TERRA | CAT

21 December 2021

Change cost centre and adjust segment transactions

If you are needing to change the cost centre of a segment due to an error message when invoicing, you will need to do an adjustment on all the segment transactions for the new cost centre to pull through.

If the segment is in a **Finished** state, you will need to reopen it to be able to change the cost centre.

1. Click on the **Manage** tab at the top
2. Click on **view/change cost centre/warehouse** button

3. Change the cost centre

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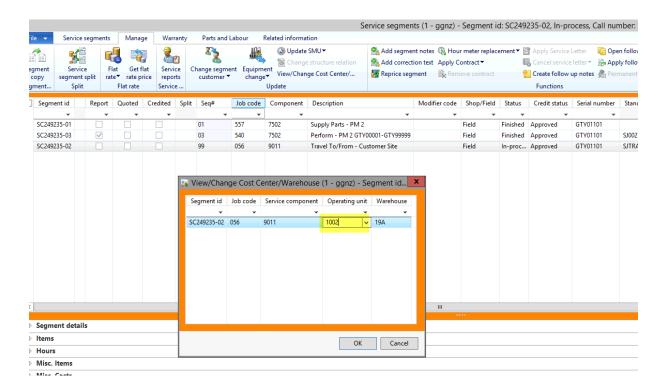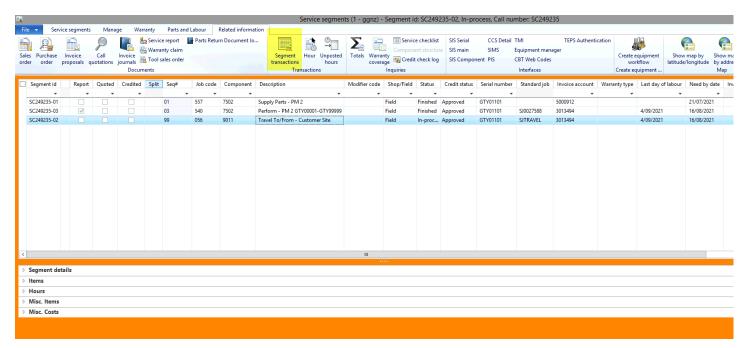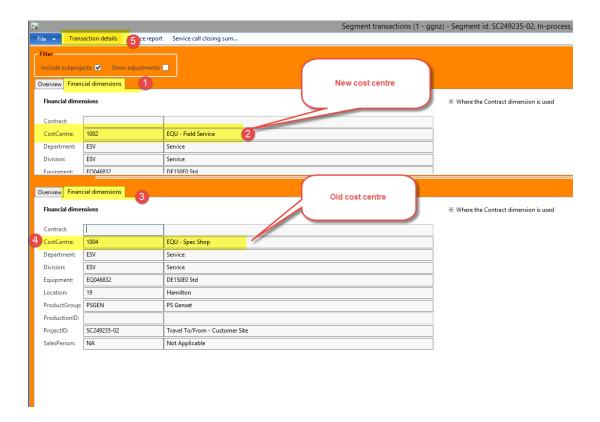16 Branston Street, Hornby   03 983 2333 Tel
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4. Select the **Related information** tab at the top
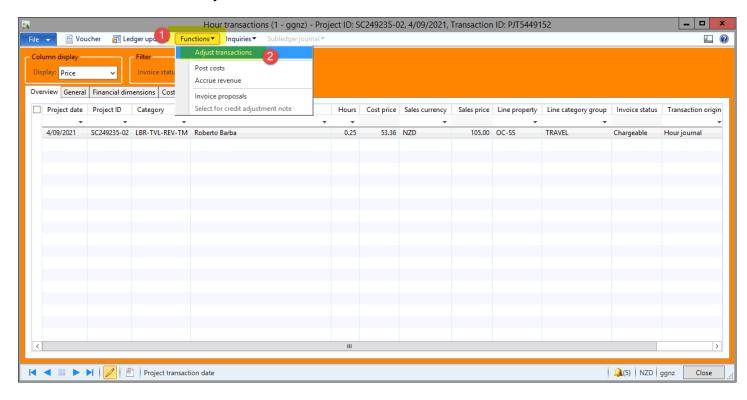5. Click on **Segment transactions**

6. Make sure that the old and new cost centres are showing
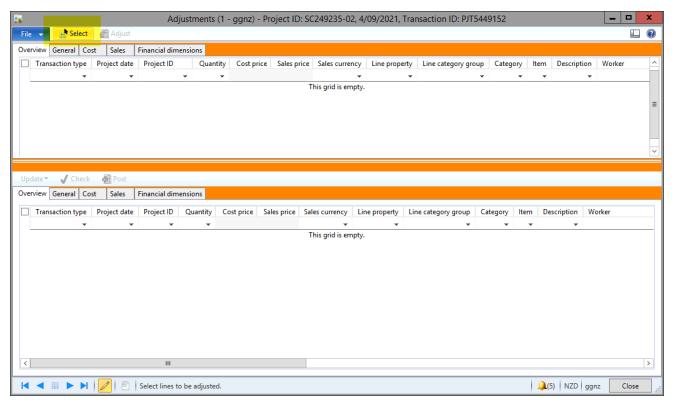7. Click on **Transaction details** at the top

8. Click on **Functions > Adjust transactions**
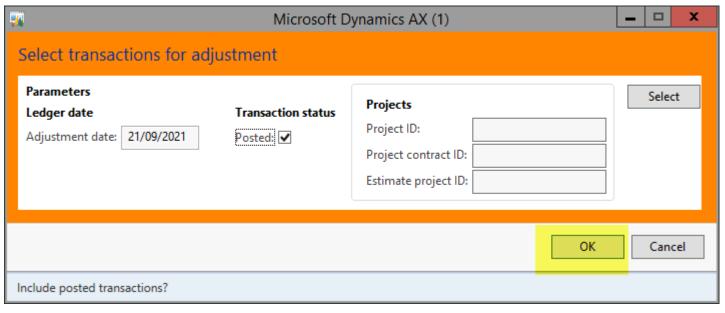
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9. Click on **Select** at the top

10. Click **OK**

11. Click on **Adjust**

12. No need to fill any of these in, just click **OK**

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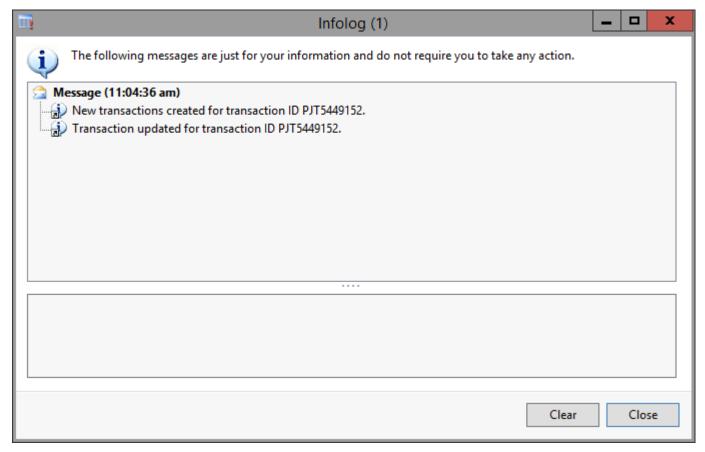
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13. Again, make sure that both the old and new cost centres are showing, if they are then click **Post**

14. You should now receive this message

Infolog (1)

The following messages are just for your information and do not require you to take any action.

Message (11:04:36 am)
- New transactions created for transaction ID PJT5449152.
- Transaction updated for transaction ID PJT5449152.

Clear   Close

15. Now put the segment back into **Finished**

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