

Inventory Account Assignment Changes on POs

Purchasers who create POs for inventory items will now be able to edit the Budget Period field, as necessary, to reflect an alternate Fiscal Year. Note that all other fields on the Account Assignment tab will remain un-editable (e.g. “grayed out”).

1. Open the applicable Purchase Order.

Display Purchase Order

Purchase Order Number: 4300445651 Purchase Order Type: Standard PO Status: Ordered Document Date: 06/16/2015 Total Value (Gross): 1,107.96 USD
 Smart Number: Supplier: CAMPBELL CONTRACT INC

Overview Header **Items** Notes and Attachments Approval Tracking

Item Overview

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit	Gross Price	Currency	Per	Net Price	Option Ty
1		Material	1	291553	VEG, BEAN, GREAT-NORTHERN, LS,CN,6#10/CS	24121804	84.000	CS	13.19	USD	1	13.19	

Details for Item 1 VEG, BEAN, GREAT-NORTHERN, LS,CN,6#10/CS

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

Cost Distribution Percentage

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account	General Ledger Description	Business
0001		100.00	Valuated Inventory Replshmnt	1001300000	State Corr Inst			

Details for Item 0001 : Valuated Inventory Replshmnt

Basic Data
 Percentage: 100.00 Fund: 1001300000 State Corr Inst
 Account Assignment Category: Valuated Inventory Replshmnt Budget Period: 2015
 Fund Center: 1117099000 Unfunded Accounting Line: ☐
 Functional Area: 2310 Instit of Offenders

2. On the line item *Account Assignment* tab, change the **Budget Period** as appropriate.

Details for Item 1 VEG, BEAN, GREAT-NORTHERN, LS,CN,6#10/CS

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

Cost Distribution Percentage

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account	General Ledger Description	Business
0001		100.00	Valuated Inventory Replshmnt	1001300000	State Corr Inst			

Details for Item 0001 : Valuated Inventory Replshmnt

Basic Data
 Percentage: 100.00 Fund: 1001300000 State Corr Inst
 Account Assignment Category: Valuated Inventory Replshmnt **Budget Period: 2014**
 Fund Center: 1117099000 Unfunded Accounting Line: ☐
 Functional Area: 2310 Instit of Offenders

3. Select the ORDER button.

Change Purchase Order

Order Save Print Preview Check Close Cancel Related Links

Purchase Order Number 4300445651 (Change Version) Purchase Order Type Standard PO Status In Process

Overview Header Items Notes and Attachments Approval Tracking

General Header Data Note to Supplier:

Smart Number: Local Purchase Order1 P00029

4. The new Budget Period is reflected.

Details for Item 1 VEG, BEAN, GREAT-NORTHERN, LS,CN,6#10/CS

General Data Prices and Conditions Account Assignment Notes and Attachments Approval Preview Related Documents

Cost Distribution Percentage Details Add Line Copy Paste Duplicate Delete Split Distribution Change All Items Filter

Number	Accounting Line Number	Percentage	Account Assignment Category	Assign Number	Account Assignment Description	General Ledger Account	General Ledger Description	Business
0001		100.00	Valuated Inventory Replshmnt	1001300000	State Corr Inst			

Details for Item 0001 : Valuated Inventory Replshmnt

Basic Data

Percentage: 100.00 Fund: 1001300000 State Corr Inst

Account Assignment Category: Valuated Inventory Replshmnt Budget Period: 2014

Fund Center: 1117099000 Inv. Materials and S

Unfunded Accounting Line: ☐

Functional Area: 2310 Instit of Offenders

5. Verify that the change has transferred to SAP.

SRM Copy-Standard PO 4300445651 Created by Terri Heimbach

Document Overview On Print Preview Messages Personal Setting

ZNB SRM Copy-Standa... Vendor 100020 CAMPBELL CONTRACT INC Doc. date 06/16/2015

Header

S..	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price	Curr...
	1			291553	VEG, BEAN, GREAT-NOR...	84.000	CS	D	06/25/2015	13.19	USD

Item 1 [1] 291553 , VEG, BEAN, GREAT-NORTHERN, ...

Material Data Quantities/Weights Delivery Schedule Delivery Invoice Conditions Account Assignment Texts Deliv

AccAssCat Distribution Single account assignment CoCode COPA COMM...

Fund 1001300000 BP 2014 Grant Z - NON - RELEVANT - GRANT

Functional Area 2310

Funds Center 1117099000 Commitment Item 6380100

Earmarked Funds 0 More

6. Note that the Purchase Requisition will NOT reflect the change, but this is OK.

Display Purchase Req. 10907496

Document Overview Off Personal Setting

No variant

Item: NB Purchase requisition 10907496

Header

Stat.	Item	A	I	Material	Short Text	Quantity	Unit	C	Delivery Date	Material Group	Plant	Stor. Location	PG
	10			291553	VEG, BEAN, GREAT-NORTHERN, L...	84.000	CS	D	06/25/2015	FOOD CANS	CORR S...	SCIRetreat	128
						84.000	CS						

Item: 1 [10] 291553 , VEG, BEAN, GREAT-NORTHERN...

Material Data | Quantities/Dates | Valuation | **Account Assignment** | Source of Supply | Status | Contact Person | Texts | Delivery Address | Customer Data

AccAssCat: | Distribution: Single account assignment | CoCode: COPA COMM...

CO Area: | Fund: 1001300000 | **BP 2015 Grant** | Z - NON - RELEVANT - GRANT

Functional Area: 2310

Funds Center: 1117099000

Earmarked Funds: 0 | Commitment Item: 6380100

END