PR344 Update ChartFields on Partially Vouchered Purchase Orders (VDOT Only)

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 it is necessary 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.

Navigation Note: Please note that there may be a **Notify** button at the bottom of various pages utilized while completing the process within this Job Aid. This “Notify” functionality is not currently turned on to send email notifications to specific users within Cardinal.

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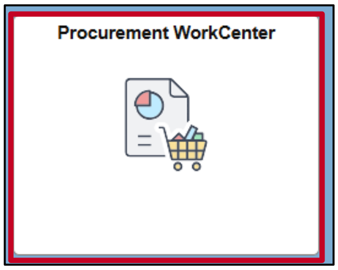
Revision History

Revision Date	Summary of Changes
9/1/2026	Updated to reflect the Cardinal system upgrades.
9/20/2023	Baseline.

Updating the PO ChartField Distribution

<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>1.</td><td>

Navigate to the **Add/Update POs** page by clicking the **Procurement WorkCenter** tile.



</td></tr>
<tr><td></td><td>

For information about WorkCenters, see the Job Aid titled **Overview of the Cardinal Financials WorkCenters** located on the Cardinal website in **Job Aids** under **Learning**.

</td></tr>
<tr><td>2.</td><td>

Use the following navigation in the WorkCenter: **Links > Purchase Order > Add/Update POs**

Note: WorkCenter sections, folders, and pages may vary based on the user's Security roles.

</td></tr>
<tr><td></td><td>

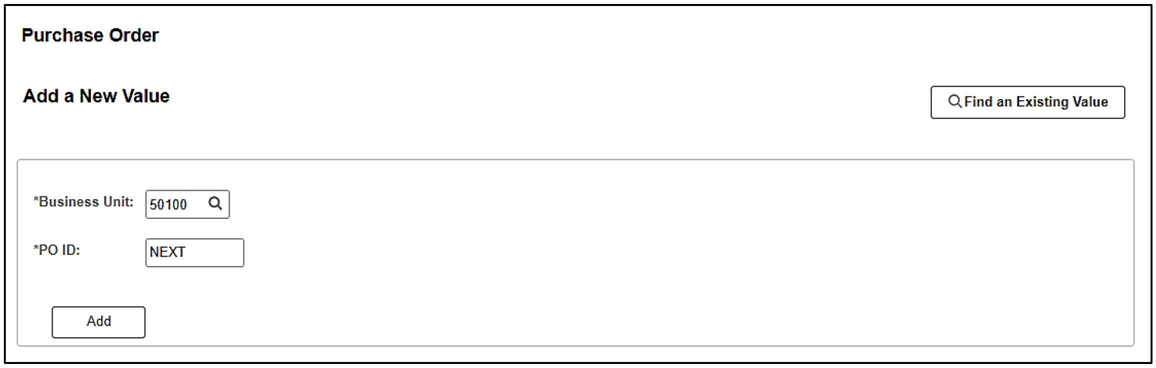
Users can also access the **Add/Update POs** page using the following navigation path:

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

</td></tr>
</table>

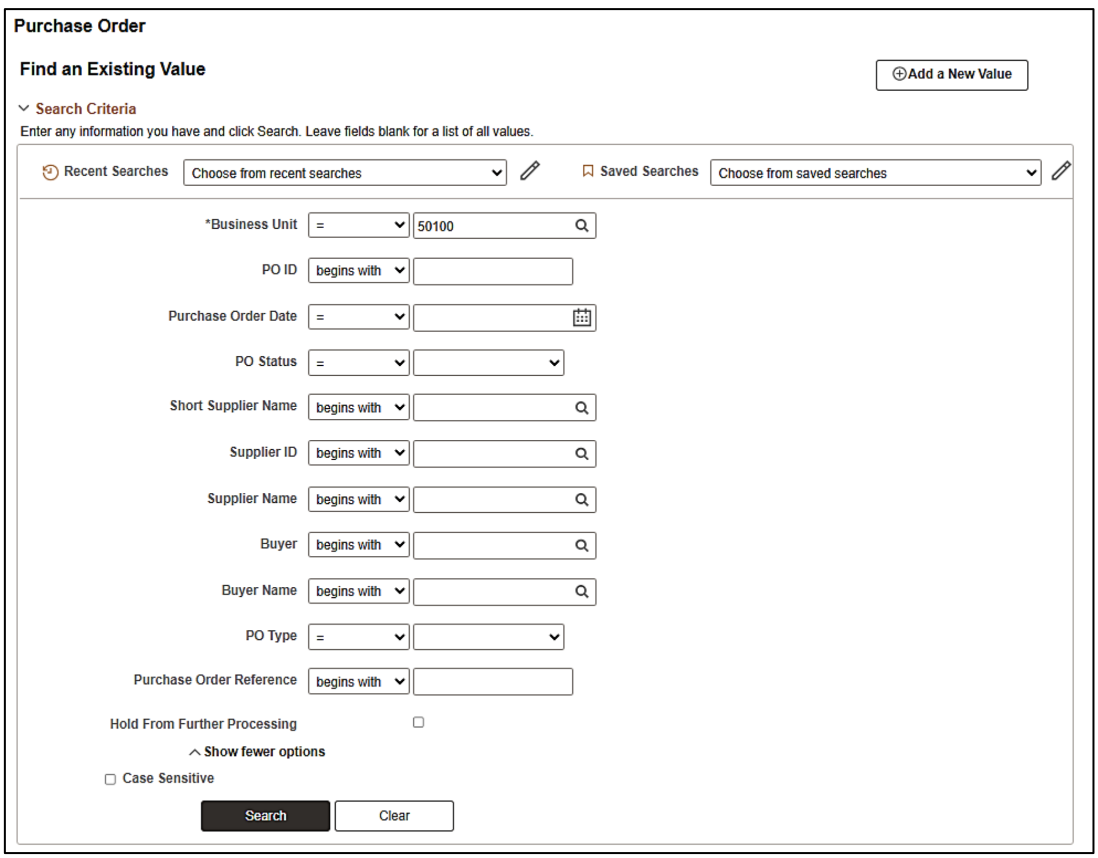
Step	Action

The **Purchase Order Add a New Value** page displays.

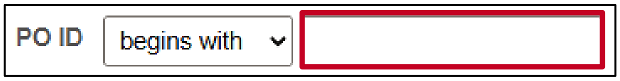


Step	Action
3.	Click the **Find an Existing Value** button.

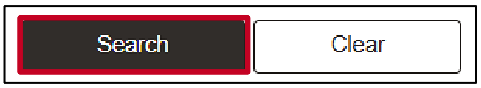
The **Purchase Order Find an Existing Value Search** page displays.



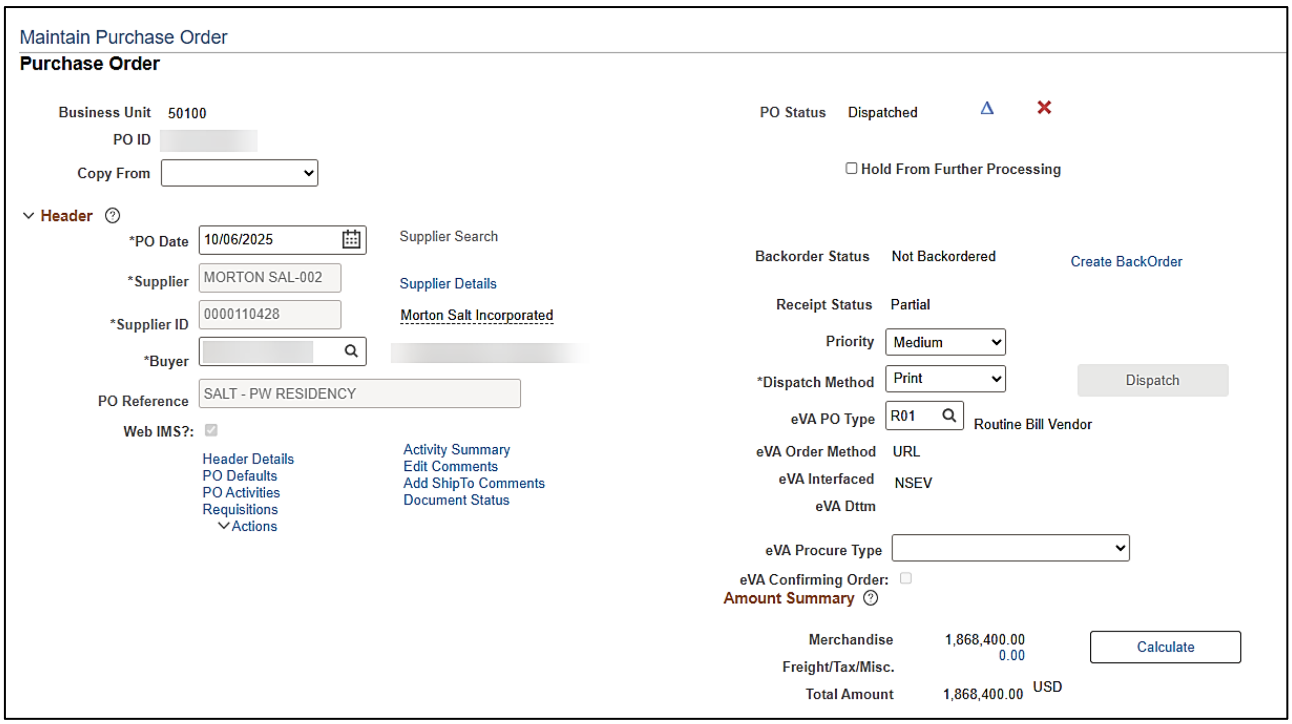
Step	Action
4.	Enter the PO number in the **PO ID** field for the PO that needs to be updated.



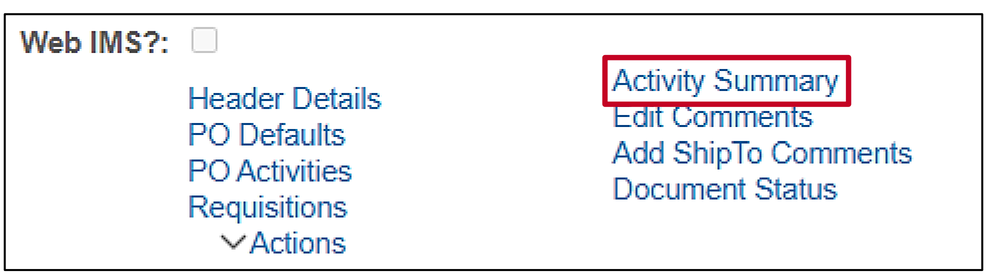
Step	Action
5.	Click the **Search** button.



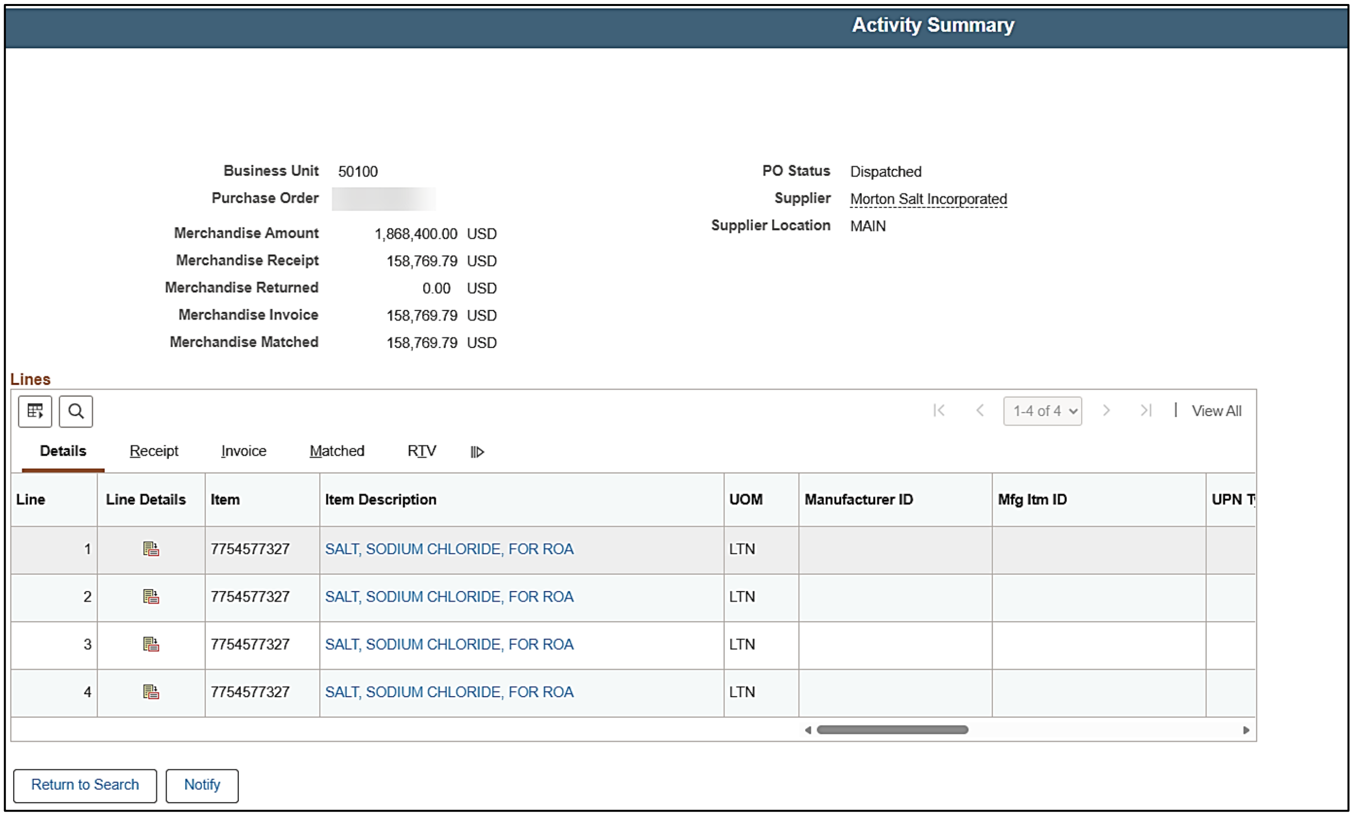
The **Maintain Purchase Order** page displays.



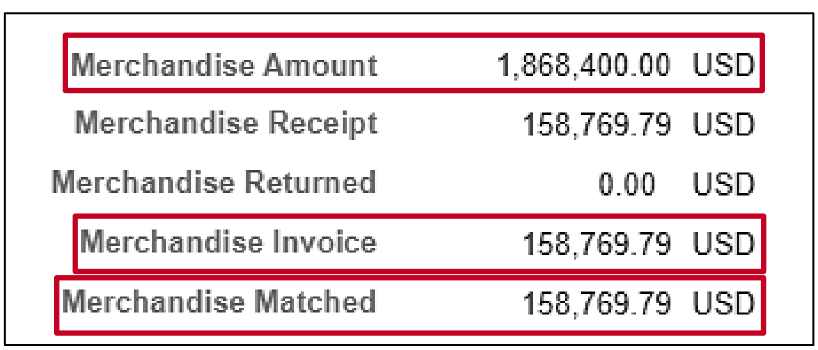
Step	Action
6.	Click the **Activity Summary** link.



Step	Action
	The **Activity Summary** page displays in a new browser tab.



Step	Action
	The **Header** displays the **Merchandise Amount**, **Merchandise Invoice**, and **Merchandise Matched** information.



Step	Action
7.	Click the **Invoice** tab in the **Lines** section.

Step	Action

The **Invoice** tab displays.

Lines

Details | Receipt | Invoice | Matched | RTV — 1-4 of 4 — View All

Line	Line Details	Item	Item Description	UOM	Quantity Invoiced	Amount Only	Amt Invoiced	Currency
1		7754577327	SALT, SODIUM CHLORIDE, FOR ROA	LTN	0	☐	0.000	USD
2		7754577327	SALT, SODIUM CHLORIDE, FOR ROA	LTN	550.55	☐	42,904.360	USD
3		7754577327	SALT, SODIUM CHLORIDE, FOR ROA	LTN	0	☐	0.000	USD
4		7754577327	SALT, SODIUM CHLORIDE, FOR ROA	LTN	1480.33	☐	115,865.430	USD

8. Take note of the value in the **Quantity Invoiced** field in the line to be updated.

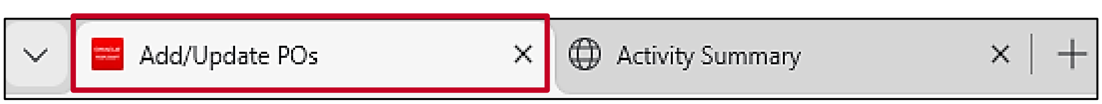
Quantity Invoiced	Amount Only	Amt Invoiced
0	☐	0.000
550.55	☐	42,904.360

9. Take note of the value in the **Un-invoiced Quantity** field.

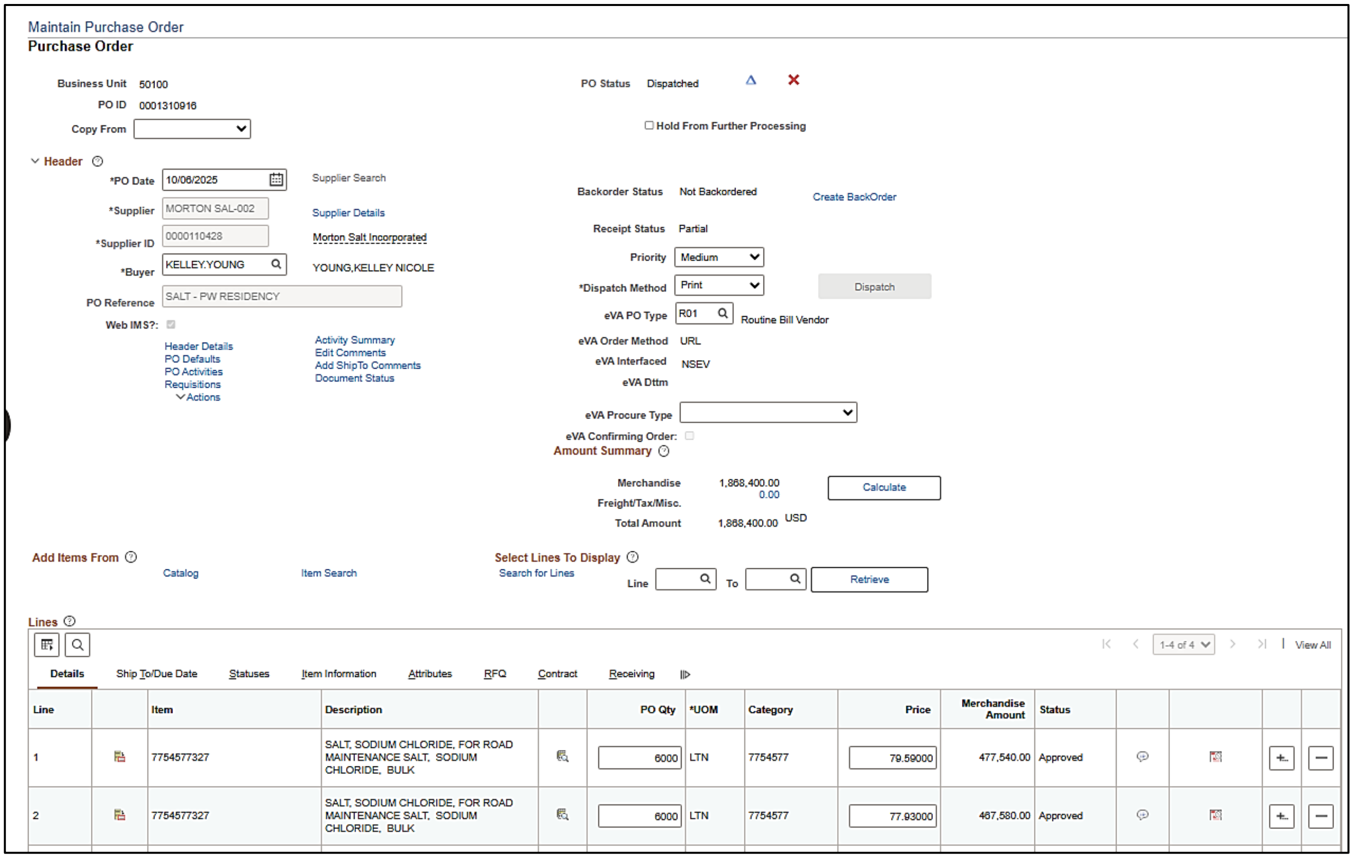
Un-invoiced Quantity	Un-invoiced Amount
6000	477,540.000
5449.45	424,675.640

This example is for a PO distributed by quantity. If the PO is distributed by amount, the same process is followed, except the user would take note of the **Amount Invoiced** and **Un-invoiced Amount** fields from the **Activity Summary** page.

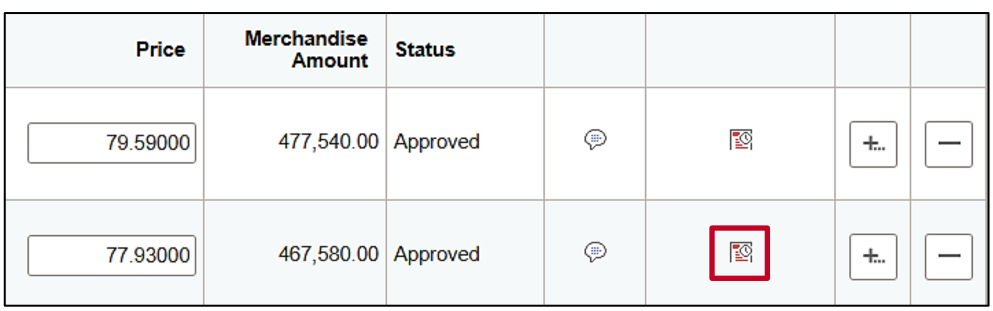
10. Click the **Add/Update POs** tab at the top of the browser window.



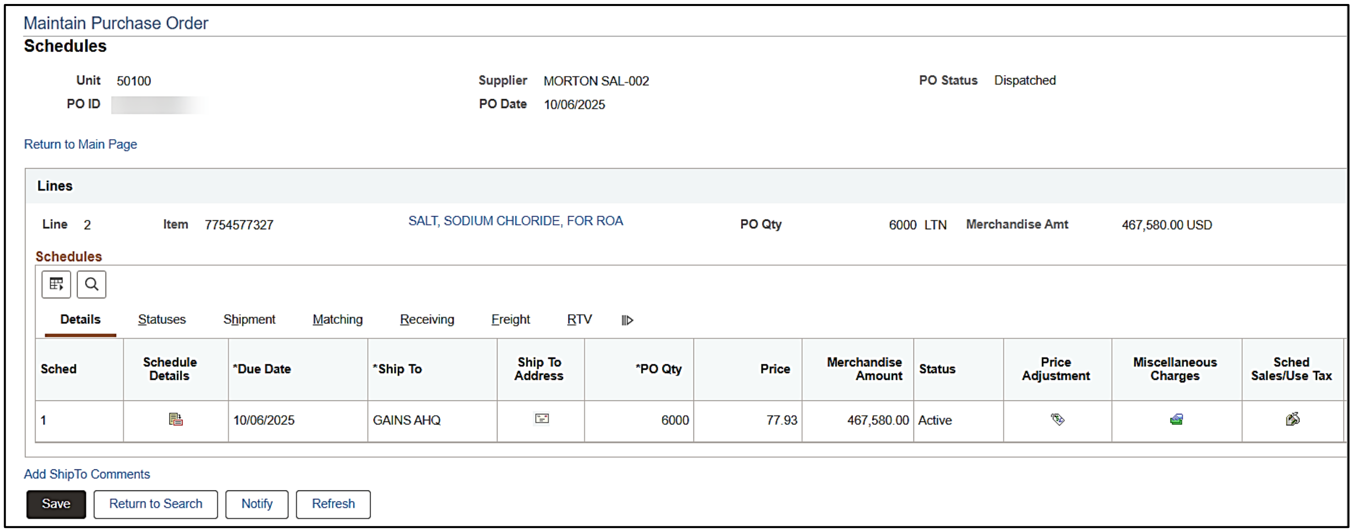
Step	Action
The **Maintain Purchase Order** page displays.	



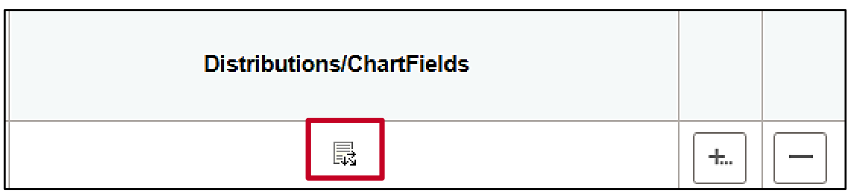
Step	Action
11.	Click the **Schedule** icon on the line to be updated.



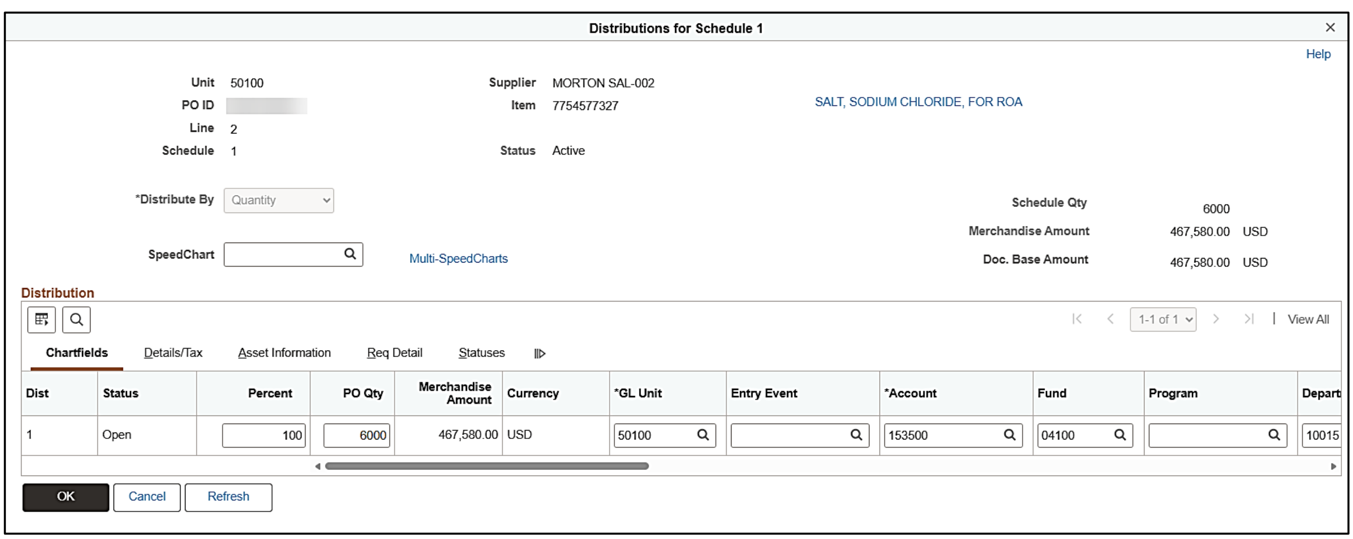
Step	Action
	The **Maintain Purchase Order Schedules** page displays.

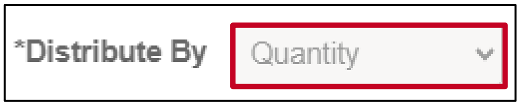
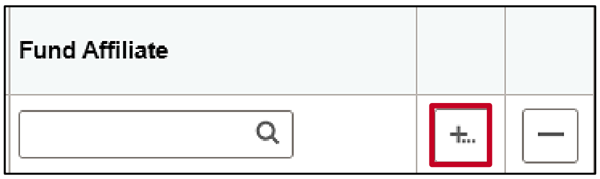
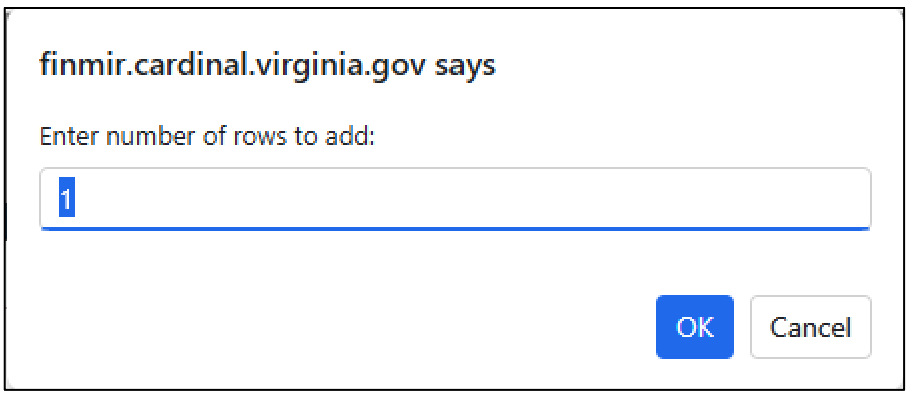
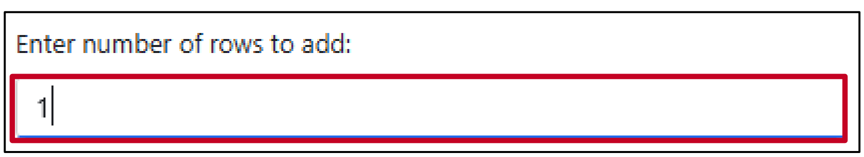


Step	Action
12.	Click the **Distribution/ChartFields** icon.



Step	Action
	The **Distributions for Schedule 1** page displays in a pop-up window.



<table>
<tr><th>Step</th><th>Action</th></tr>
<tr><td>13.</td><td>Note the value in the Distribute By field. In this example the PO is distributed by “Quantity”.
</td></tr>
<tr><td>14.</td><td>Scroll to the far right in the Distribution line section and click the Add Row (+) icon to add another accounting distribution line.
</td></tr>
<tr><td colspan="2">The Enter number of rows to add pop-up box displays, prompting the user to enter the number of rows they wish to add.
</td></tr>
<tr><td>15.</td><td>The number of rows to add defaults to 1. If more than one line is needed, update the number.
</td></tr>
<tr><td>16.</td><td>Click the OK button.
</td></tr>
</table>

Step	Action

The original distribution line(s) and new distributions line(s) are visible and available for edit.

Distribution

1-2 of 2 | View All

Chartfields | Details/Tax | Asset Information | Req Detail | Statuses

Dist	Status	Percent	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate
1	Open	100						
2	Open							

17. Change the **PO Qty** on **Distribution Line 1** to the **Quantity Invoiced** from the **Activity Summary** page on the other internet browser tab.

PO Qty	Merchandise Amount
550.55	42,904.36

This example is for a PO distributed by quantity. If the PO is distributed by amount, change the **Merchandise Amount** on Distribution Line 1 to the **Amt Invoiced** from the **Activity Summary** page on the other internet browser tab.

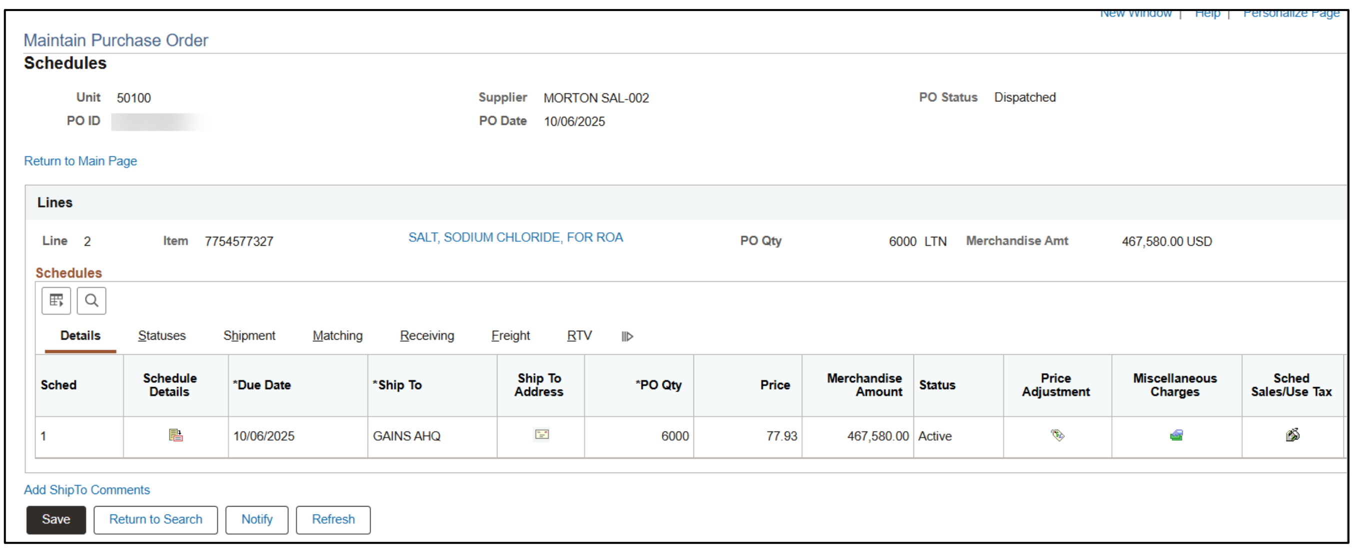
18. Enter the **Un-invoiced Quantity** from the **Activity Summary** page on the other internet browser tab into the **PO Qty** field on Distribution Line 2.

PO Qty	Merchandise Amount
550.55	42,904.36
5449.45	424,675.64

This example is for a PO distributed by quantity. If the PO is distributed by amount, enter the **Un-invoiced Amount** from the **Activity Summary** page on the other internet browser tab into the **Merchandise Amount** field on Distribution Line 2.

19. Insert a valid accounting distribution (i.e., ChartField values in the **Account**, **Fund**, **Program**, **Department**, and **Cost Center** fields) into Distribution Line 2.

*Account	Fund	Program	Department	Cost Center
153500	04100		10015	11000230
5012550			19114	

Step	Action
20.	Click the **OK** button. 
The **Maintain Purchase Order Schedules** page displays.  	
21.	Click the **Save** button.