**SCENARIO #1:** PO has been rejected back to the Buyer with a change required other than to the original GL account code combination.

**Step 1 – Buyer receives Rejected Purchase Order notification**

**Step 2 – Buyer opens the notification and clicks the ‘Open Document’ link**
Step 3 – Purchase Order is opened in BEN Financials

Step 4 – Buyer can make the changes required on the purchase order.
Click on the ‘Shipments’ button:

Click on the ‘Distributions’ button:
- The PO Charge Account cannot be changed. If the GL account needs to be changed follow the instructions for Scenario #2.
- If the Purchase Order was created in a prior period then the GL Date needs to be updated to a date in the current open period (i.e. Current Date).
Step 5 – Check Funds once changes are made by selecting Tools> Check Funds from the menu bar

Step 6 – Purchase Order is re-submitted for approval by clicking the ‘Approve’ button
From the ‘Approve Document’ window click the ‘OK’ button.