Changes requested by departments for changes to accounting information (cost object, GL Account, fund number, etc.) may be made to a purchase order provided no invoices or Goods Confirmations/Goods Receipts have been posted.
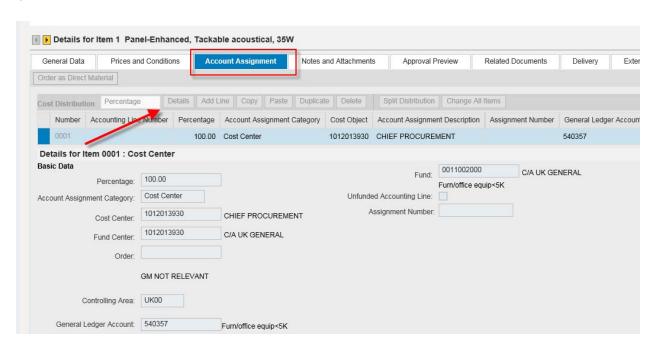
Important: Changes in accounting can only be done for orders utilizing Cost Centers, not WBS Elements. Refer to help guide 09-28 for Accounting Changes with WBS Elements.

If Purchase Order History (Goods Confirmations/Invoices) is showing on the purchase order, accounting becomes locked and changes to Cost Center entries is not possible. The department must create a Journal Voucher (JV) internally.

Steps:

1. Display purchase order within system in which it was created
2. Click Edit
3. Attach email from department requesting change
4. Access the Account Assignment tab within the bottom Details section
5. Overwrite/replace current cost center information with newly requested items. If within SRM, you may need to click the Details button within Account Assignment to expand detailed information.
6. Order/Save as required. If within SRM, remember to verify/modify transmit type so a new version is not re-generated to the supplier.

SRM:

SAP: