

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:

Details for Item 1 Panel-Enhanced, Tackable acoustical, 35W

General Data | Prices and Conditions | **Account Assignment** | Notes and Attachments | Approval Preview | Related Documents | Delivery | External

Order as Direct Material

Number	Accounting Line Number	Percentage	Account Assignment Category	Cost Object	Account Assignment Description	Assignment Number	General Ledger Account
0001		100.00	Cost Center	1012013930	CHIEF PROCUREMENT		540357

Details for Item 0001 : Cost Center

Basic Data

Percentage: 100.00 Fund: 0011002000 C/A UK GENERAL

Account Assignment Category: Cost Center Unfunded Accounting Line: ☐ Furn/office equip<5K

Cost Center: 1012013930 CHIEF PROCUREMENT Assignment Number:

Fund Center: 1012013930 C/A UK GENERAL

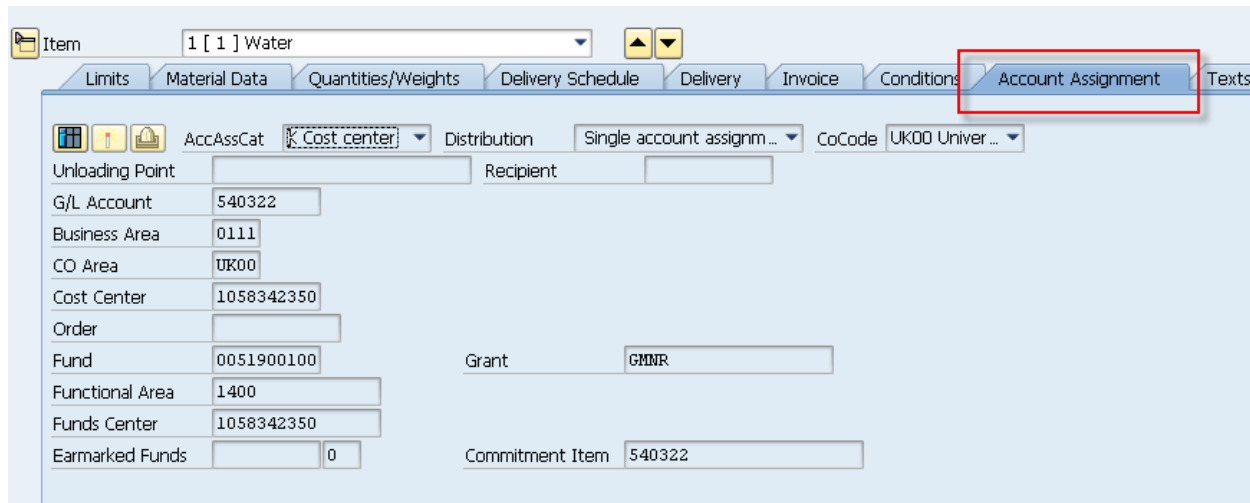
Order:

GM NOT RELEVANT

Controlling Area: UK00

General Ledger Account: 540357 Furn/office equip<5K

SAP:



The screenshot displays the SAP 'Account Assignment' tab for item '1 [1] Water'. The 'Cost center' field is highlighted with a red dashed box. The 'Distribution' dropdown is set to 'Single account assignm...'. The 'CoCode' is 'UK00 Univer...'. The 'Unloading Point' and 'Recipient' fields are empty. The 'G/L Account' is '540322'. The 'Business Area' is '0111'. The 'CO Area' is 'UK00'. The 'Cost Center' is '1058342350'. The 'Order' field is empty. The 'Fund' is '0051900100'. The 'Grant' is 'GMNR'. The 'Functional Area' is '1400'. The 'Funds Center' is '1058342350'. The 'Earmarked Funds' field has a value of '0'. The 'Commitment Item' is '540322'.

Item	1 [1] Water							
Limits	Material Data	Quantities/Weights	Delivery Schedule	Delivery	Invoice	Conditions	Account Assignment	Texts
AccAssCat	Cost center	Distribution	Single account assignm...	CoCode	UK00 Univer...			
Unloading Point		Recipient						
G/L Account	540322							
Business Area	0111							
CO Area	UK00							
Cost Center	1058342350							
Order								
Fund	0051900100	Grant	GMNR					
Functional Area	1400							
Funds Center	1058342350							
Earmarked Funds	0	Commitment Item	540322					