

## PO.020.300 – MAINTAINING RECEIPT DISTRIBUTIONS

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To update the Distribution on a receipt.</li> </ul>
<b>Description</b>	<p>To make a change to ChartFields/Distributions on an existing receipt. While it is uncommon for the receiving department to change distribution information copied directly from a Purchase Order, it is allowed within PeopleSoft functionality if a change is necessary. Changing receipt ChartFields/Distributions should be done prior to cancelling and/or closing receipts.</p>
<b>Security Role</b>	<b>BOR_PO_RECEIVING</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

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## **Procedure**

Below are step by step instructions on how to revise the ChartFields/Distributions on a receipt.

<b>Step</b>	<b>Action</b>
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Menu</b> icon.
3.	Click the <b>Purchasing</b> link.
4.	Click the <b>Receipts</b> link.
5.	Click the <b>Maintain ChartFields</b> link. The system navigates to the Maintain Chartfields page.
6.	Enter or search for the Receipt ID in the <b>Receipt Number</b> field.
7.	Click the <b>View All</b> link to display all Chartfield/Distribution lines.
8.	Modify ChartField values for receipt distribution lines, as needed.
9.	Click the <b>Save</b> button.