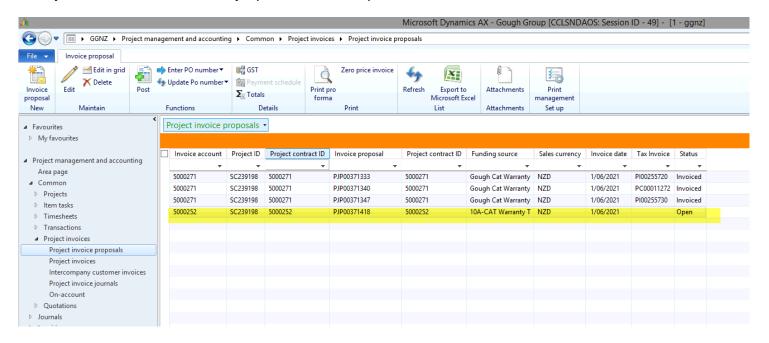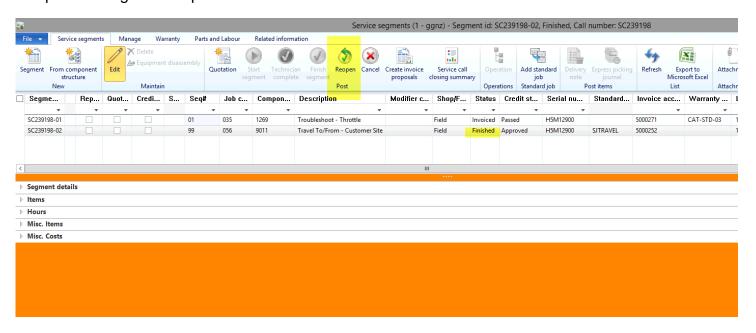# Adjusting Transactions to Change Cost Centre

If a cost centre is wrong on a segment and it gets changed, it won't automatically change on the segment transactions. You will need to do an adjustment for the new cost centre to pull through.
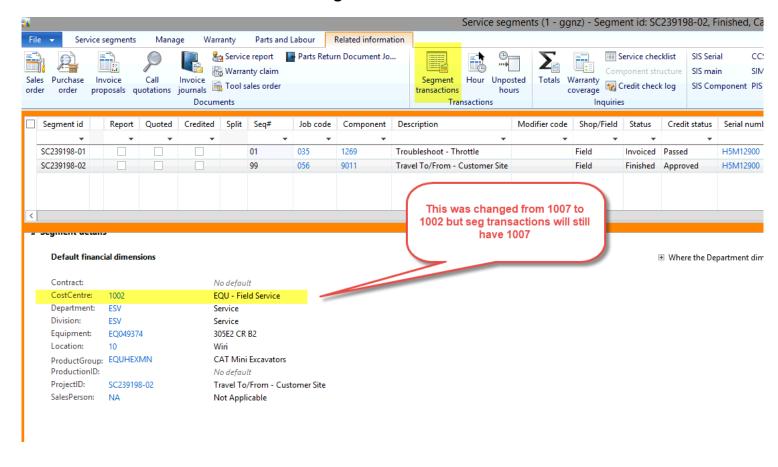
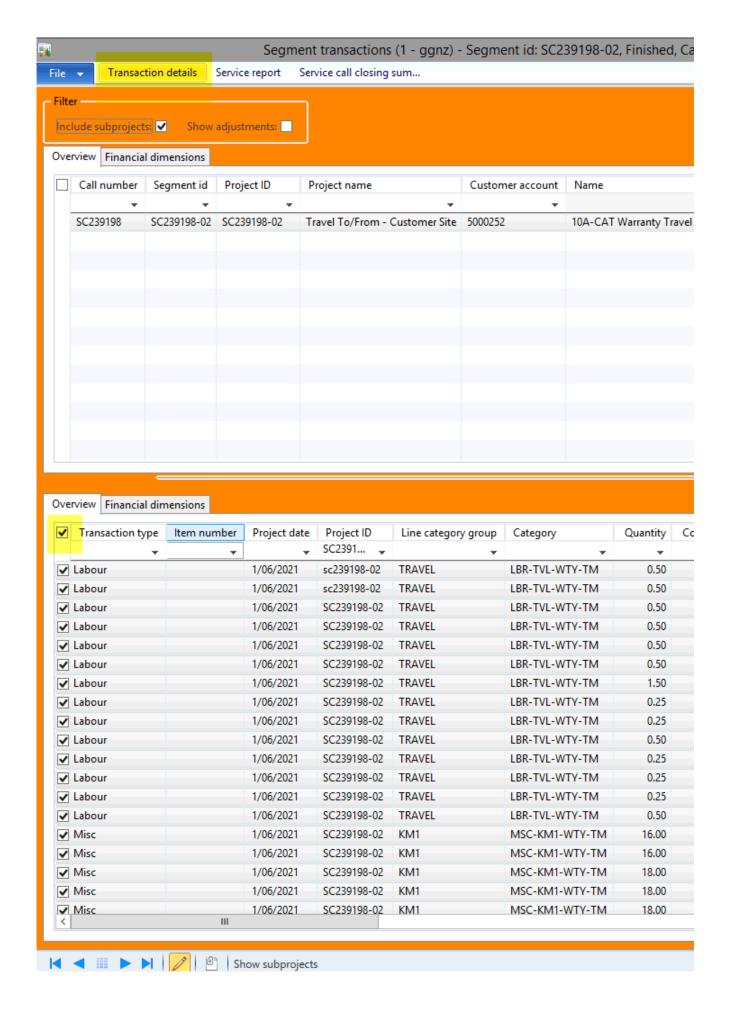First you will need to delete any open Invoice Proposals
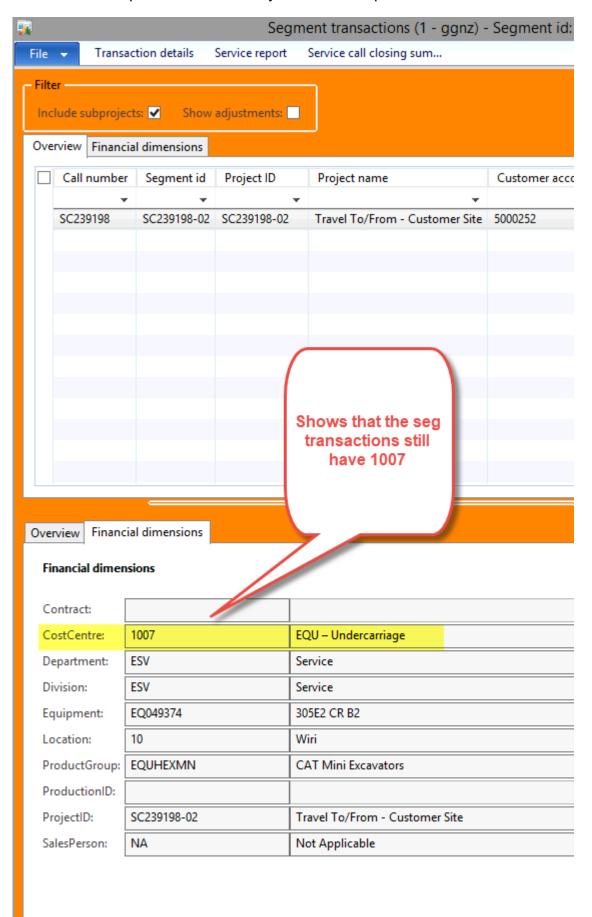

Reopen the segment in question

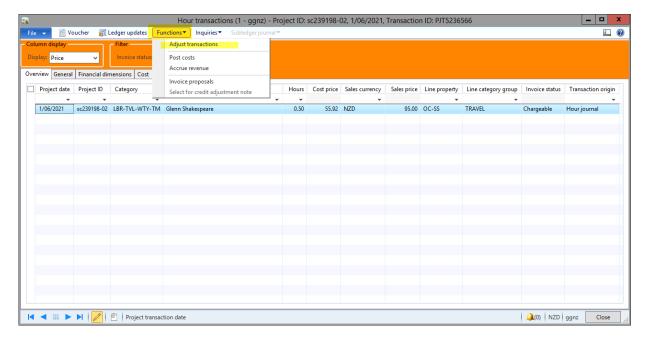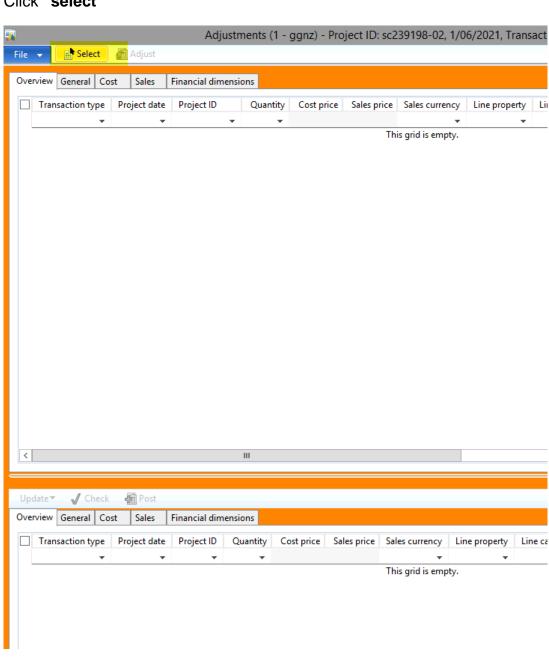Go to the **"related info"** tab then select **"segment transactions"**

Select all transactions then **"transaction details"** at the top

Segment transactions (1 - ggnz) - Segment id: SC239198-02, Finished, Ca

File ▾ | **Transaction details** | Service report | Service call closing sum...

Filter

Include subprojects: ☑   Show adjustments: ☐

Overview | Financial dimensions

	Call number	Segment id	Project ID	Project name	Customer account	Name
	▼	▼	▼	▼	▼	
	SC239198	SC239198-02	SC239198-02	Travel To/From - Customer Site	5000252	10A-CAT Warranty Travel

Overview | Financial dimensions

☑	Transaction type	Item number	Project date	Project ID	Line category group	Category	Quantity	C
	▼	▼	▼	SC2391... ▼	▼	▼	▼	
☑	Labour		1/06/2021	sc239198-02	TRAVEL	LBR-TVL-WTY-TM	0.50	
☑	Labour		1/06/2021	sc239198-02	TRAVEL	LBR-TVL-WTY-TM	0.50	
☑	Labour		1/06/2021	SC239198-02	TRAVEL	LBR-TVL-WTY-TM	0.50	
☑	Labour		1/06/2021	SC239198-02	TRAVEL	LBR-TVL-WTY-TM	0.50	
☑	Labour		1/06/2021	SC239198-02	TRAVEL	LBR-TVL-WTY-TM	0.50	
☑	Labour		1/06/2021	SC239198-02	TRAVEL	LBR-TVL-WTY-TM	0.50	
☑	Labour		1/06/2021	SC239198-02	TRAVEL	LBR-TVL-WTY-TM	1.50	
☑	Labour		1/06/2021	SC239198-02	TRAVEL	LBR-TVL-WTY-TM	0.25	
☑	Labour		1/06/2021	SC239198-02	TRAVEL	LBR-TVL-WTY-TM	0.25	
☑	Labour		1/06/2021	SC239198-02	TRAVEL	LBR-TVL-WTY-TM	0.50	
☑	Labour		1/06/2021	SC239198-02	TRAVEL	LBR-TVL-WTY-TM	0.25	
☑	Labour		1/06/2021	SC239198-02	TRAVEL	LBR-TVL-WTY-TM	0.25	
☑	Labour		1/06/2021	SC239198-02	TRAVEL	LBR-TVL-WTY-TM	0.25	
☑	Labour		1/06/2021	SC239198-02	TRAVEL	LBR-TVL-WTY-TM	0.50	
☑	Misc		1/06/2021	SC239198-02	KM1	MSC-KM1-WTY-TM	16.00	
☑	Misc		1/06/2021	SC239198-02	KM1	MSC-KM1-WTY-TM	16.00	
☑	Misc		1/06/2021	SC239198-02	KM1	MSC-KM1-WTY-TM	18.00	
☑	Misc		1/06/2021	SC239198-02	KM1	MSC-KM1-WTY-TM	18.00	
☑	Misc		1/06/2021	SC239198-02	KM1	MSC-KM1-WTY-TM	18.00	

Show subprojects

Here is an example to show that they still have the previous cost centre

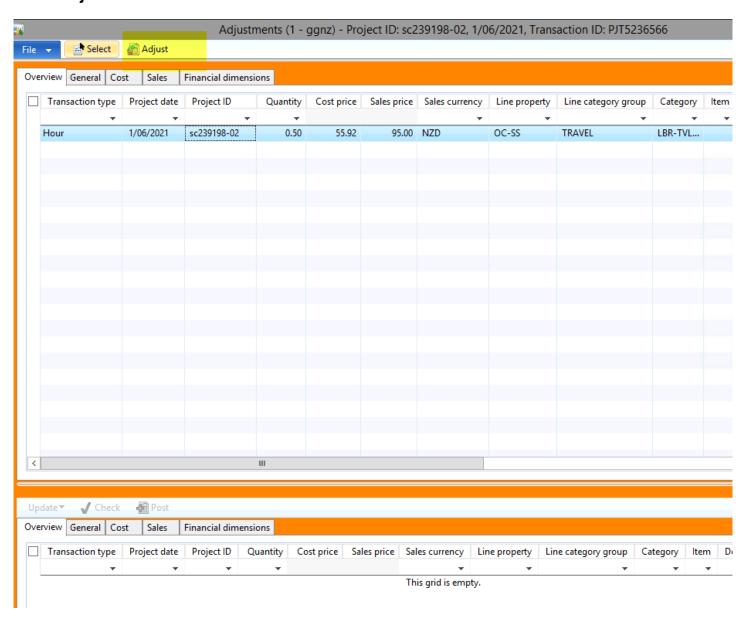At the top, select **"functions"** then **"adjust transactions"**
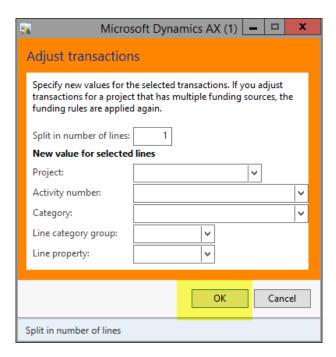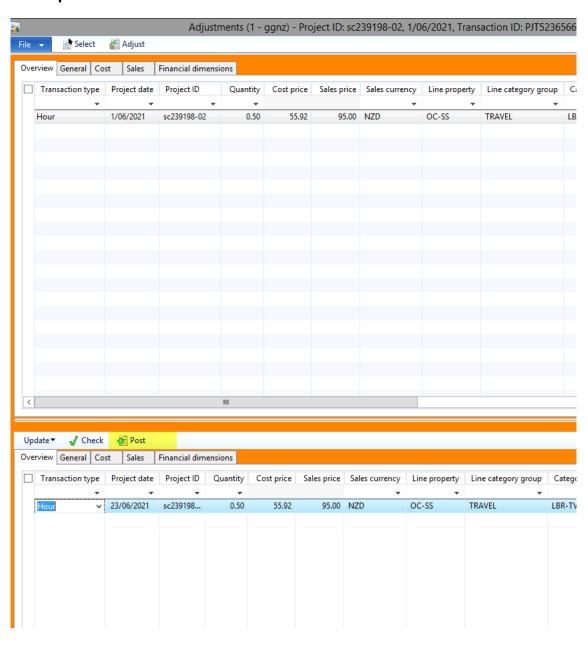

Click **"select"**

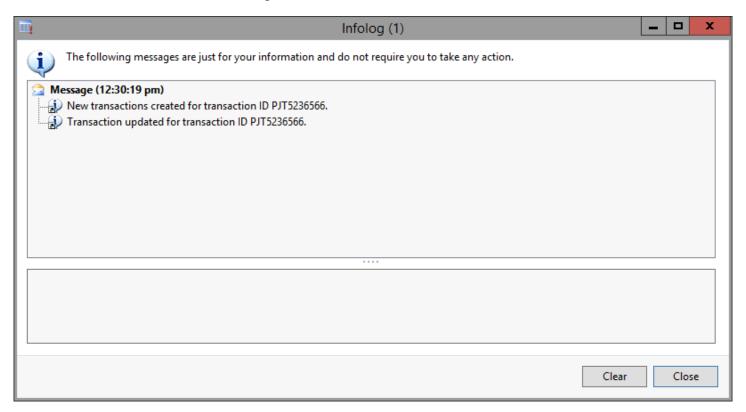Click **"ok"**

Click **"adjust"**

Click **"ok"**

Click **"post"**

You should have received a message like this

Now you will need to create a new invoice proposal