
PO.020.310 – MAINTAINING PURCHASE ORDER DISTRIBUTIONS

Purpose	<ul style="list-style-type: none"> To modify the distribution of a purchase order. To navigate to the page for modifying purchase order distributions without accessing the Add/Update Purchase Order page first.
Description	<p>The Distributions section of a purchase order contains information about how the item quantity will be charged to the user's institution as well as Asset and Requisition information. The Maintain Distributions page in PeopleSoft allows users to maintain distributions without having to go to the Add/Update Purchase Order first.</p> <p>Through the Maintain Distributions page, users can search for a Purchase Order or specific Purchase Order line(s) and make changes to the distribution(s).</p>
Security Role	BOR_PO_MAINTAIN
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to maintain purchase order distributions.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Purchasing link.
4.	Click the Purchase Orders link.
5.	Click the Maintain Distributions link.
6.	Enter or search for the purchase order in the PO ID field. The system navigates to the Maintain Distributions page.
7.	Click the View All link to display all Chartfield/Distribution lines.
8.	<p>On the Chartfields tab, users can modify the following information:</p> <ul style="list-style-type: none"> • PO Qty or Merchandise Amount: If the user distributes by amount or quantity and changes either of the values, the percentage is adjusted. If the user changes the percent, the amount or quantity is adjusted. In either case, the percent total must be 100. • GL Unit • Account • Fund • Department • Program • Class • Budget Reference • Project <p><i>Note: If needed, users can add distribution lines by selecting the plus (+) button or remove distribution lines by selecting the minus (-) button.</i></p>
9.	On the Details/Tax tab, users can modify the Location.
10.	<p>On the Asset Information tab, users can modify the following information:</p> <ul style="list-style-type: none"> • AM Unit • Profile ID
11.	<p>On the Req Detail tab, users can review the requisition information and modify the Attention To.</p> <p>For more information, see Using the PO Distribution Worksheet job aid.</p>

Step	Action
12.	On the Statuses tab, users can cancel the distribution line by selecting the red x icon.
13.	If needed, users can finalize the distribution line for the requisition by selecting the final checkbox on the Budget Information tab.
14.	Click the Save button.