115

#Splits

SPLIT AMOUNTS

Line#	Amount
1	<input type="text" value="1724.19"/>
2	<input type="text" value="5172.58"/>

1 - 2

Enter the amounts in the fields provided, and click SAVE. (You may cancel this action at any time by clicking Cancel – the line will revert to the original state)

Even after saving the split, you will have the ability to Undo the action if desired, prior to submitting it.

PO Number: 28319710

PO Search | Create Request

PO Date 16-DEC-2011

Vendor Name TECHNICAL INSTRUMENTS

Vendor Item 027648

Description Nikon C1 confocal microscope

Supplier Asset Tags

Correction in Process Yes No

Request Number 8001

Justification

Workflow Status

Invoice Payments

Invoice Item	Invoice Amount	Payment Status	Invoice Date	Mass Update
113000	\$21,107.60	Paid	14-FEB-2012	Mass Update
113000i	\$38,381.67	Paid	07-MAR-2012	Mass Update

1 - 2

Invoice Distributions

Line#	Line Type	Amount	Description	Credit PTA#	Debit PTA#	Update	Split
1.1	Item	\$14,210.43	Nikon 80i Manual Upright Microscope with C1 Confocal - REFER TO QUOTE FOR SPEC DETAILS	1119628-101-UBLAM-53115	1096846-100-AMAZ7-53115	Update	Undo
1.2	Item	\$5,172.58	Nikon 80i Manual Upright Microscope with C1 Confocal - REFER TO QUOTE FOR SPEC DETAILS	1138046-100-UAFUR-53115	1138046-100-UAFUR-53115	Update	Undo
1.2	Item	\$1,724.19	Nikon 80i Manual Upright Microscope with C1 Confocal - REFER TO QUOTE FOR SPEC DETAILS	1138046-100-UAFUR-53115	1138046-100-UAFUR-53115	Update	Undo

1 - 3

Done Internet

Once you save the split amounts, the invoice line on the main screen will split into the number of lines selected, with the corresponding amounts. Select 'Update' for each line to be adjusted, and make the changes to the PTA for each one accordingly, just as you would changes an invoice line normally.

Once all of your updates are completed, enter the justification information and submit the request for approval.