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**Adjusting segment transactions when a cost centre has been changed**

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.

1. First you will need to delete any open Invoice Proposals

Table

Description automatically generated

1. Reopen the segment in question

Graphical user interface, application

Description automatically generated

1. Go to the “**related info**” tab then select “**segment transactions**”

Graphical user interface, application, Word

Description automatically generated

1. Select all transactions then **“transaction details”** at the top

Table

Description automatically generated

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

Graphical user interface, application, table, Excel

Description automatically generated

1. At the top, select **“functions”** then **“adjust transactions”**

Graphical user interface, application, table, Excel

Description automatically generated

1. Click “**select**”

Graphical user interface, application

Description automatically generated

1. Click **“ok”**

Graphical user interface, application, table

Description automatically generated

1. Click **“adjust”**

Graphical user interface, application, table, Excel

Description automatically generated

1. Click **“ok”**

Graphical user interface, table

Description automatically generated

1. Click **“post”**

Graphical user interface, application, table, Excel

Description automatically generated

You should have received a message like this

Graphical user interface, text, application, email

Description automatically generated

Now you will need to create a new invoice proposal