PO.020.310 – MAINTAINING PURCHASE ORDER DISTRIBUTIONS

Purpose	• 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	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. 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).
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.	On the **Chartfields** tab, users can modify the following information: • **PO Qty or Merchandise Amount**: If the user distributes by amount or quantity and change either of the values, the percent 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** ***Note***: *If needed, users can add distribution lines by selecting the plus (+) button or remove distribution lines by selecting the minus (-) button.*
9.	On the **Details/Tax** tab, users can modify the Location.
10.	On the **Asset Information** tab, users can modify the following information: • **AM Unit** • **Profile ID**
11.	On the **Req Detail** tab, users can review the requisition information and modify the Attention To. For more information, see Using the PO Distribution Worksheet job aid.

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.