

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.

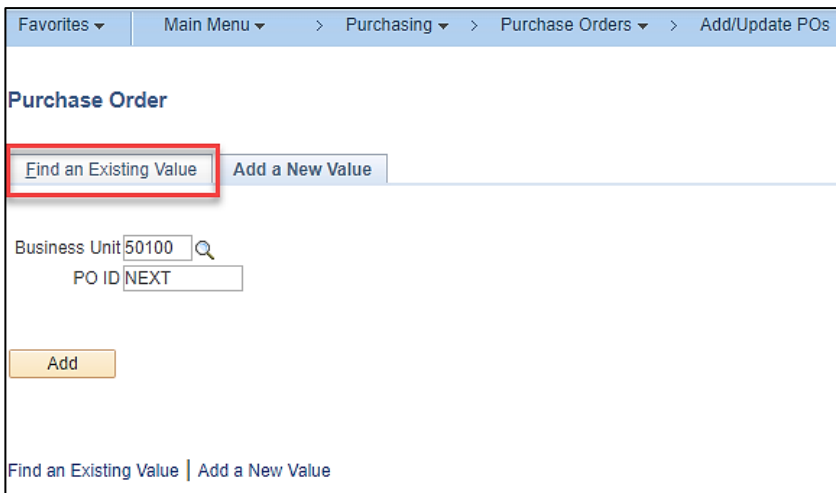
Table of Contents

Updating the PO ChartField Distribution1

Updating the PO ChartField Distribution

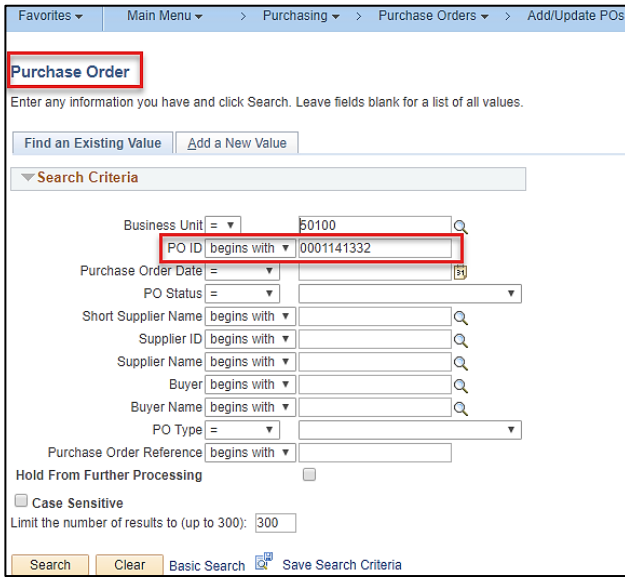
1. To modify the accounting distribution on the remaining, unvouchered PO amount or quantity, navigate to the **Add/Update POs** page using the following path:

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



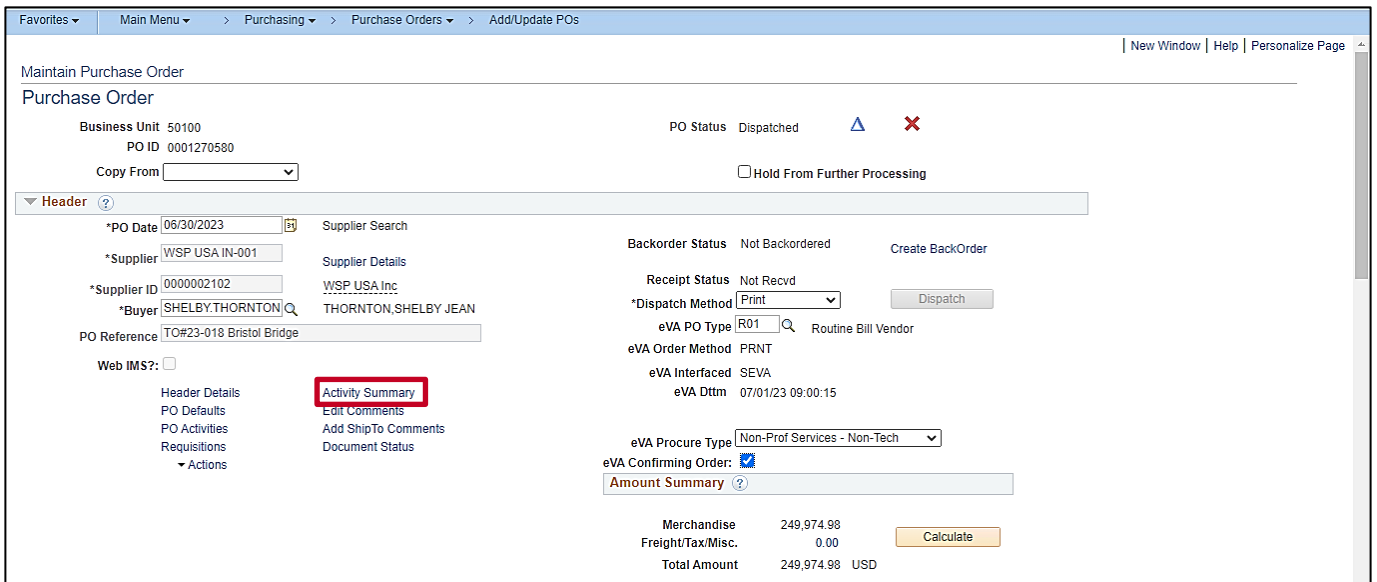
2. Click the **Find an Existing Value** tab.

PR344_Update Chartfields on Partially Vouchered Purchase Orders (VDOT)



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
 New Window | Help | Personalize Page
 Maintain Purchase Order
Purchase Order
 Business Unit 50100 PO Status Dispatched
 PO ID 0001270580
 Copy From Hold From Further Processing
 Header
 *PO Date 06/30/2023 Supplier Search
 *Supplier WSP USA IN-001 Supplier Details
 *Supplier ID 0000002102 WSP USA Inc
 *Buyer SHELBY THORNTON THORNTON, SHELBY JEAN
 PO Reference TO#23-018 Bristol Bridge
 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 Not Recvd
 *Dispatch Method Print Dispatch
 eVA PO Type R01 Routine Bill Vendor
 eVA Order Method PRNT
 eVA Interfaced SEVA
 eVA Dttm 07/01/23 09:00:15
 eVA Procure Type Non-Prof Services - Non-Tech
 eVA Confirming Order:
 Amount Summary
 Merchandise 249,974.98
 Freight/Tax/Misc. 0.00
 Total Amount 249,974.98 USD Calculate

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



PR344_Update Chartfields on Partially Vouchered Purchase Orders (VDOT)

[Favorites](#) > [Main Menu](#) > [Purchasing](#) > [Purchase Orders](#) > [Add/Update POs](#) > [Activity Summary](#)

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

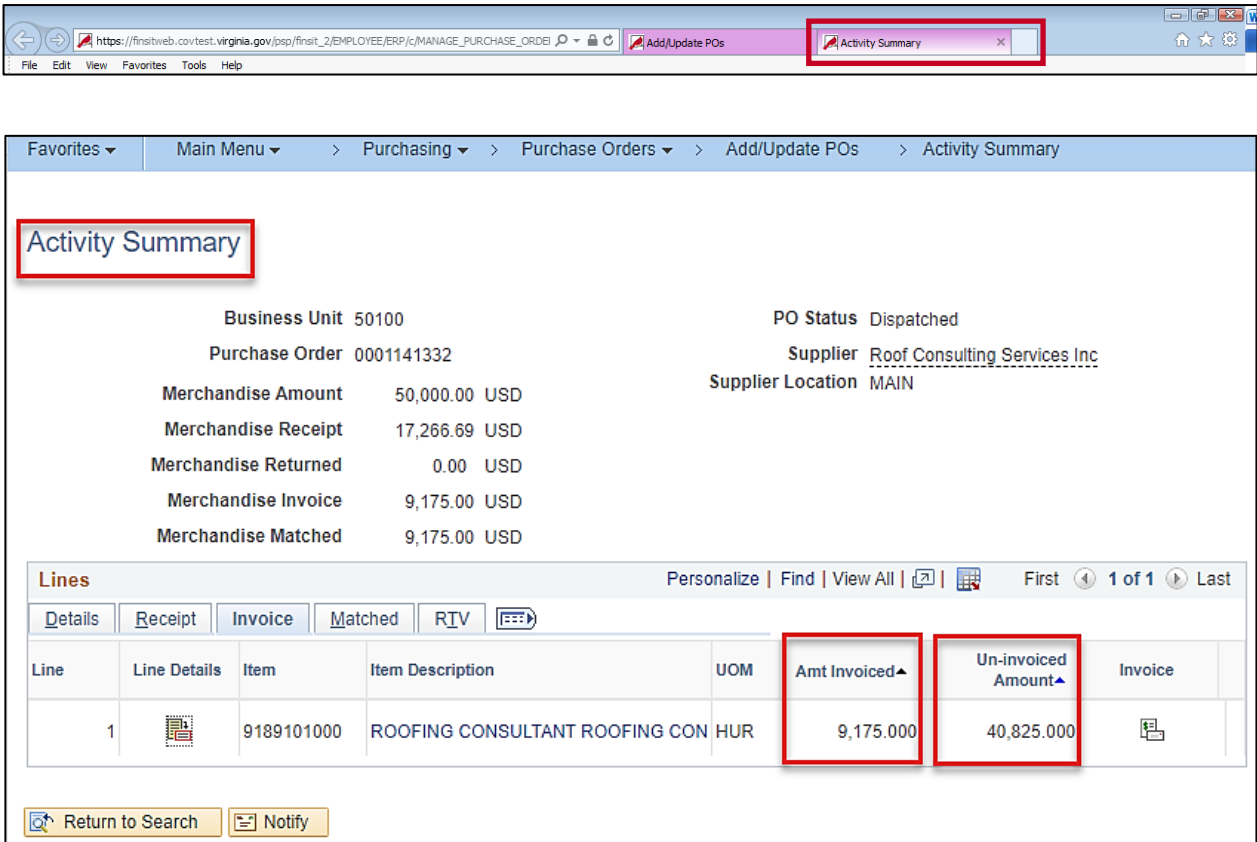
Lines Personalize | Find | View All | First 1 of 1 Last

[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.

PR344_Update Chartfields on Partially Vouchered Purchase Orders (VDOT)


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

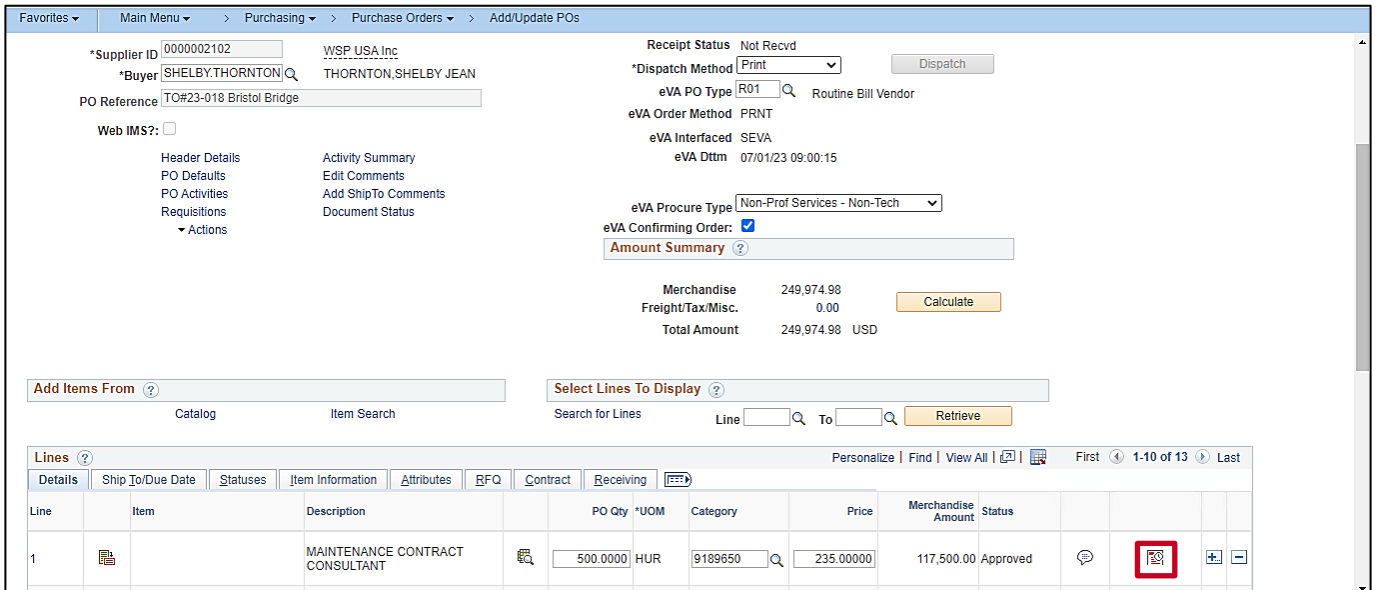
Merchandise Invoice 9,175.00 USD

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**.

PR344_Update Chartfields on Partially Vouchered Purchase Orders (VDOT)



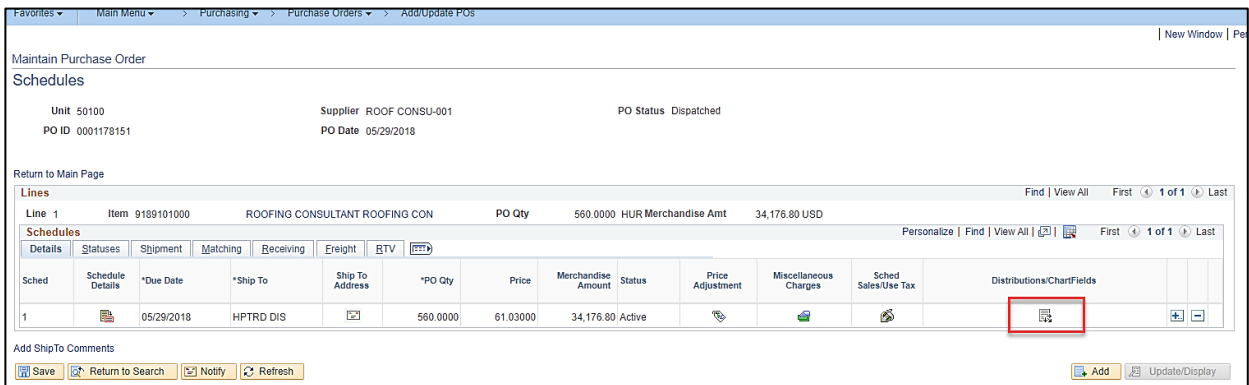
Supplier ID: 000002102 WSP, USA, Inc
 Buyer: SHELBY, THORNTON, Q THORNTON, SHELBY JEAN
 PO Reference: TO#23-018 Bristol Bridge

Receipt Status: Not Recvd
 Dispatch Method: Print
 eVA PO Type: R01
 eVA Order Method: PRNT
 eVA Interfaced: SEVA
 eVA Dttm: 07/01/23 09:00:15

Merchandise: 249,974.98
 Freight/Tax/Misc.: 0.00
 Total Amount: 249,974.98 USD

Line	Item	Description	PO Qty	*UOM	Category	Price	Merchandise Amount	Status		
1		MAINTENANCE CONTRACT CONSULTANT	500.0000	HUR	9189650	235.00000	117,500.00	Approved		

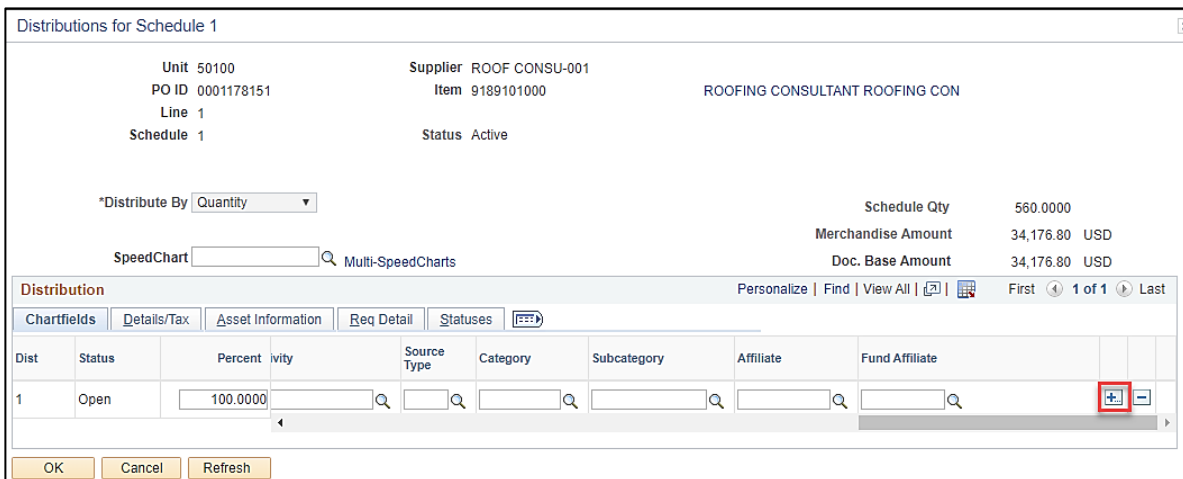
10. Click the **Schedule** icon.



Unit: 50100 Supplier: ROOF CONSU-001 PO Status: Dispatched
 PO ID: 0001178151 PO Date: 05/29/2018

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status		
1		05/29/2018	HPTRD DIS		560.0000	61.03000	34,176.80	Active		

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



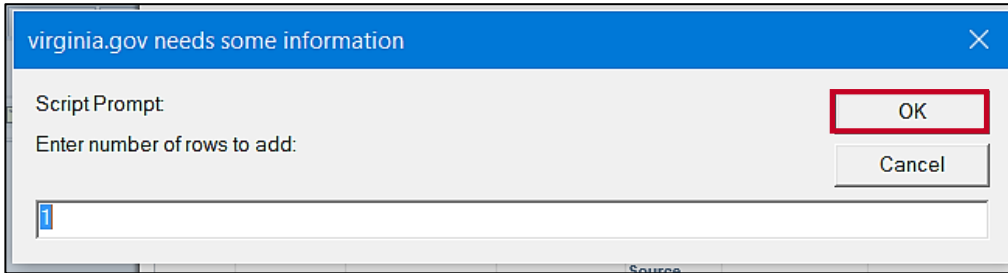
Unit: 50100 Supplier: ROOF CONSU-001
 PO ID: 0001178151 Item: 9189101000
 Line: 1 Schedule: 1 Status: Active

*Distribute By: Quantity
 Schedule Qty: 560.0000
 Merchandise Amount: 34,176.80 USD
 Doc. Base Amount: 34,176.80 USD

Dist	Status	Percent	ivity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	
1	Open	100.0000							

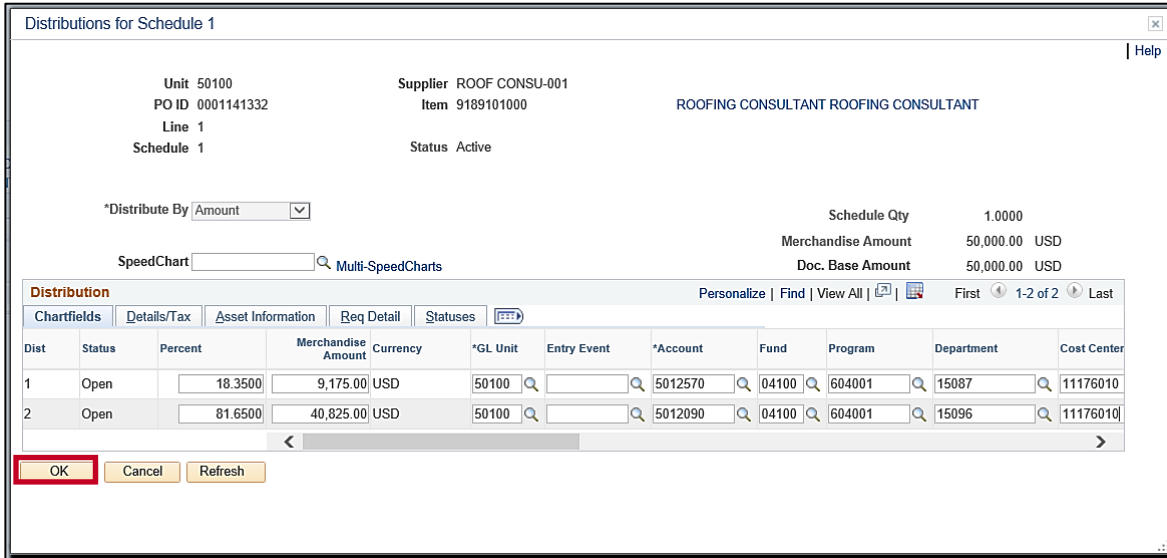
PR344_Update Chartfields on Partially Vouchered Purchase Orders (VDOT)

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.

PR344_Update Chartfields on Partially Vouchered Purchase Orders (VDOT)



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

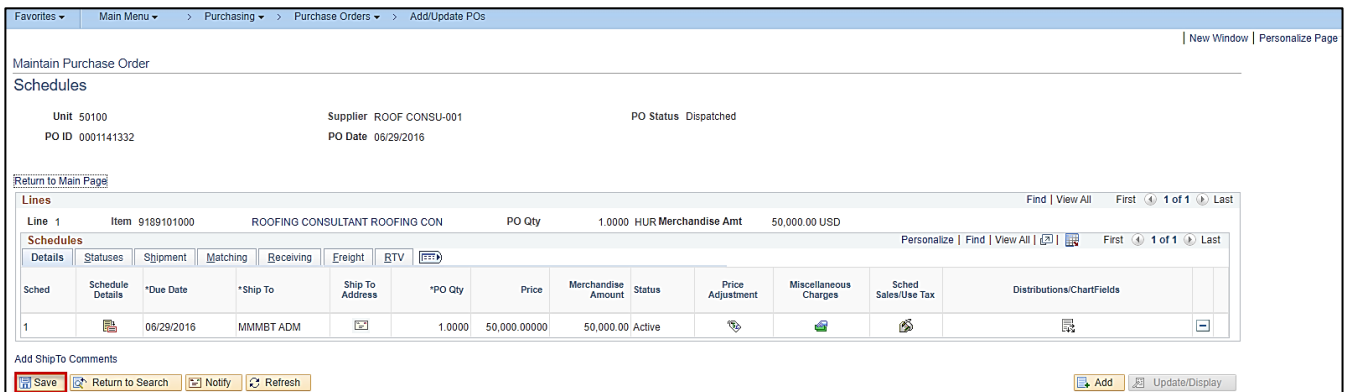
SpeedChart Multi-SpeedCharts

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

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
1	9189101000	ROOFING CONSULTANT ROOFING CON	1.0000	50,000.00000	50,000.00	Active	

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.