

**Update ChartFields on Partially Vouchered Purchase Orders Overview**

There are instances when a purchase order (PO) has been partially received and vouchered (i.e., invoiced) and, due to fiscal changes in budgets or project coding, it is necessary to modify the accounting distribution (i.e., **ChartField** values) for the remaining, unvouchered PO. This job aid will provide the Buyer with a typical process necessary to update the PO accounting distribution for the unvouchered amounts or quantities.

Only users with the Buyer role can update POs. If you need to process a voucher before the PO is updated, the voucher processor can update the **ChartField** distribution on the PO voucher that defaults from the PO.

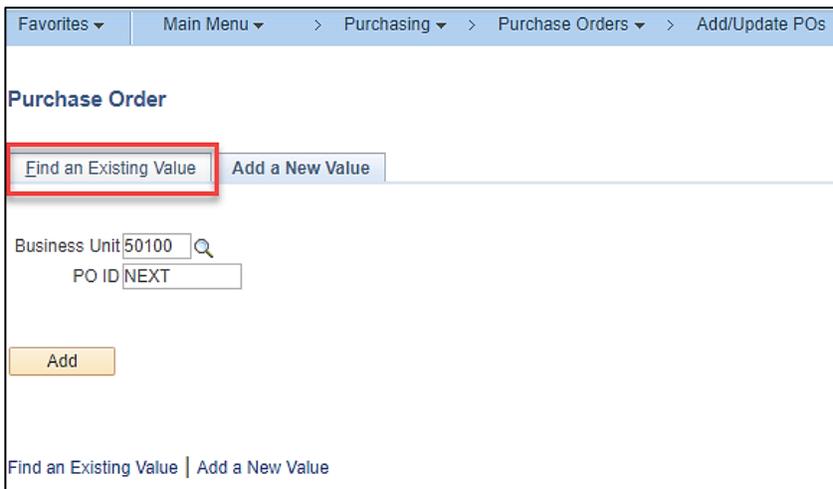
**Table of Contents**

Updating the PO ChartField Distribution ..... 1

**Updating the PO ChartField Distribution**

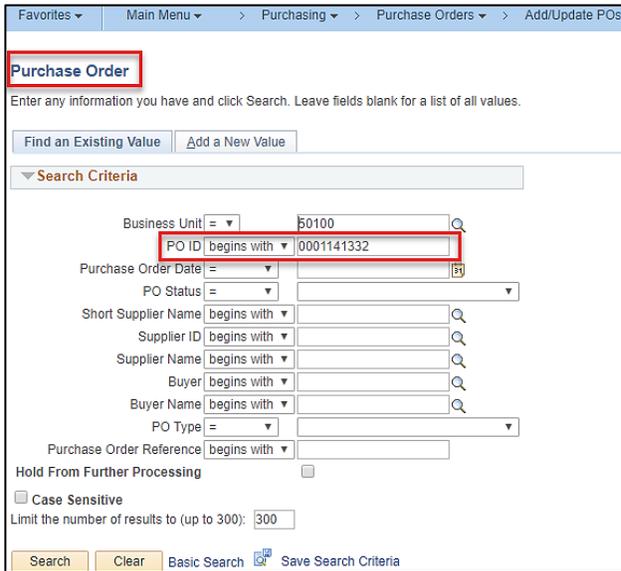
1. To modify the accounting distribution on the remaining, unvouchered PO amount or quantity, navigate to the **Add/Update POs** page using the following path:

**Main Menu > Purchasing > Purchase Orders > Add/Update POs**



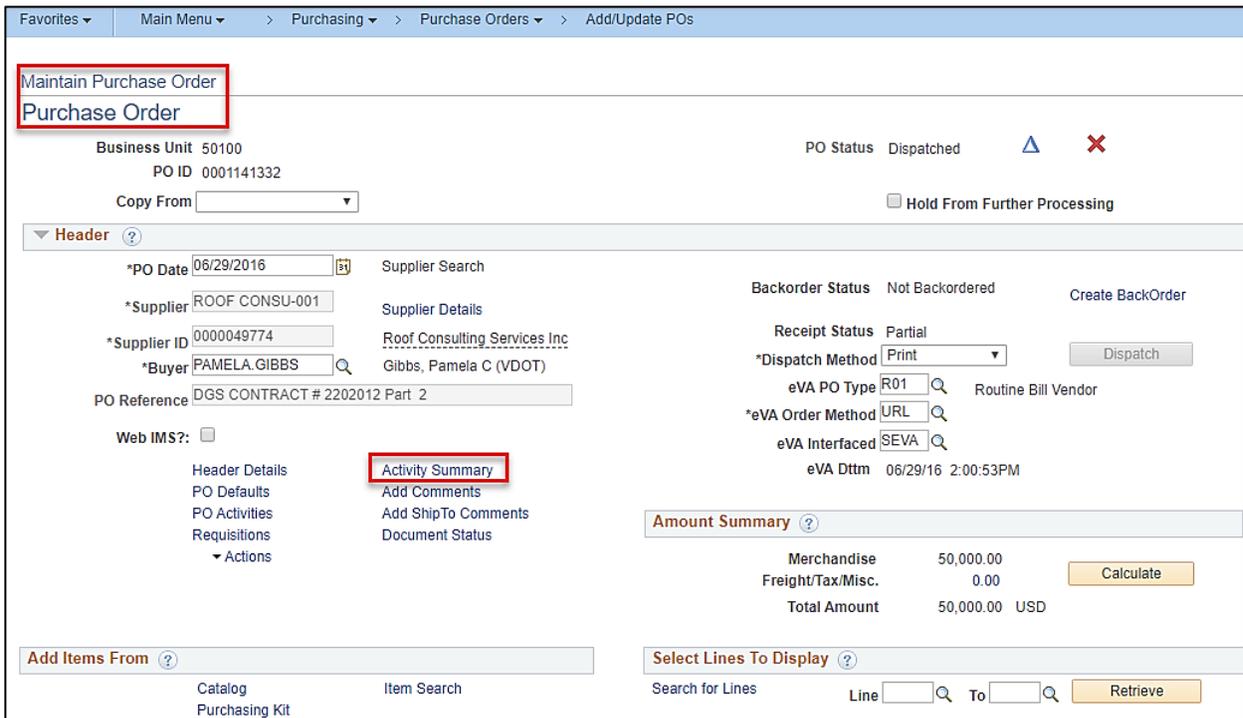
2. Click the **Find an Existing Value** tab.

## 501 PR344: Update Chartfields on Partially Vouchered Purchase Orders



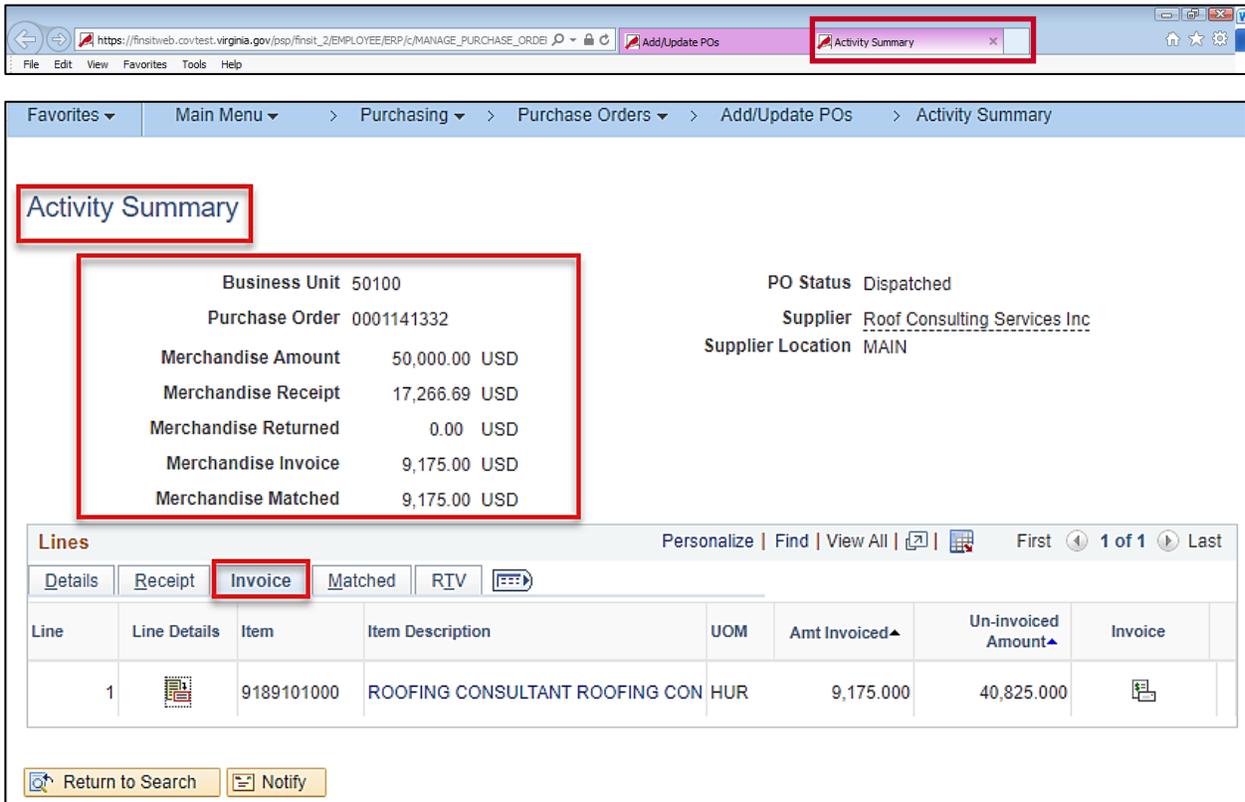
Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs  
**Purchase Order**  
 Enter any information you have and click Search. Leave fields blank for a list of all values.  
 Find an Existing Value Add a New Value  
 Search Criteria  
 Business Unit = 50100  
**PO ID begins with 0001141332**  
 Purchase Order Date =  
 PO Status =  
 Short Supplier Name begins with  
 Supplier ID begins with  
 Supplier Name begins with  
 Buyer begins with  
 Buyer Name begins with  
 PO Type =  
 Purchase Order Reference begins with  
 Hold From Further Processing  
 Case Sensitive  
 Limit the number of results to (up to 300): 300  
 Search Clear Basic Search Save Search Criteria

3. Enter the PO number in the **PO ID** field for the PO you wish to update.
4. Click the **Search** button. The **Maintain Purchase Order – Purchase Order** page displays.



Favorites ▾ Main Menu ▾ > Purchasing ▾ > Purchase Orders ▾ > Add/Update POs  
**Maintain Purchase Order**  
**Purchase Order**  
 Business Unit 50100 PO Status Dispatched  
 PO ID 0001141332  
 Copy From Hold From Further Processing  
 Header  
 \*PO Date 06/29/2016 Supplier Search  
 \*Supplier ROOF CONSU-001 Supplier Details  
 \*Supplier ID 0000049774 Roof Consulting Services Inc  
 \*Buyer PAMELA.GIBBS Gibbs, Pamela C (VDOT)  
 PO Reference DGS CONTRACT # 2202012 Part 2  
 Web IMS?:  
 Header Details Activity Summary  
 PO Defaults Add Comments  
 PO Activities Add ShipTo Comments  
 Requisitions Document Status  
 Actions  
 Backorder Status Not Backordered Create BackOrder  
 Receipt Status Partial  
 \*Dispatch Method Print Dispatch  
 eVA PO Type R01 Routine Bill Vendor  
 \*eVA Order Method URL  
 eVA Interfaced SEVA  
 eVA Dttm 06/29/16 2:00:53PM  
 Amount Summary  
 Merchandise 50,000.00  
 Freight/Tax/Misc. 0.00 Calculate  
 Total Amount 50,000.00 USD  
 Add Items From Catalog Item Search  
 Purchasing Kit  
 Select Lines To Display  
 Search for Lines Line To Retrieve

5. Click the **Activity Summary** hyperlink. The **Activity Summary** page will open in a new internet browser tab.

**501 PR344: Update Chartfields on Partially Vouchered Purchase Orders**


Activity Summary

Business Unit 50100  
Purchase Order 0001141332

Merchandise Amount 50,000.00 USD  
Merchandise Receipt 17,266.69 USD  
Merchandise Returned 0.00 USD  
Merchandise Invoice 9,175.00 USD  
Merchandise Matched 9,175.00 USD

PO Status Dispatched  
Supplier Roof Consulting Services Inc  
Supplier Location MAIN

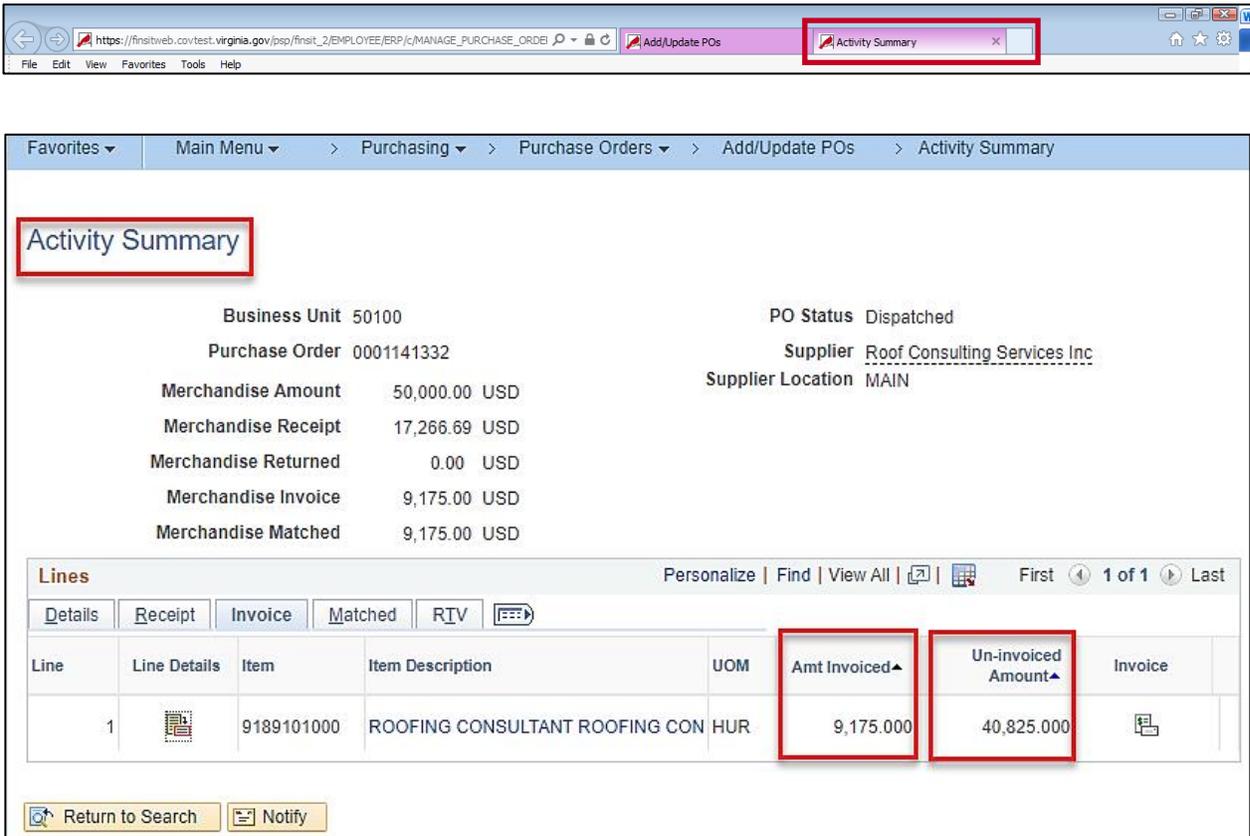
Lines Personalize | Find | View All | First 1 of 1 Last

Details Receipt **Invoice** Matched RTV

Line	Line Details	Item	Item Description	UOM	Amt Invoiced▲	Un-invoiced Amount▲	Invoice
1		9189101000	ROOFING CONSULTANT ROOFING CON	HUR	9,175.000	40,825.000	

Return to Search Notify

6. The Header displays the **Merchandise Amount**, **Merchandise Invoice** and **Merchandise Matched** information.
7. Click the **Invoice** tab.

**501 PR344: Update Chartfields on Partially Vouchered Purchase Orders**


Activity Summary

Business Unit 50100 PO Status Dispatched  
 Purchase Order 0001141332 Supplier Roof Consulting Services Inc  
 Supplier Location MAIN

Merchandise Amount 50,000.00 USD  
 Merchandise Receipt 17,266.69 USD  
 Merchandise Returned 0.00 USD  
 Merchandise Invoice 9,175.00 USD  
 Merchandise Matched 9,175.00 USD

Line	Line Details	Item	Item Description	UOM	Amt Invoiced▲	Un-invoiced Amount▲	Invoice
1		9189101000	ROOFING CONSULTANT ROOFING CON	HUR	9,175.000	40,825.000	

8. The **Amt Invoiced** and **Un-invoiced Amount** for each line displays. Take note of these amounts. This example is for a PO distributed by amount. If your PO is distributed by quantity, the same process is followed, except you would take note of the **Quantity Invoiced** and **Un-invoiced Quantity** from the **Activity Summary** page.
9. Go back to the **Add/Update POs** page by clicking on the internet browser tab titled **Add/Update POs**.

## 501 PR344: Update Chartfields on Partially Vouchered Purchase Orders

Favorites ▾ Main Menu ▾ Purchasing ▾ Purchase Orders ▾ Add/Update POs

Maintain Purchase Order

Purchase Order

Business Unit 50100 PO ID 0001178151 PO Status Dispatched

Copy From   Hold From Further Processing

▼ Header

\*PO Date 05/29/2018 Supplier Search

\*Supplier ROOF CONSU-001 Supplier Details

\*Supplier ID 0000049774 Roof Consulting Services Inc

\*Buyer DIANA.MIX Mix, Diana L. (VDOT)

PO Reference DEB20170106HE EXP 04/30/19

Web IMS?:

Header Details Activity Summary  
 PO Defaults Edit Comments  
 PO Activities Add ShipTo Comments  
 Requisitions Document Status  
 Actions

Backorder Status Not Backordered Create BackOrder

Receipt Status Partial

\*Dispatch Method Print Dispatch

eVA PO Type R01 Routine Bill Vendor

\*eVA Order Method URL

eVA Interfaced SEVA

eVA Dttm 05/30/18 9:01:20AM

Amount Summary

Merchandise	34,176.80	
Freight/Tax/Misc.	0.00	Calculate
<b>Total Amount</b>	<b>34,176.80</b>	USD

Add Items From  Select Lines To Display

Catalog Purchasing Kit Item Search Search for Lines Line  To  Retrieve

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1	9189101000	ROOFING CONSULTANT ROOFING CONSULTANT	560.0000	HUR	9189101	61.03000	34,176.80	Approved			

View Approvals Close Short All Lines \*Go to ... More ...

Save Return to Search Notify Refresh Add Update/Display

10. Click the **Schedule** icon.

Favorites ▾ Main Menu ▾ Purchasing ▾ Purchase Orders ▾ Add/Update POs

Maintain Purchase Order

Schedules

Unit 50100 Supplier ROOF CONSU-001 PO Status Dispatched

PO ID 0001178151 PO Date 05/29/2018

Return to Main Page

Lines

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status			
1	9189101000	ROOFING CONSULTANT ROOFING CON	560.0000	HUR	9189101	61.03000	34,176.80	Active			

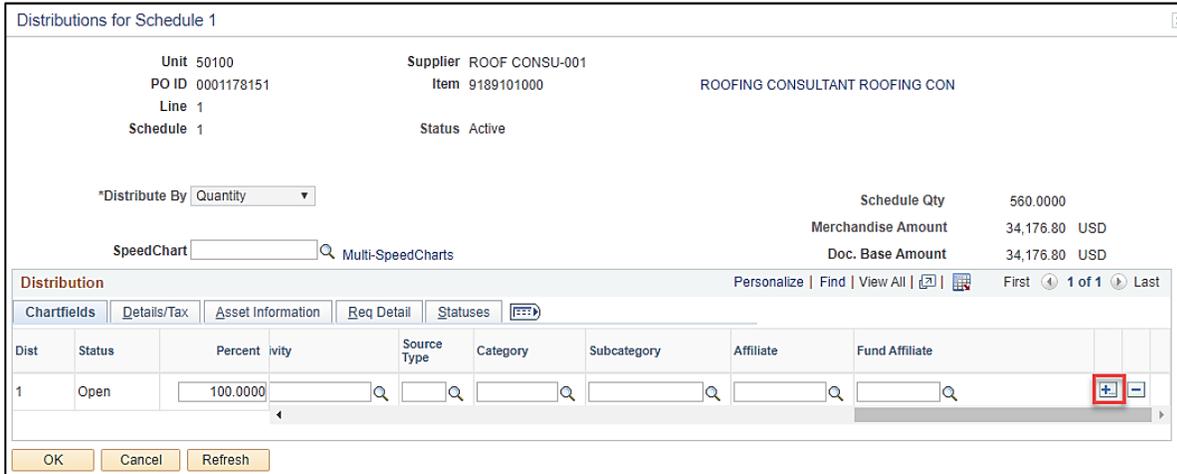
Schedules

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		05/29/2018	HPTRD DIS		560.0000	61.03000	34,176.80	Active				

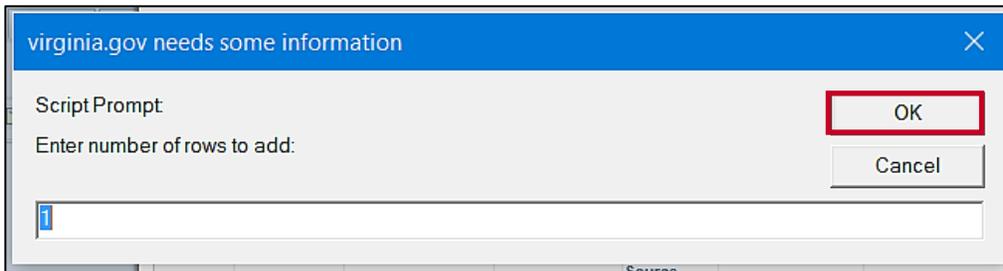
Add Ship To Comments

Save Return to Search Notify Refresh Add Update/Display

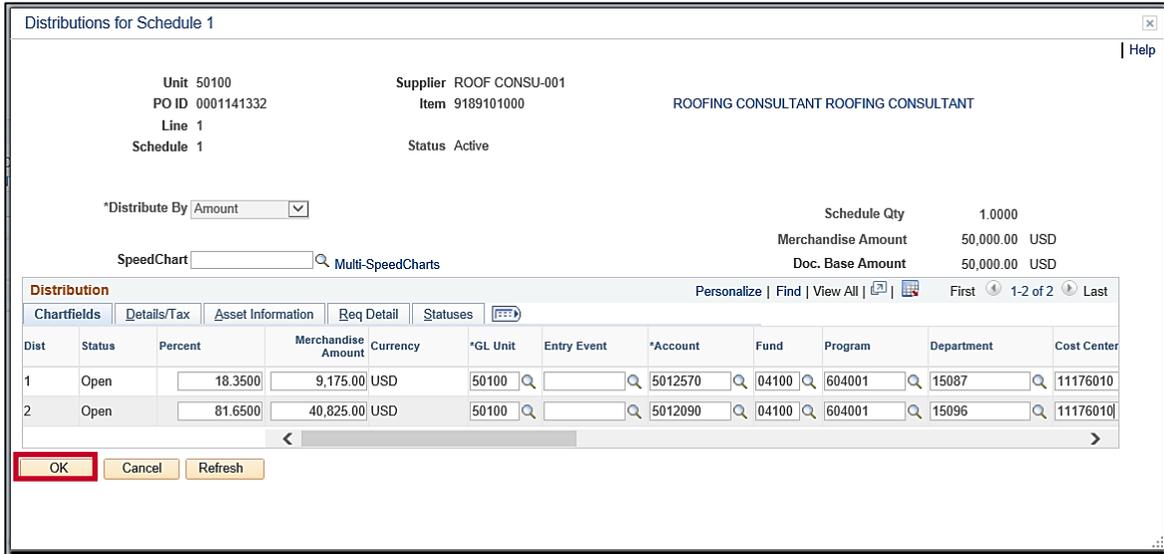
11. On the **Schedules** page, click the **Distribution/ChartFields** icon.

**501 PR344: Update Chartfields on Partially Vouchered Purchase Orders**


12. On the **Distributions for Schedule X** pop-up window, the **Distribute By** value is noted. In the example the PO is distributed by **Quantity**.
13. The accounting distribution line(s) display.
14. Scroll to the far right.
15. Click the (+) icon to add another accounting distribution line.



16. The **Explorer User Prompt** pop-up box displays. The number of rows to add defaults to **1**. If you need to add more than one line, you may update the value.
17. Click the **OK** button.

**501 PR344: Update Chartfields on Partially Vouchered Purchase Orders**


Distributions for Schedule 1

Unit 50100 Supplier ROOF CONSU-001  
 PO ID 0001141332 Item 9189101000 ROOFING CONSULTANT ROOFING CONSULTANT  
 Line 1  
 Schedule 1 Status Active

\*Distribute By Amount Schedule Qty 1.0000  
 Merchandise Amount 50,000.00 USD  
 Doc. Base Amount 50,000.00 USD

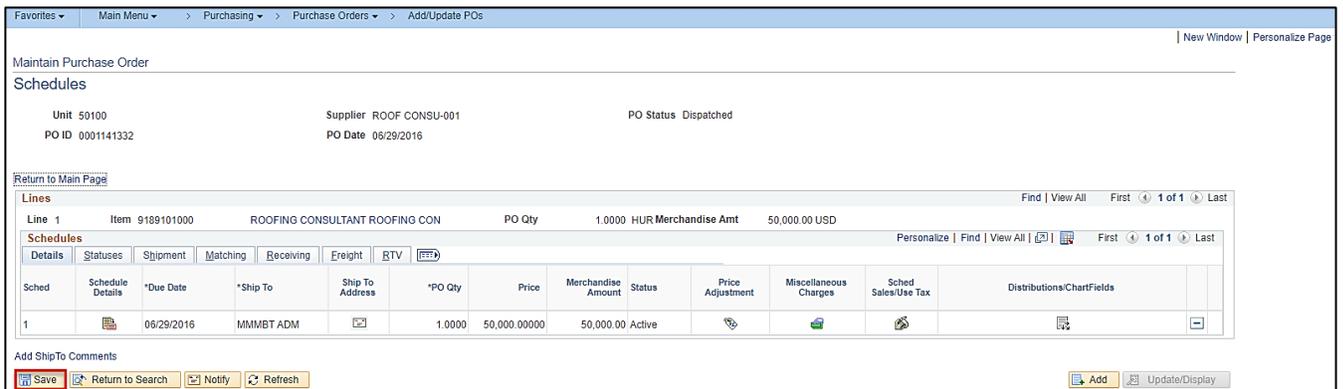
SpeedChart Multi-SpeedCharts

**Distribution** Personalize | Find | View All | First 1-2 of 2 Last

Chartfields	Details/Tax	Asset Information	Req Detail	Statuses							
Dist	Status	Percent	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Program	Department	Cost Center
1	Open	18.3500	9,175.00	USD	50100		5012570	04100	604001	15087	11176010
2	Open	81.6500	40,825.00	USD	50100		5012090	04100	604001	15096	11176010

OK Cancel Refresh

18. The original distribution line(s) and new distributions line(s) are visible and available for edit. Change the **Merchandise Amount** on **Dist 1** to the **Amt Invoiced** from the **Activity Summary** page on the other internet browser tab.
19. Insert the **Un-invoiced Amount**, from the **Activity Summary** on the other internet browser tab, into the **Merchandise Amount** field on **Dist 2**.
20. Insert a valid accounting distribution (i.e., chart of accounts values) into **Dist 2**.
21. Click the **OK** button.



Favorites Main Menu Purchasing Purchase Orders Add/Update POs

Maintain Purchase Order Schedules

Unit 50100 Supplier ROOF CONSU-001 PO Status Dispatched  
 PO ID 0001141332 PO Date 06/29/2016

Return to Main Page

Lines Find | View All | First 1 of 1 Last

Schedules	Details	Statuses	Shipment	Matching	Receiving	Freight	RTV					
Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales-Use Tax	Distributions/Chartfields
1		06/29/2016	MMMBT ADM		1.0000	50,000.00000	50,000.00	Active				

Add ShipTo Comments

Save Return to Search Notify Refresh Add Update/Display

22. The **Maintain Purchase Order – Schedules** page displays.
23. Click the **Save** button. The accounting distribution updates have been saved.