

**Accounts Payable Corrections – Policy**

Date Effective  
July 2018

Responsible Administrator: Vice Chancellor for Finance and Chief Financial Officer  
 Responsible Office: Controller’s Office / Office of Contracts & Grants Accounting  
 Policy Contact: Senior Director, Purchasing & Payment Services

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**1. Policy Statement**

This document defines the requirements for requesting transactional changes in the Oracle Expense and Accounts Payable (A/P) modules, and ensuring any requested changes are properly prepared, reviewed and recorded.

**2. Scope**

This policy applies to expense reports and invoice transactions that originated in the Oracle Expense or Accounts Payable modules

**3. Definitions**

A/P Specialist – The Accounts Payable Specialist is responsible for ensuring the appropriate Financial Unit Manager or Projects Module Owner (Office of Contract & Grants Accounting, Provost Finance, or Central Finance) approves a change request. The Accounts Payable Specialist is also responsible for entering corrections into the Accounts Payable Module in Oracle.

Chart of Account (COA) String – The nine segment (4 mandatory, 2 optional, 3 system generated) accounting string used to record the financial impact of transactions.

Financial Unit – The organizational unit generating revenues and expenses.

Financial Unit Manager (FUM) – The Financial Unit Manager is responsible for the financial stewardship of his/her assigned financial unit(s) ensuring that all transactions are recorded accurately and comply with applicable university and departmental policies. The FUM requires a deep understanding of the operations and financial landscape of the unit as well as institutional financial policies and procedures.

Office of Contract & Grant Accounting (OCGA) – The Office of Contract & Grant Accounting is responsible for the post-award financial administration related to sponsored programs within the university, development and negotiation of fringe benefit and facilities and administrative cost rates for the university, and financial oversight of VU Core Facilities.

Project Portfolio Management (PPM) – A sub-ledger used to track activities that span multiple fiscal years.

POET – The four segment accounting string used to record project related expenses. The segments include Project Number, Organization, Expenditure Type, and Task.

#### 4. Policy

- a) The Payment Services team is responsible for reviewing and entering expense report and invoice corrections into the Oracle Accounts Payable module.
- b) Payment Services only accepts corrections impacting a PPM project from the [Office of Contracts & Grant Accounting \(OCGA\)](#).
  - Corrections involving sponsored projects, capital projects or gift/endowment projects in PPM are made regardless of the dollar amount. The request requires the approval of a member of the initiating and receiving Business Entity Approval Group.
  - Corrections involving all other project types in PPM are made if the individual error exceeds \$10k. The request requires the approval of a member of the initiating and receiving Business Entity Approval Group.
- c) Corrections impacting the same Financial Unit (not involving a PPM project) are made if the individual error correction exceeds \$10k. The correction request is only accepted from a member of the Business Entity Approval Group.
- d) Corrections impacting multiple Financial Units (not involving a PPM project) are made if the individual error correction exceeds \$10k. The request requires the approval of a member of each Business Entity Approval Group.
- e) Payment Services will process corrections required to maintain compliance with an external reporting or funding organization regardless of amount. The request requires the approval of a member of the impacted Business Entity Approval Group.
- f) Payment Services will process corrections involving funds held for outside or agency organizations regardless of amount. The request requires the approval of a member of the impacted Business Entity Approval Group.
- g) Payment Services will process AP corrections received by the 23<sup>rd</sup> calendar day of each month as part of the current accounting month.
- h) All correction requests are subject to final approval by the Senior Director of Purchasing and Payment Services.