

Weekly Update

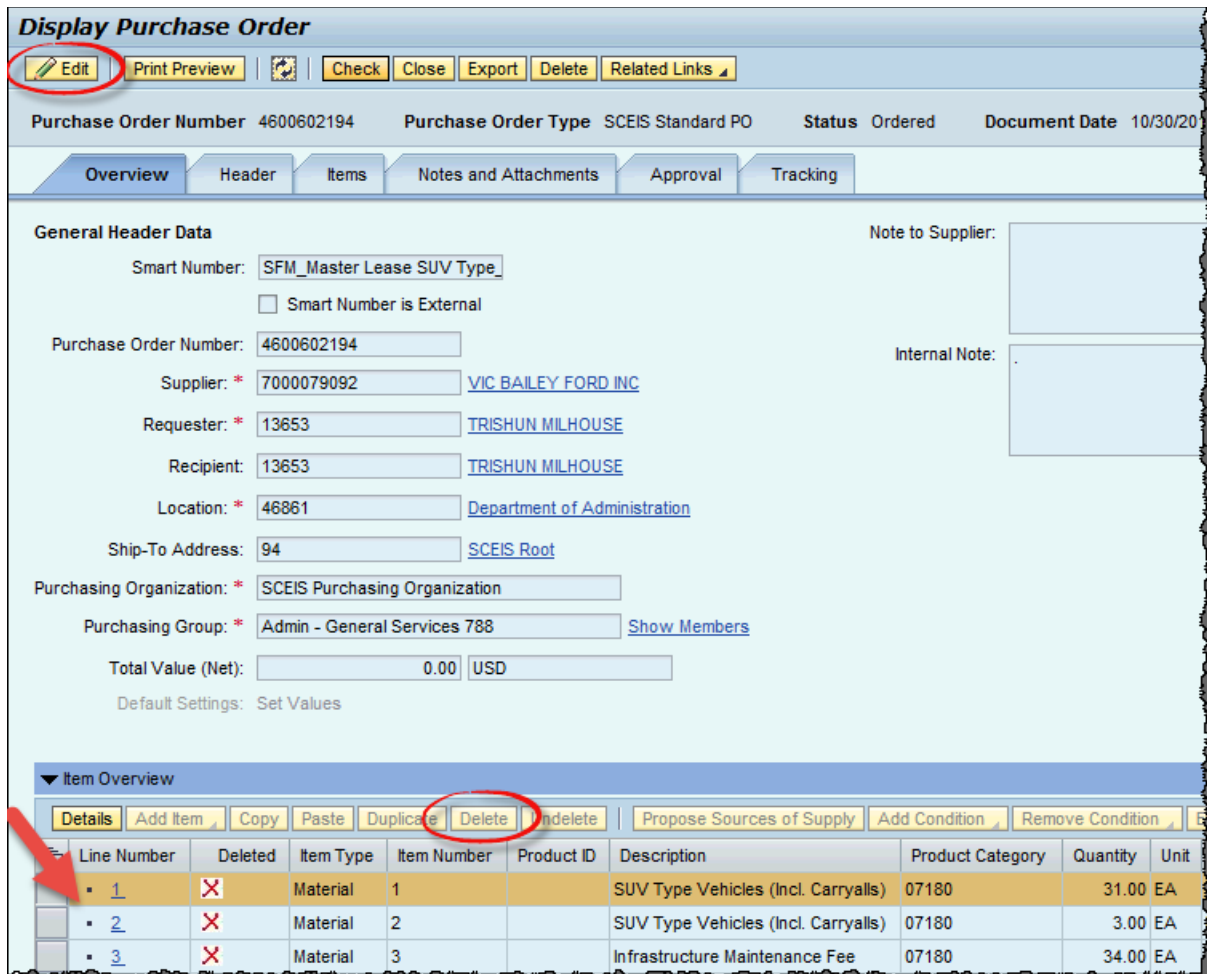
Week of March 12, 2018

Subject: Optional Process to Delete a Purchase Order Line Item with an Asset
Audience: Procurement Directors, Buyers and Asset Custodians

The SCEIS Materials Management Team is pleased to announce an optional process in SRM to delete a Purchase Order (PO) Line Item with Account Assignment Category of Asset.

If the PO Line Item with Asset Accounting has no PO History, the user can delete the Line Item without changing the Asset Accounting (A) with Cost Center Accounting (K).

1. Click Edit and select the Line Item. Click Delete, and a **red X** will appear on the PO line item in SRM.



Display Purchase Order

Purchase Order Number: 4600602194 Purchase Order Type: SCEIS Standard PO Status: Ordered Document Date: 10/30/20

[Overview](#) [Header](#) [Items](#) [Notes and Attachments](#) [Approval](#) [Tracking](#)

General Header Data

Smart Number: Note to Supplier:

Smart Number is External

Purchase Order Number: Internal Note:

Supplier: * [VIC BAILEY FORD INC](#)

Requester: * [TRISHUN MILHOUSE](#)

Recipient: [TRISHUN MILHOUSE](#)

Location: * [Department of Administration](#)

Ship-To Address: [SCEIS Root](#)

Purchasing Organization: *

Purchasing Group: * [Show Members](#)

Total Value (Net): USD

Default Settings: Set Values

Item Overview

Line Number	Deleted	Item Type	Item Number	Product ID	Description	Product Category	Quantity	Unit
1	X	Material	1		SUV Type Vehicles (Incl. Carryalls)	07180	31.00	EA
2	X	Material	2		SUV Type Vehicles (Incl. Carryalls)	07180	3.00	EA
3	X	Material	3		Infrastructure Maintenance Fee	07180	34.00	EA

2. When you open the PO in ECC, the Trash Can icon will display. There is now zero funding being encumbered on that specific PO Line Item. Additionally, now that the Asset was not capitalized, the Asset shell may be deleted.




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State Standard PO 4600602194 Created by MATTHEW HALL

Document Overview On | Document Overview Off | Hold | Cancel | Print Preview | Message

ZSTD State Standard ... 4600602194 Vendor 7000079092 VIC BAILEY FORD I... Doc. date 10/30/2017

Status	Itm	A	I	Material	Short Text	PO Quantity	O...	C	Deliv. Date	Net Price
	1	A			SUV Type Vehcles (Incl...	31.00	EA	D	12/29/2017	26,683.00
	2	A			SUV Type Vehcles (Incl...	3.00	EA	D	12/29/2017	26,843.00
	3	A			Infrastructure Maintenanc...	34.00	EA	D	12/29/2017	500.00

If the PO Line Item was linked to a contract, the Contract's Line Item Release Value will be updated. Then the total value spent on the Contract Line Item will be accurate.

Though the option to change Asset Accounting (A) with Cost Center Accounting (K) is still available, using the Delete feature to delete a Line Item with an Asset is more efficient.

If you have questions about this information, 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/>.