Modify Transactions

When a transaction reaches the final phase, it is possible to make certain changes to the final transaction.

To modify a transaction there cannot be any transactions referencing it. For example, if a PD needs to be modified, and there is a RC against the PD, the RC would need to be cancelled first before the modification can be completed.

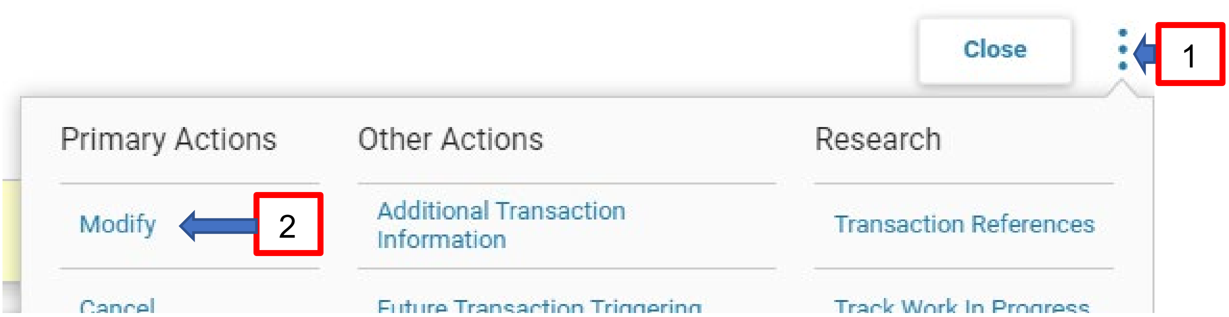
There are certain things you **cannot** do on a modification transaction. Some examples of these are:

- Change the vendor code
- Delete a commodity or accounting line
- Distribute Accounting lines
- You cannot modify a RQS or SRQ transaction. If you need a RQS modified, contact the Purchasing Department. If you need a SRQ modified, contact someone in the Central Warehouse.

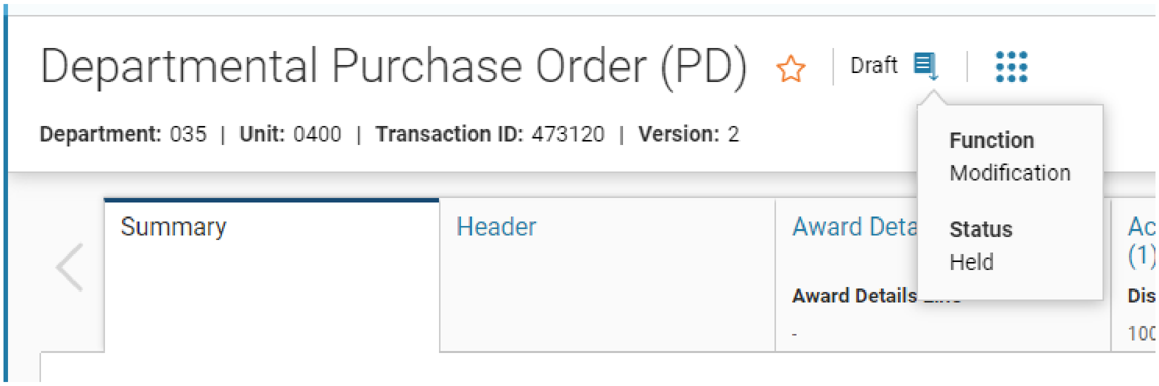
Because modifications to transactions can vary greatly, if you have any specific questions about modifying a transaction, contact the Purchasing Department.

To modify a transaction:

1. Locate the original transaction using the transaction catalog.
2. Open the original transaction.
3. Click the 3 dots at the top of the transaction and select Modify



This will create a modification version of the final transaction. Notice the Version number has changed to 2 and the function is now Modification.



4. Make all necessary changes.
5. Validate and Submit the transaction.

The modification transaction will then go through the same approval processes as the original transaction.