

## Amending the GL date for a previously approved Non-Catalog order

This process is most commonly carried out where a previously approved **Non-Catalog** order has been amended, e.g. to change a tax code, or to add additional lines for freight, replacement good. Changes can **only** be made if the status of the order is **Open**, **not receipted** and is **not** matched to an invoice.

Please **do not** add additional lines to a Marketplace order that is for an **elnvoice supplier** as this causes significant problems when the supplier electronically submits the invoice

Once the relevant amendment to the Non-Catalog order has been made (always check the suppliers site, never amend it if it displays as ZMARKETPLACE!), and it has been reapproved, check that the status is **Approved**.

If it isn't then the problem may be that the re-approval of the order is being carried out in the following month to when the order was raised. The only way to get the status to **Approved** is to amend the GL date of the order.

Responsibility: iProcurement Buyer Navigate: Buyers Work Centre > Orders

- 1. Find the Non-Catalog order that has just been amended and that now has a status of **Requires Reapproval**
- 2. Ensure that the relevant order has the **Select** button populated and that the **Select Order** field is **Update**

Select	Order: Upd	ate 🛹	Submit   Export   •••					
Sel	0U 🛆	Order 🛆	Rev	Description $ riangleq$	Supplier $ riangleq$	Site 🛆		
$\bigcirc$	Cambridge University	3414982	1		JOHN LEWIS PLC	LONDON		

- 3. Choose Submit and the Update Standard Purchase Order XXXXXXX screen displays
- 4. Change Amount defaults in in the Actions box at the top right of the screen. Select Go





5. Select the **Distributions** tab and choose the **Pencil icon** 

▶ Se	arch											
Heade	er Lines	Shipments Distribution	s									
Opera	Operating Unit Cambridge University Status Requires Reapproval 163.00 GBP											
Up	date with Ex	cel   •••										
Line	Shipment	Line Description	* Distribution	Туре	Deliver-To	Qty	Unit	Amount	PO Charge Acct	Destination Subinventory	Activity	Actions
1	1	Full Monty Coffee Machine	1	Expense	PD	1	EA		U.PD.PDAA.AAAA.ESCZ.0000 Entity.Department.Cost Centre.Source of Funds.Transaction.Spare		٩	Ør i

## 6. The Update Distribution Screen displays

Requisitions Suppliers Orders						
Orders Orders: Orders > Update Standard Purchase Ord	<sup>der</sup> ⊳ d Purchase Order 3414982, Rev 1)	Cancel Actions Check Fund	ds 🔽 Go	Previous Distribution	Next Distribution	8 Apply
Line Shipment Schedule/Pay Item	1	Item Line Description Currency	-	ee Machine		
	EA 155.00 28-Oct-2021	Quantity Delivered Quantity Billed Quantity Canceled	0			
Delivery						
Requester Deliver-To Location Billing	PD Q	Requisition Requisition Line				
PO Charge Account	U.PD.PDAA.AAAA.ESCZ.0000 S	Project Task		<u>کا</u> ور		
PO Accrual Account	U.00.0000.0000.VEAA.0000 Entity.Department.Cost Centre.Source of Funds.Transaction.Spare U.PD.PDAA.AAAA.ESCZ.0000	Award Expenditure Type		Q		
PO Budget Account PO Variance Account	Entity.Department.Cost Centre.Source of Funds.Transaction.Spare U.PD.PDAA.AAAA.ESCZ.0000	Expenditure Org Expenditure Item Date		Q,		
Details	Entity.Department.Cost Centre.Source of Funds.Transaction.Spare					
Track as Asset 🔄 🤘						

7. Change the **Encumbrance Date** to the date you are re-approving the PO as the GL period for that month will be open.

**NB**: An error message will display if you enter a date that is **not** in an open GL period

8. Select Apply, and after the confirmation message displays, Save to finalize the changes

Orders Orders: Orders >
🔁 Confirmation
Please click Save to finalize the changes you made to the distribution.
Update Standard Purchase Order 3414982, Rev 1

9. If the order is within your approval limit, choose **Submit** 

If the order is outside your approval limit:

- Choose Approval Options and in the Approval Path, enter your dept code >Tab
- Quick Select the Purchasing approval path
- Complete the Approver field with the surname of the colleague who is the reapprover of this order
- o Submit