

**Subject:** Multiple Account Assignments in Purchasing - Effective Immediately  
**Audience:** SRM Purchasing Users

The SCEIS Materials Management Team is pleased to announce the following update to the August 22, 2014 User Group Presentation:

[http://sceis.sc.gov/documents/20140822\\_User\\_Group\\_Meeting\\_Presentation.pdf](http://sceis.sc.gov/documents/20140822_User_Group_Meeting_Presentation.pdf)

**Effective immediately**, Purchase Orders (PO) in **ORDERED** status with a single Account Assignment and the Purchase Order has purchase order history/follow-on document such as a Goods Receipt, Invoice Receipt, Goods Receipt Cancellation and Invoice Receipt Cancellation, will prevent a user from changing the Account Assignment from single to multiple Account Assignments and from a multiple to a single Account Assignment.

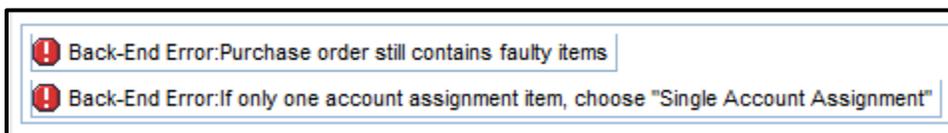
For example, if a PO is **ORDERED** from a single Account Assignment **and** has Purchase Order history such as a Goods Receipt which may even be subsequently cancelled, the system **will prevent** the user from changing the Account Assignment from a single to multiple Account Assignments.

#### List of Do Not Do's in Case of Purchase Order History/Follow-On Documents

1. Do not change from single to multiple Account Assignments.



2. Do not change from multiple to single Account Assignments.



#### Solutions:

- No Further Invoice and Lock the Line Item to unencumber funds and add a new line item with the required Account Assignment information.
- Delete the Line Item which will unencumber funds and add a new line item with the required Account Assignment information.

If you have any questions about this message, please contact the SCEIS Service Desk at (803) 896-0001 (select option 1 for SCEIS help) or use the email form available at the following link:

<http://www.sceis.sc.gov/requests/>.