



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 **elinvoice 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 re-approved, 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:	Update	▼	Submit		Export		...
Sel...	OU ▲	Order ▲	Rev	Description ▲	Supplier ▲	Site ▲	
	Cambridge University	3414982	1		JOHN LEWIS PLC	LONDON	

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

Cancel	Actions	Change Amount(1)	▼	Go	Save	Approval Options	Submit
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5. Select the **Distributions** tab and choose the **Pencil icon**

6. The **Update Distribution Screen** displays

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

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 re-approver of this order
- **Submit**