

Change Cost Object Or GL Account: Current Purchase Order

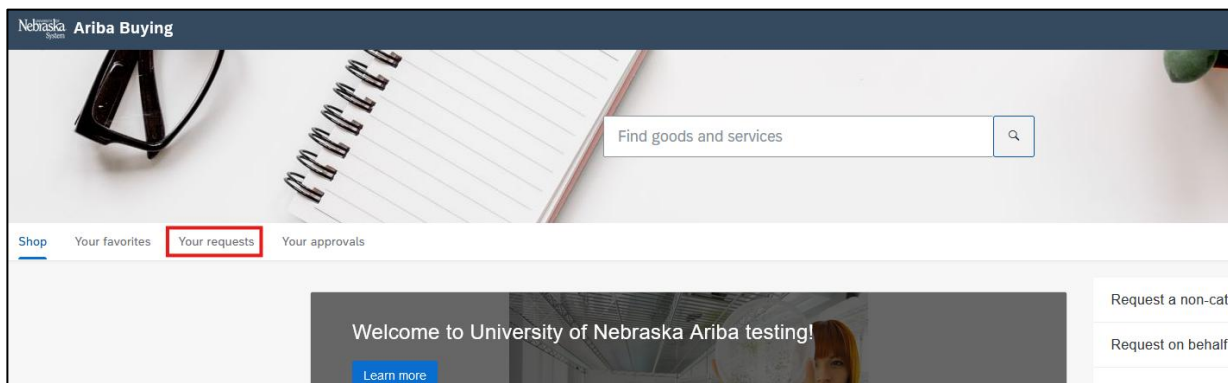
Updated February 27, 2026

Purpose

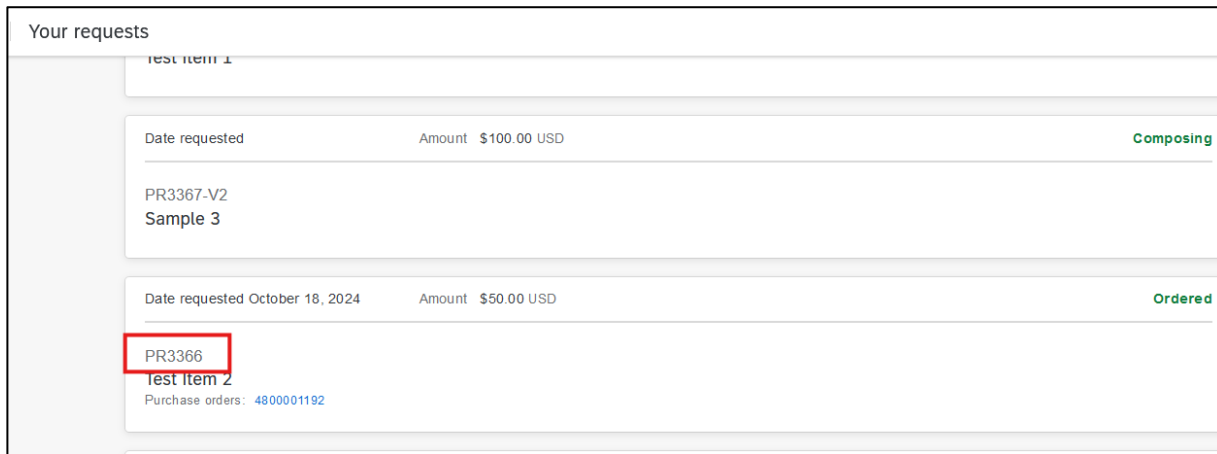
Change a cost object or GL account on a current purchase order in SAP Ariba.

Procedure

Click **Your Requests**.



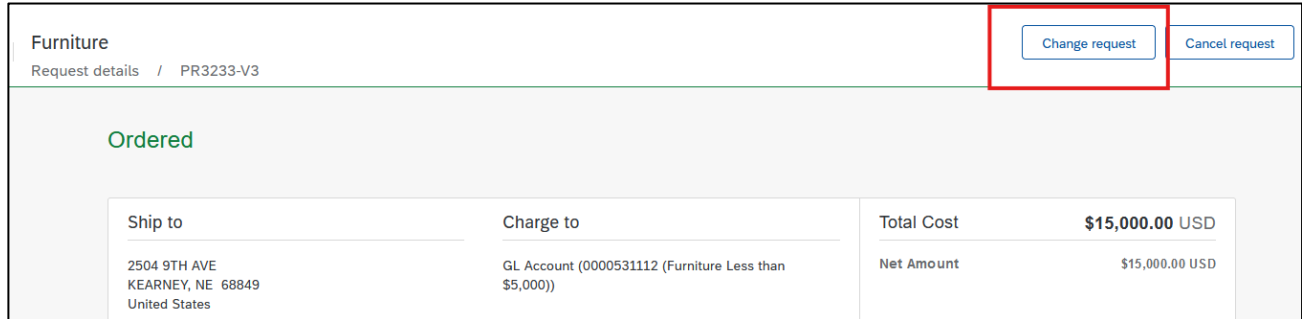
To make a change, click on the **PR Number** of the purchase order.



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Click **Change Request**.



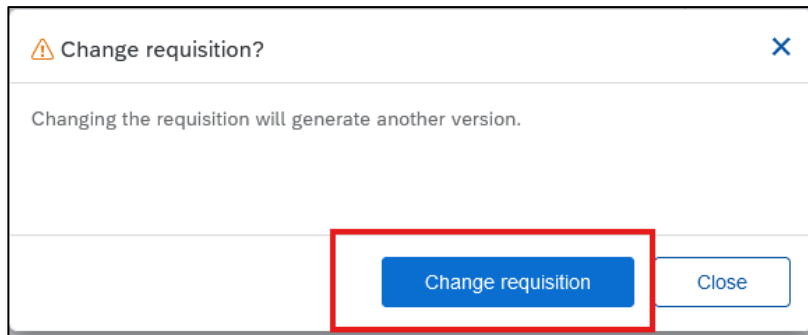
Furniture
Request details / PR3233-V3

Change request Cancel request

Ordered

Ship to	Charge to	Total Cost	\$15,000.00 USD
2504 9TH AVE KEARNEY, NE 68849 United States	GL Account (0000531112 (Furniture Less than \$5,000))	Net Amount	\$15,000.00 USD

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

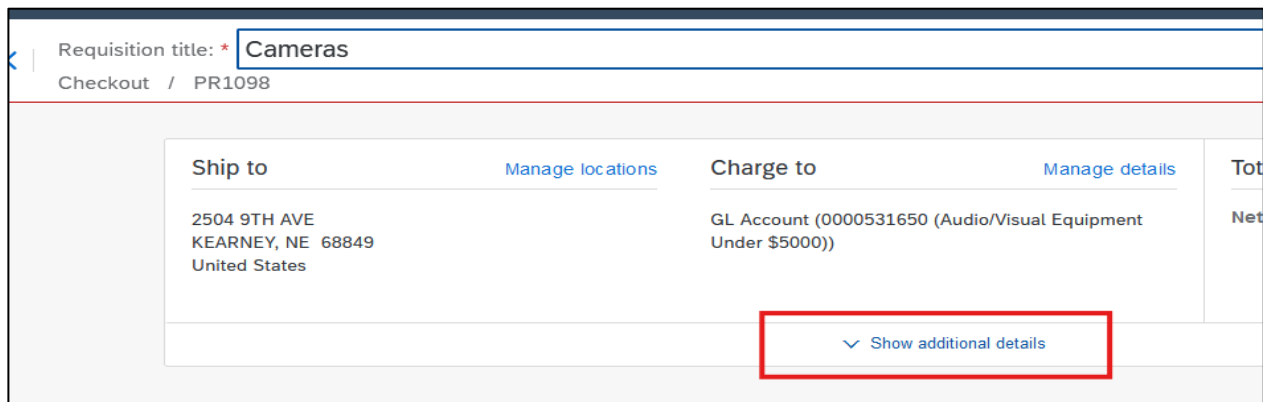


⚠ Change requisition? X

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	Tot
2504 9TH AVE KEARNEY, NE 68849 United States		GL Account (0000531650 (Audio/Visual Equipment Under \$5000))		Net

Show additional details

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

Requisition title: *Cameras
Checkout / PR1098

Ship to 2504 9TH AVE KEARNEY, NE 68849 United States	Charge to GL Account (0000531650 (Audio/Visual Equipment Under \$5000))	Total cost Net amount \$2,000.00 USD \$2,000.00 USD
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Need-by Date ⓘ
September 29, 2026

Unloading point
WRNH Room 119

On Behalf Of
Kim Christensen

Company Code
1000 (University of Nebraska)

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
Checkout / PR165601-V4

Ship to 2504 9TH AVE, KEARNEY- 2 Items 6203 UNIVERSITY DRIVE N - DOCK, OMAHA- 1 Item	Charge to GL Account (0000531101 (Office Equipment Under \$10,000))	Total cost Net amount \$2,512.2600 USD \$2,512.2600 USD
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Need-by Date ⓘ
September 19, 2026

Unloading point
Crisis Library

On Behalf Of
Kim Christensen

Company Code
1000 (University of Nebraska)

Suppress Order ⓘ
 Yes No

Attn to
Beau Malnack

Change Cost Object Or GL Account: Current Purchase Order

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

Item title: * Tires / PR3580-V4

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

▼ Show additional details

Items (2)			
	Quantity	Price	Net Amount
Tires	4	\$349.9900 USD	\$1,399.9600 USD

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**.

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	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

Changing accounting details for specific item(s)?

Done

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

Item title: * **Tires** Submit Save and exit
 / PR3580-V4

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

Items (2)

	Quantity	Price	Net Amount
<div style="display: inline-block; vertical-align: middle;"> <p>Tires</p> <p>0000147036 (MIDWEST MACHINERY & SUPPLY CO)</p> </div>	4	\$349.9900 USD	\$1,399.9600 USD
Unit of Measure	each		Gross Amount ⓘ
			\$1,399.9600 USD

Click **Accounting**.

	Quantity	Price	Net Amount
<div style="display: inline-block; vertical-align: middle;"> <p>Tires</p> <p>0000147036 (MIDWEST MACHINERY & SUPPLY CO)</p> </div>	4	\$349.9900 USD	\$1,399.9600 USD
Unit of Measure	each		Gross Amount ⓘ
			\$1,399.9600 USD

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

[Line Item Form Details](#)

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

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

> Comments

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Supplier Part Number: N/A
Supplier Part Auxiliary ID

> 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

Click **Submit** when complete.

Requisition title: * Tires

Checkout / PR3580-V4

Submit Save and exit

Ship to	Charge to	Total cost
2504 9TH AVE KEARNEY, NE 68849 United States	GL Account (0000534100 (Auto Supplies/ Accessories/Parts))	\$1,699.9400 USD

Net amount: \$1,699.9400 USD

Show additional details

Items (2)	Quantity	Price	Net Amount
Tires 0000147036 (MIDWEST MACHINERY & SUPPLY CO)	4	\$349.9900 USD	\$1,399.9600 USD

Unit of Measure Gross Amount

Once submitted the PR will route for necessary approvals. For questions regarding this process, please contact P2P@nebraska.edu.