

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.

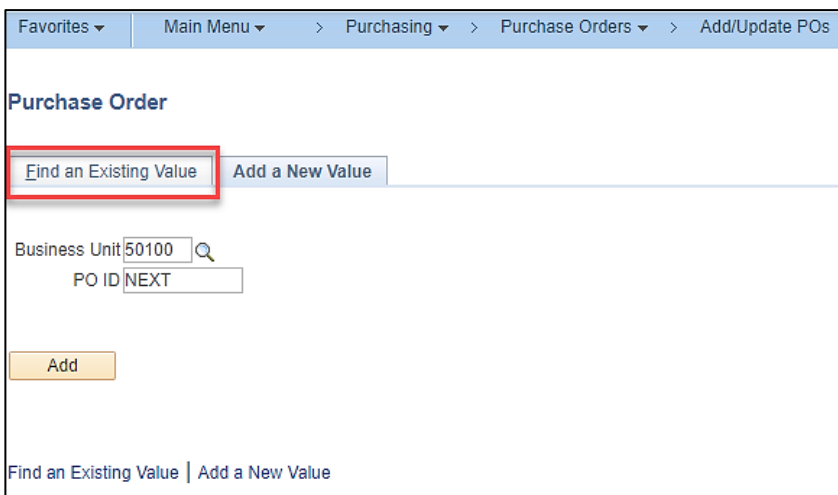
Table of Contents

Updating the PO ChartField Distribution	1
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Updating the PO ChartField Distribution

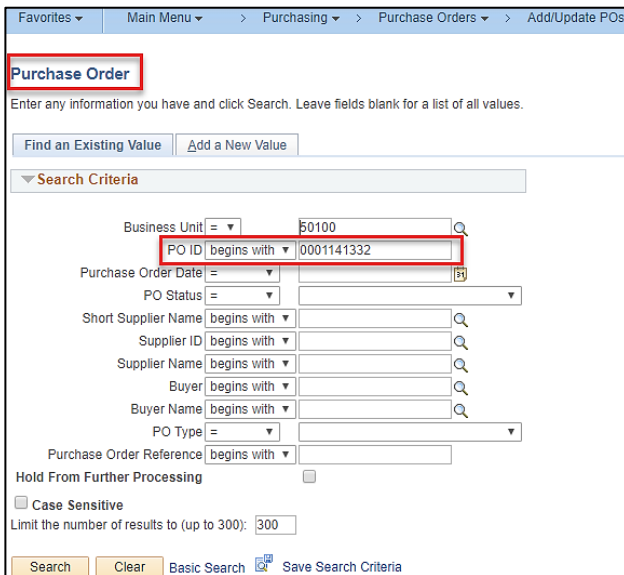
1. To modify the accounting distribution on the remaining, unvouchered PO amount or quantity, navigate to the **Add/Update POs** page using the following path:

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



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

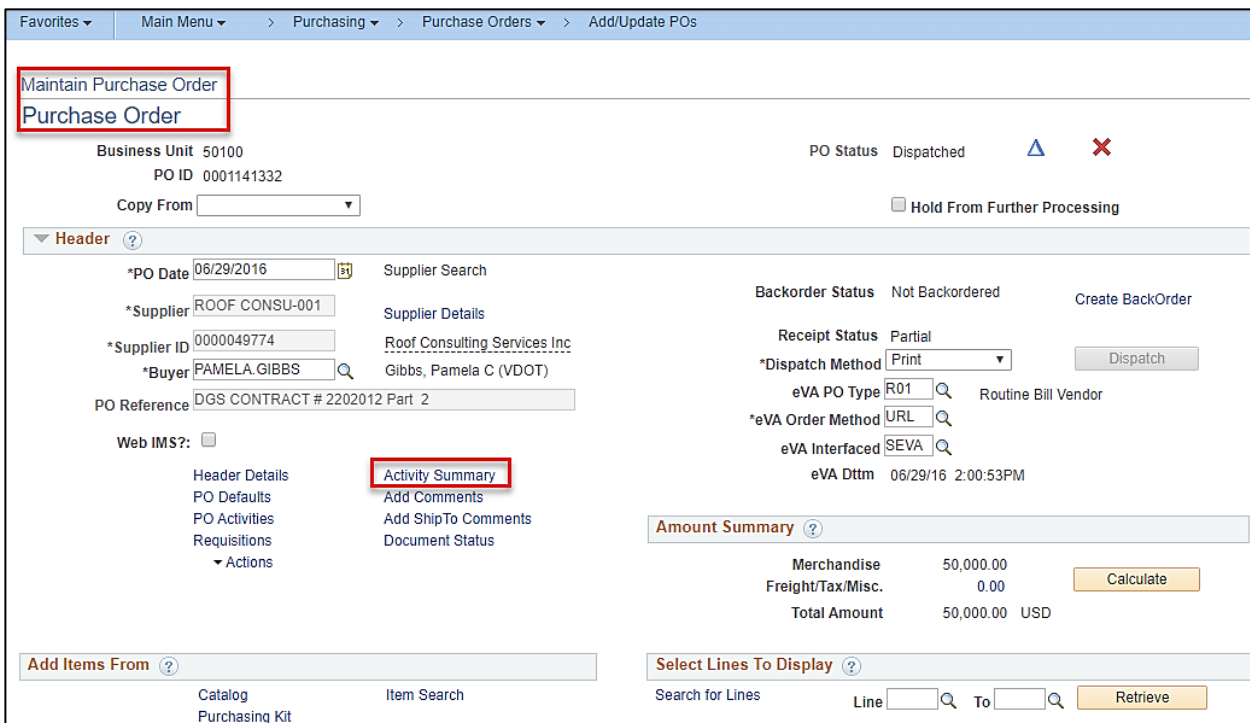
☐ Hold From Further Processing

☐ 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.



Maintain Purchase Order

Purchase Order

Business Unit 50100 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

PO Defaults

PO Activities

Requisitions

Actions

Activity Summary

Add Comments

Add ShipTo Comments

Document Status

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	Calculate
Freight/Tax/Misc.	0.00	
Total Amount	50,000.00 USD	

Add Items From

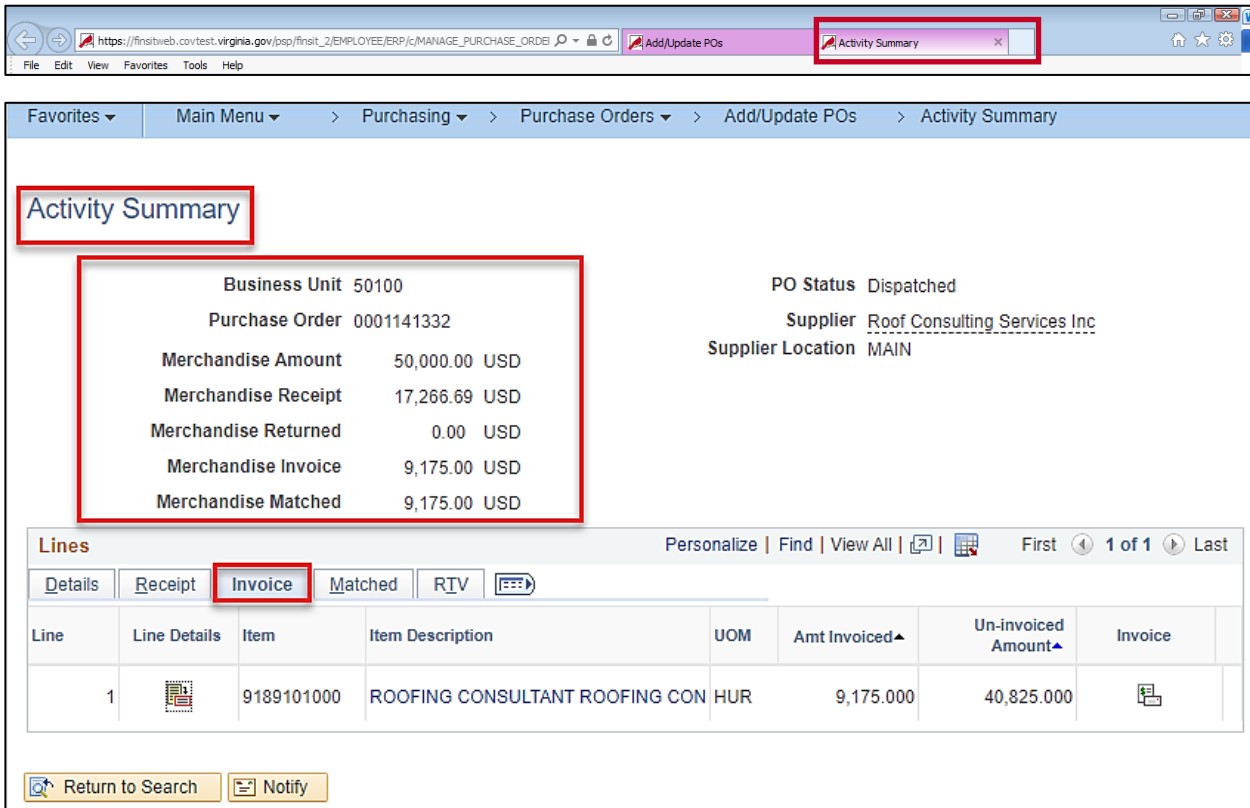
Catalog Purchasing Kit

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

PO Status Dispatched
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

Lines

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

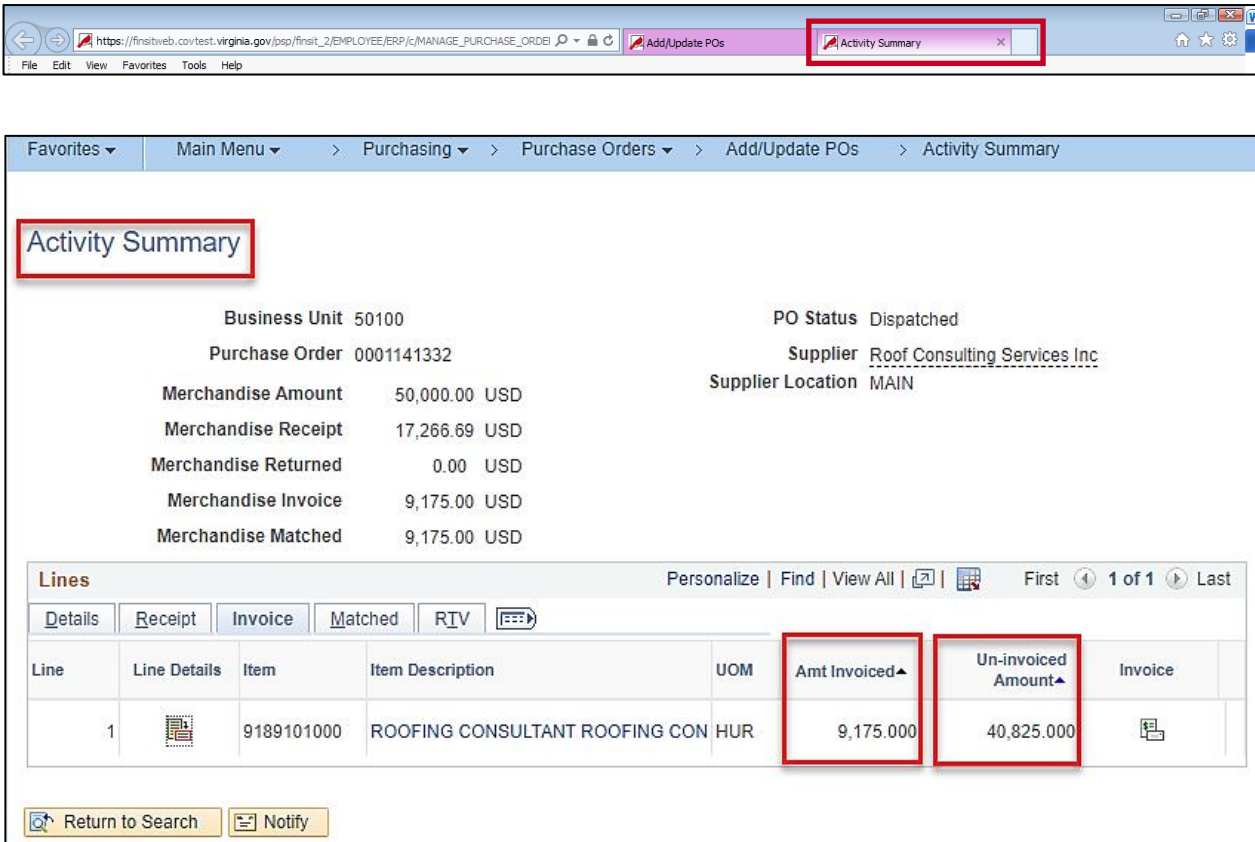
Details Receipt **Invoice** Matched RTV

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

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

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

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
PO Defaults
PO Activities
Requisitions
Actions

Activity Summary
Edit Comments
Add ShipTo Comments
Document Status

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

Total Amount 34,176.80 USD

Add Items From ?

Catalog Purchasing Kit

Select Lines To Display ?

Search for Lines Line To Retrieve

Lines ?

Details Ship To/Due Date Statuses Item Information Attributes BFO Contract Receiving Personalize Find View All First 1 of 1 Last

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 Find View All First 1 of 1 Last

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

Details Statuses Shipment Matching Receiving Freight RTV Personalize Find View All First 1 of 1 Last

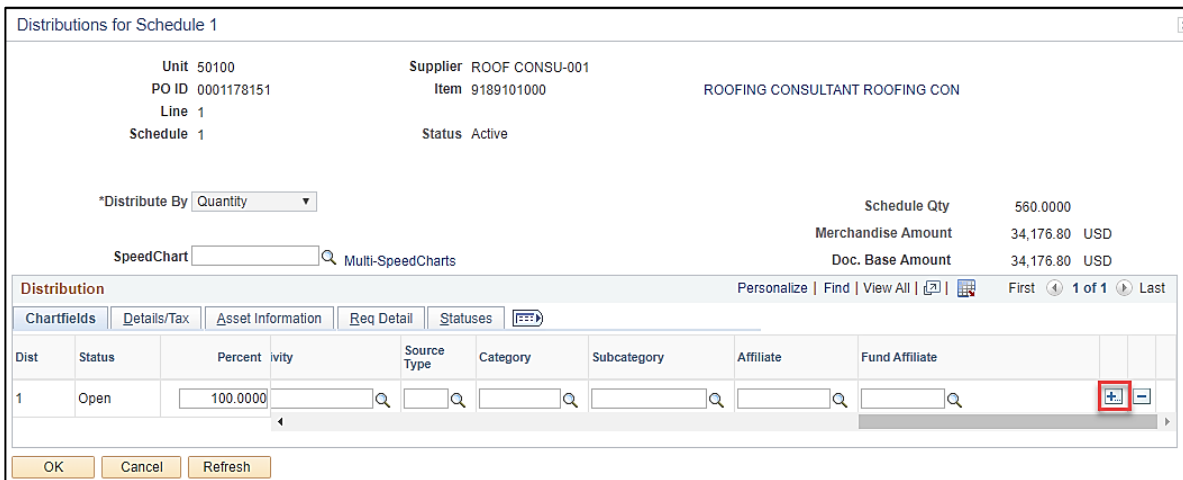
Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax	Distributions/ChartFields
1		05/29/2018	HPTRD DIS		560.0000	61.03000	34,176.80	Active				

Add Ship To Comments

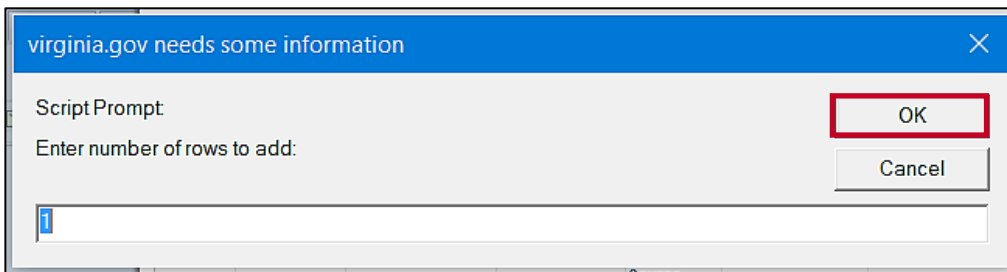
Save Return to Search Notify Refresh Add Update/Display

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

SpeedChart Multi-SpeedCharts

Schedule Qty 1.0000
Merchandise Amount 50,000.00 USD
Doc. Base Amount 50,000.00 USD

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

Line	Item	ROOFING CONSULTANT ROOFING CON	PO Qty	1.0000	HUR Merchandise Amt	50,000.00 USD
Line 1	Item 9189101000	ROOFING CONSULTANT ROOFING CON	PO Qty	1.0000	HUR Merchandise Amt	50,000.00 USD

Schedules Personalize Find View All First 1 of 1 Last

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.