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

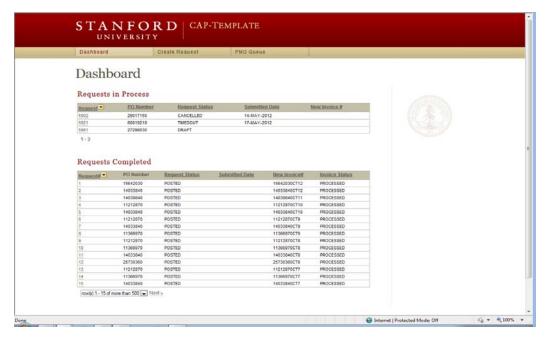
Log into the Stanford Property Administration Resource Center (SPARC) from any Stanford network computer: <a href="https://sparc.stanford.edu/">https://sparc.stanford.edu/</a> (the vanity address SPARC can also be used as a shortcut)

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



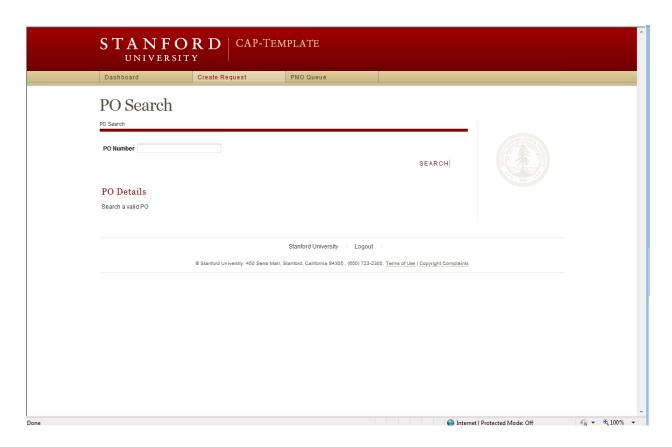
You Dashboard will show you at a glance the status of all of the templates you have already sent in for approval. Requests in Process indicates those requests that you have created, and are either still in draft mode, are in routing, have been cancelled, or have timed out (usually due to an approver 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.







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).

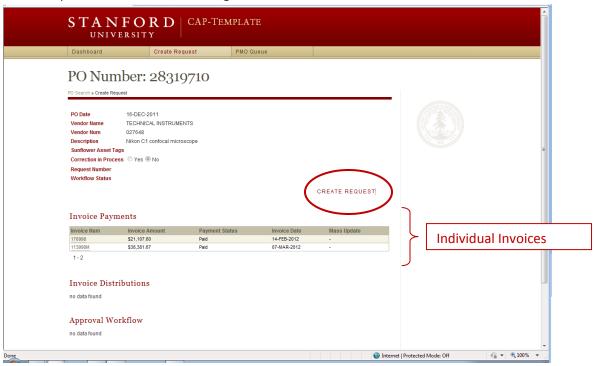


Here is an example of using a search string to find the PO you want to work with.

Once you have the PO desired, click on SEARCH Once you click Searc, 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:



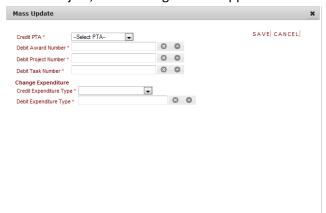
Adjustments must be made at the invoice level. This allows the correct reconciliation of the adjustment to the capital items in the asset financial system. If you are prepared to make changes to one or more invoices, click CREATE REQUEST

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



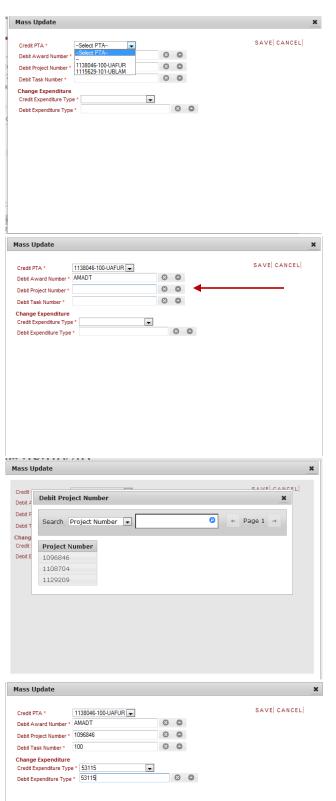
There are now two types of adjustments you may make to invoices. You may open individual invoices and make adjustments at the invoice line level (by clicking on the Invoice Number itself), or you may make mass changes to an entire invoice in order to change a Project-Task-Award (PTA) or an Expenditure 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 dilaog box will appear:



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 <u>fully replace</u> one PTA (or ET) with another for ALL of the invoice lines. Use the more invoice line-specific method to make partial changes.

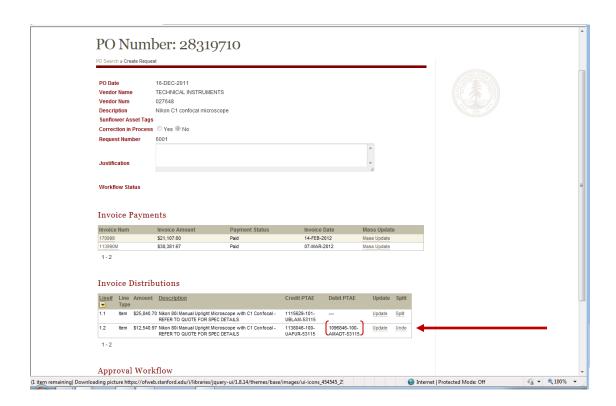


From the pull-down menu of Credit PTA, select the account you want to change. (Remember, this will change ALL invoice lines containing that account!!)

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.

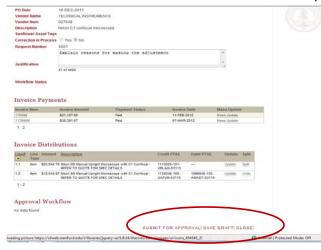
Follow the same steps to select the Task number, and the same procedure to select the existing ET and change it to a new ET, if desired. (Or, if only changing the ET, skip over the PTA fields and only address the Expenditure Type fields for this).



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.

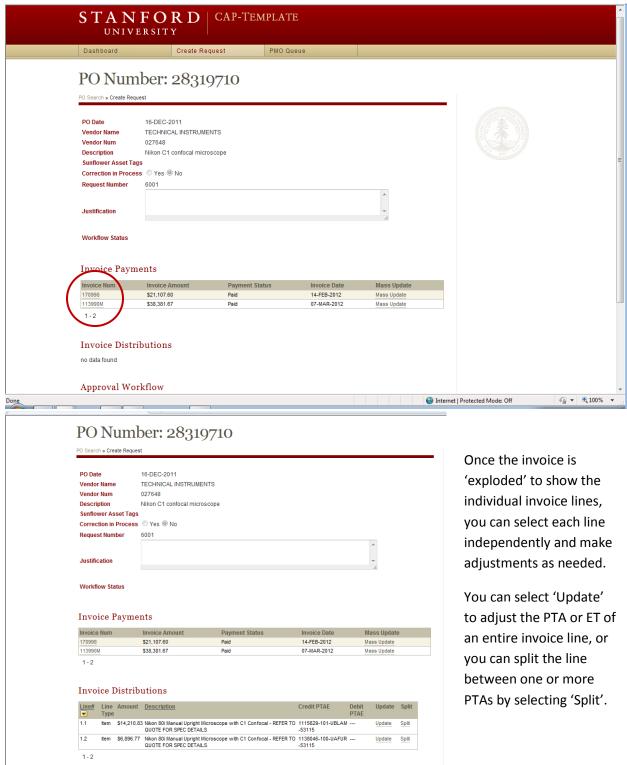
If you are satisfied and the correction is complete, enter the appropriate information in the Justification field. This is a large field (4000 characters) in which you should completely explain the reason for making the correction, including any timeliness issues involved.

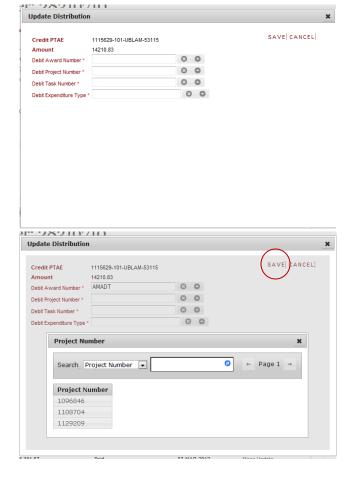
Once you have completed all changes and the justification, you are ready to Submitt the template for approval. The template will wenter the Oracle Workflow Manager system, and will route to the person(s) having signature authority for the account(s) involved. The approver names will appear under Approval 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.



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):



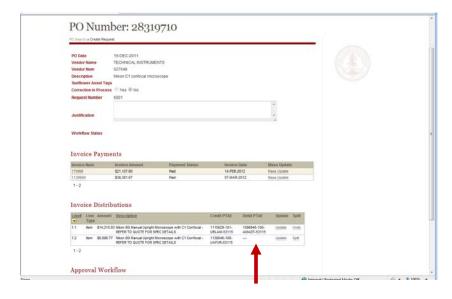


Once you select Update for an invoice line, a dialog box opens (similar to that seen in "Mass Update"). The PTAE being credited is autopopulated, as is the amount involved in that invoice line.

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:



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 desirwable 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:





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.



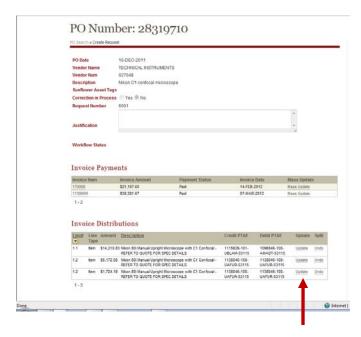
Now you must determine the exact split of the amounts – uneven splits are allowed. (If splitting between sponsored project accounts, be sure an appropriate allocation method has been determined).

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



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.



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 subit the request for approval.