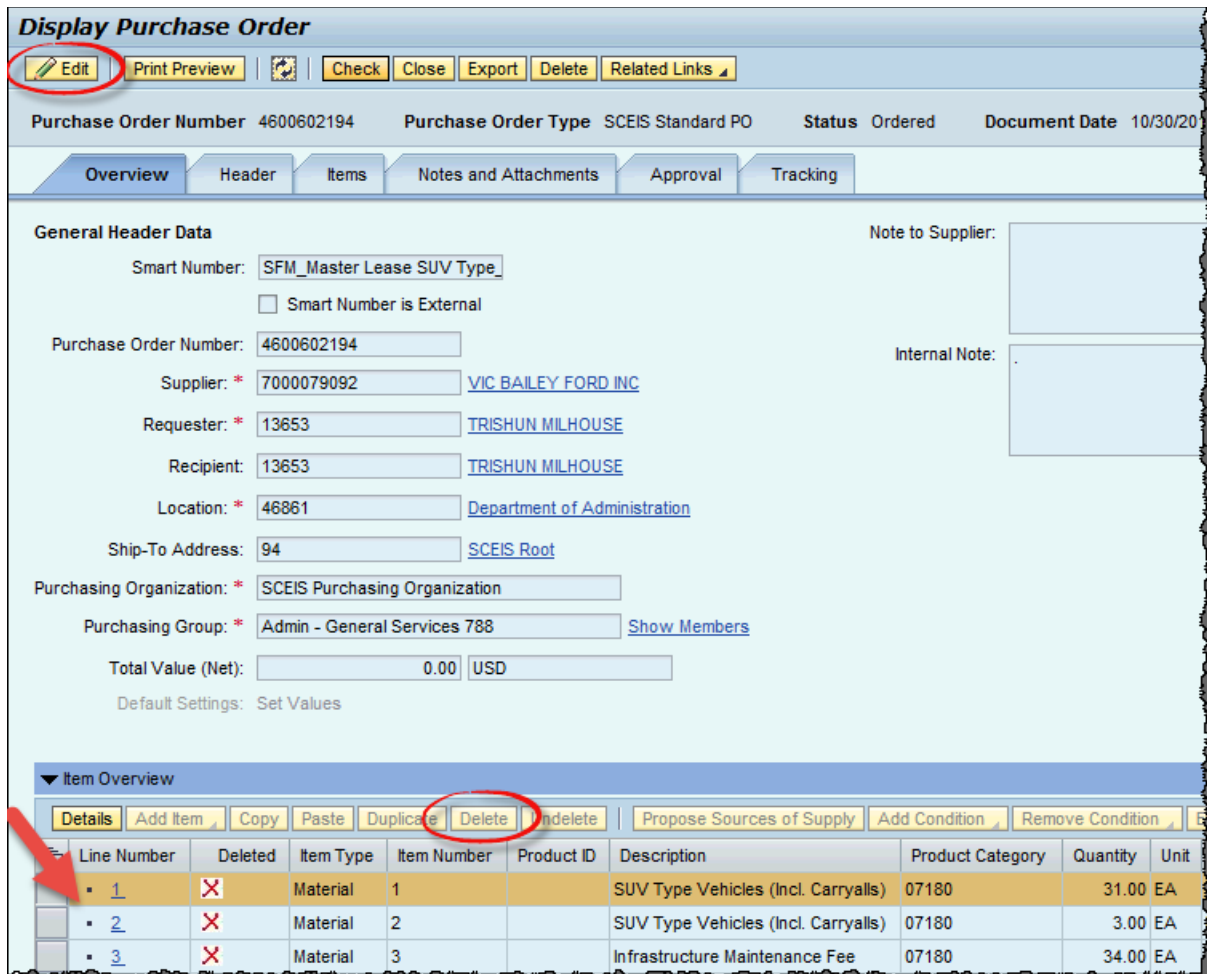# Weekly Update
Week of March 12, 2018

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.

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.

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/.