

Reassigning an invoice to another department

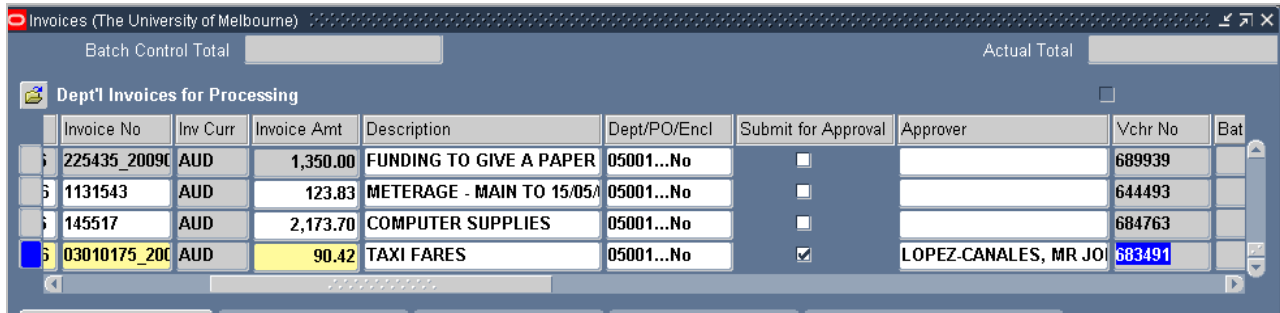
If an invoice is allocated to you for action but does not belong to your department, you may reassign the invoice to the appropriate department.

Reviewing the invoice

- 1 Navigate to **Document Production > Payables**.

Note: if you are using the UOM Manager responsibility navigate to **Payables > Payables**.

The Invoice Entry screen will display (**note:** if the Find Invoices screen displays, close it to access the Invoice Entry screen).



Invoice No	Inv Curr	Invoice Amt	Description	Dept/PO/Encl	Submit for Approval	Approver	Vchr No	Bat
225435_20090	AUD	1,350.00	FUNDING TO GIVE A PAPER	05001...No	<input type="checkbox"/>		689939	
1131543	AUD	123.83	METERAGE - MAIN TO 15/05/	05001...No	<input type="checkbox"/>		644493	
145517	AUD	2,173.70	COMPUTER SUPPLIES	05001...No	<input type="checkbox"/>		684763	
03010175_200	AUD	90.42	TAXI FARES	05001...No	<input checked="" type="checkbox"/>	LOPEZ-CANALES, MR JO	683491	

- 2 Click on the **Folder**  icon located above the invoice table.

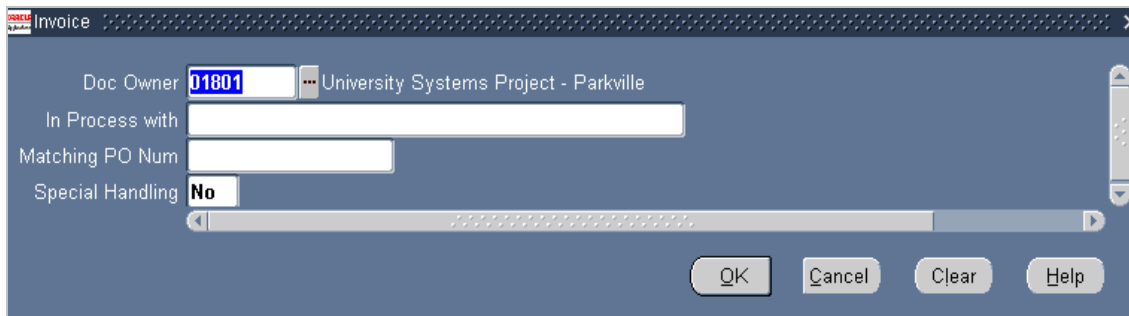
The Open Folder screen will display the available folder options.

- 3 Select the *Dept'l Invoices for Processing* folder and click **OK**.

This folder has been created to return all invoices for your department with an approval status of *Required* or *Rejected*.

- 4 Locate the invoice you wish to reassign, and double-click on the Dept/PO/Encl field.

The details of the selected invoice will display.



Doc Owner: University Systems Project - Parkville

In Process with:

Matching PO Num:

Special Handling:

Buttons: OK, Cancel, Clear, Help

- 5 Update the appropriate details and click the **OK** button.

Field	Action	Comment
Doc Owner	Enter the number of the department/budget unit to which you wish to reassign the invoice.	This field is a 5 digit field – requiring the 3 digit department number and 2 digit location (e.g.: 05001). Note: in most case the location number will be 01 for Parkville.

- 6 Press **Ctrl+F11** to re-query the *Dept'l Invoices for Processing* folder and check that the invoice has been reassigned.

If successfully reassigned, the invoice will no longer display in your invoice processing list. The invoice will now display in the invoice processing list of the department to which you reassigned it.