

Change Cost Object or GL Account: Current Purchase Order

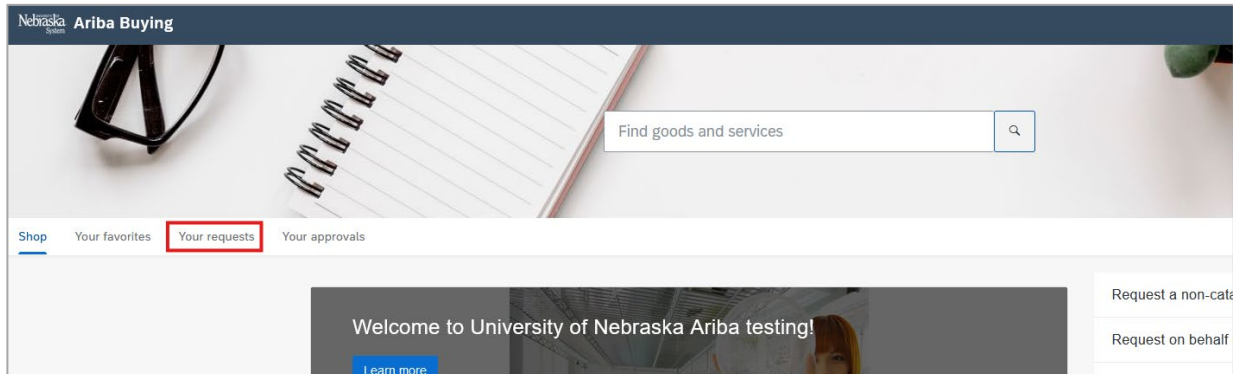
Updated September 26, 2025

PURPOSE

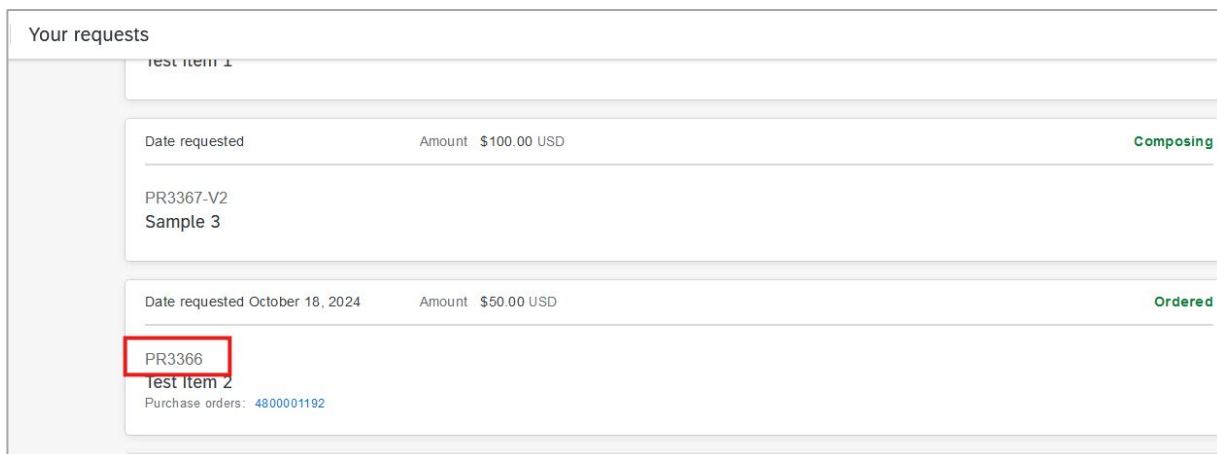
Change a cost object or GL account on a current purchase order in SAP Ariba.

PROCEDURE

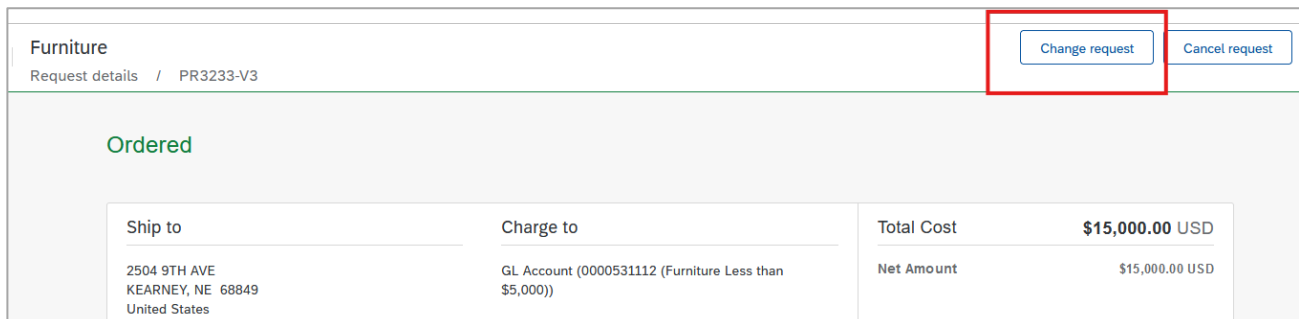
Click *Your Requests*.



To make a change, click on the PR Number of the purchase order.



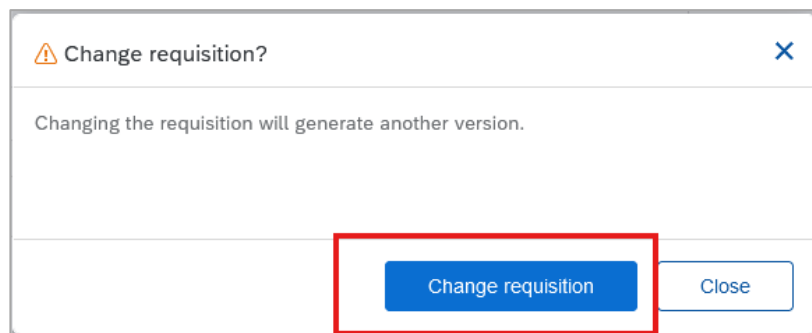
Click *Change Request*.



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A pop-up box appears. Click *Change Requisition*.

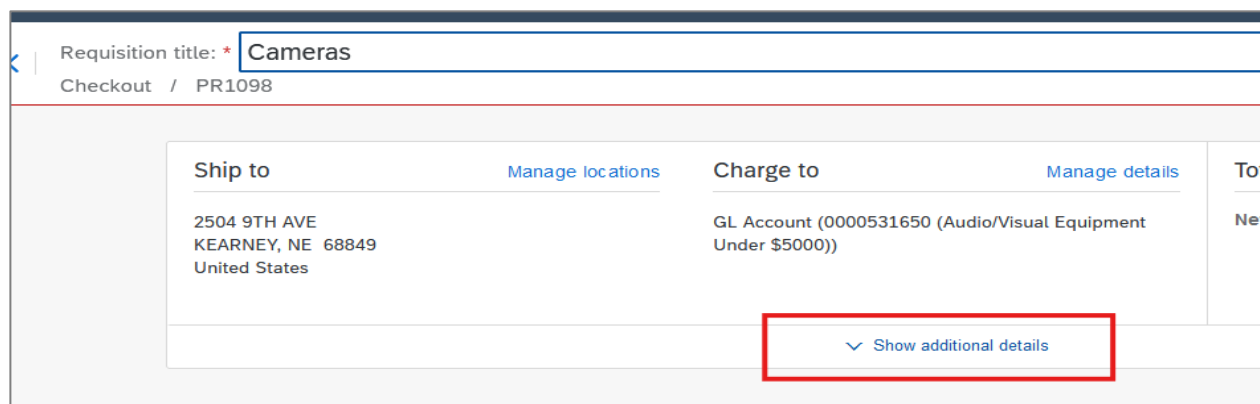


⚠ Change requisition? X

Changing the requisition will generate another version.

Change requisition Close

Click *Show Additional Details* to change the “Need By Date”.

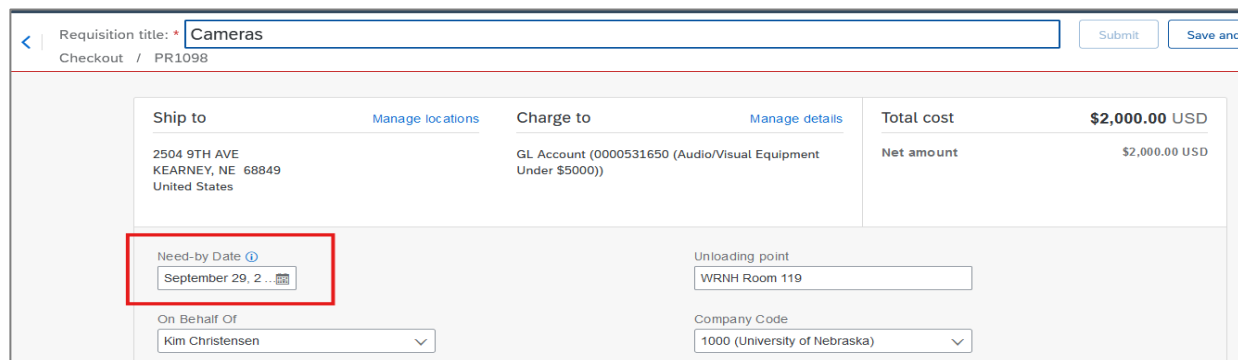


Requisition title: * Cameras
Checkout / PR1098

Ship to	Manage locations	Charge to	Manage details	Total
2504 9TH AVE KEARNEY, NE 68849 United States		GL Account (0000531650 (Audio/Visual Equipment Under \$5000))		Net

Show additional details

Update the *Need By Date* to a future date.



Requisition title: * Cameras
Checkout / PR1098

Submit Save and

Ship to	Manage locations	Charge to	Manage details	Total cost
2504 9TH AVE KEARNEY, NE 68849 United States		GL Account (0000531650 (Audio/Visual Equipment Under \$5000))		\$2,000.00 USD

Net amount \$2,000.00 USD

Need-by Date ⓘ
September 29, 2025


Unloading point
WRNH Room 119

On Behalf Of
Kim Christensen

Company Code
1000 (University of Nebraska)

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 Note: when a Change Order is completed, it will automatically be sent to the supplier. To prevent the Change Order sent to the supplier, select **Yes** to Suppress Order.

Requisition title: **SBI - Stools** Submit

Checkout / PR165601-V4

Ship to Manage locations 2504 9TH AVE, KEARNEY- 2 Items 6203 UNIVERSITY DRIVE N - DOCK, OMAHA- 1 Item	Charge to Manage details GL Account (0000531101 (Office Equipment Under \$10,000))	Total cost \$2,512.2600 USD Net amount \$2,512.2600 USD
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Need-by Date [i](#)

Unloading point

On Behalf Of

Company Code

Suppress Order [i](#)

☒ Yes ☐ No

Attn to

To change the cost object on the entire Purchase Order, click *Manage Details*.

on title: **Tires** Submit Save and e

/ PR3580-V4

Ship to Manage locations 2504 9TH AVE KEARNEY, NE 68849 United States	Charge to Manage details GL Account (0000534100 (Auto Supplies/ Accessories/Parts))	Total cost \$1,699.9400 USD Net amount \$1,699.9400 USD
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[Show additional details](#)

Items (2)

	Quantity	Price	Net Amount
Tires	4	\$349.9900 USD	\$1,399.9600 USD

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Change Cost Center, Project/WBS number, or the GL Account Number. If changing from a Cost Center to a Project/WBS Number, make sure to clear the Cost Center box or vice versa. Click *Done*.

Manage details

The changes that you make here apply to every item in the shopping cart. Please note that when changing the value of a field, the change is automatically saved.

Accounting

Account Type

Operating Supplies

Account Assignment *

X (Cost Center/WBS)

Cost Center

9146900500 (UN Bus Srv Master)

Bill To

470049123 (UNIVERSITY OF NEBRASKA)

invoiceautomation@nebraska.edu Lincoln, NE
68588-0623 United States

GL Account

0000534100 (Auto Supplies/Accessories/...)

Project/WBS

(no value)

User Defined

Changing accounting details for specific item(s)?

Done

To change the cost object on an individual line or lines, click the > to allow changes to new line.

on title: * Tires

Submit

Save and exit

/ PR3580-V4

Ship to

Manage locations

2504 9TH AVE
KEARNEY, NE 68849
United States

Charge to

Manage details

GL Account (0000534100 (Auto Supplies/
Accessories/Parts))

Total cost

\$1,699.9400 USD

Net amount

\$1,699.9400 USD

Show additional details


Items (2)

	Quantity	Price	Net Amount
<div> <div>></div> <div>Tires</div> <div>0000147036 (MIDWEST MACHINERY & SUPPLY CO)</div> </div>	4	\$349.9900 USD	\$1,399.9600 USD
Unit of Measure	each		Gross Amount ⓘ \$1,399.9600 USD

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Click *Accounting*.

	Quantity	Price	Net Amount
<input checked="" type="checkbox"/>  Tires 0000147036 (MIDWEST MACHINERY & SUPPLY CO)	4	\$349.9900 USD	\$1,399.9600 USD
Unit of Measure each			Gross Amount ⓘ \$1,399.9600 USD

Name Tires	Vendor 0000147036 (MIDWEST MACHINERY & ...)
Description 22" Truck Tires	Contact MIDWEST MACHINERY & SUPPLY CO PO BOX 703 MILFORD, NE 68405-0703 United States
Supplier Part Number N/A	Supplier Part Auxiliary ID

> Line Item Form Details

> **Accounting** GL Account (0000534100 (Auto Supplies/Accessories/Parts))

> Shipping ShipTo (5000-0050756348 (UNK - PROCUREMENT & PAYMENT SERV))

Change Cost Center, Project/WBS number, or the GL Account Number. If changing from a Cost Center to a Project/WBS Number, make sure to clear the Cost Center box or vice versa.

Supplier Part Number N/A	Supplier Part Auxiliary ID
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> Line Item Form Details

✓ **Accounting** GL Account (0000534100 (Auto Supplies/Accessories/Parts))

Account Type Operating Supplies	Bill To 470049123 (UNIVERSITY OF NEBRASKA) invoiceautomation@nebraska.edu Lincoln, NE 68588-0623 United States
Account Assignment * X (Cost Center/WBS)	GL Account 0000534100 (Auto Supplies/Accessories/...)
Cost Center 9146900500 (UN Bus Srv Master)	Project/WBS (no value)

User Defined

Split accounting

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Click *Submit* when complete.

Requisition title: *

Submit


Save and exit

Checkout / PR3580-V4

<div>Ship to</div> <div>2504 9TH AVE KEARNEY, NE 68849 United States</div>	<div>Manage locations</div>	<div>Charge to</div> <div>GL Account (0000534100 (Auto Supplies/ Accessories/Parts))</div>	<div>Manage details</div>	<div>Total cost</div> <div>\$1,699.9400 USD</div>
<div>Net amount</div> <div>\$1,699.9400 USD</div>				

▼ Show additional details

Items (2)

<div>▼</div> <div></div>	<div>Tires</div> <div>0000147036 (MIDWEST MACHINERY & SUPPLY CO)</div>	<div>Quantity</div> <div>4</div> <div>Unit of Measure</div>	<div>Price</div> <div>\$349.9900 USD</div>	<div>Net Amount</div> <div>\$1,399.9600 USD</div>	<div>Gross Amount ⓘ</div>
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Once submitted the PR will route for necessary approvals. For questions regarding this process, please contact P2P@nebraska.edu.