

21 December 2021

**Terra Industrial New Zealand Ltd**

PO Box 16 168

16 Branston Street, Hornby

Christchurch 8441, New Zealand

03 983 2333 Tel

www.TerraCat.co.nz

**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

Graphical user interface, application, table

Description automatically generated

1. Change the cost centre

Graphical user interface, application, table, Excel

Description automatically generated

1. Select the **Related information** tab at the top
2. Click on **Segment transactions**

Graphical user interface, application, table

Description automatically generated

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

Table

Description automatically generated with low confidence

1. Click on **Functions > Adjust transactions**

Graphical user interface, application, table, Excel

Description automatically generated

1. Click on **Select** at the top

Graphical user interface, application

Description automatically generated

1. Click **OK**

Graphical user interface, application, table

Description automatically generated

1. Click on **Adjust**

Graphical user interface, application

Description automatically generated

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

Graphical user interface, table

Description automatically generated

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

Graphical user interface, application

Description automatically generated

1. You should now receive this message

Graphical user interface, text, application, email

Description automatically generated

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