



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.

Table of Contents

Revision History	2
Updating the PO ChartField Distribution	3



Procurement Job Aid

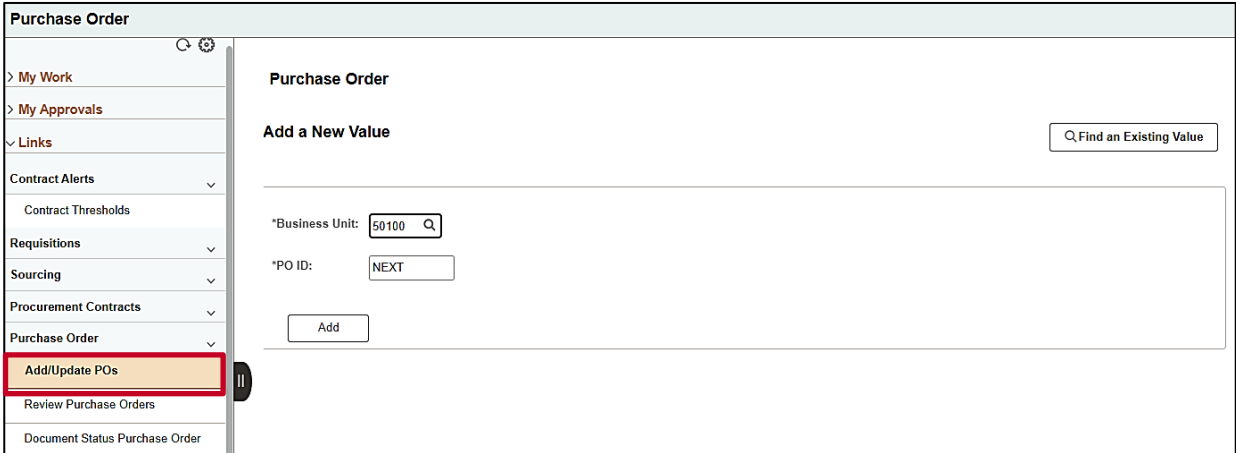
PR344 Update ChartFields on Partially Vouchered Purchase Orders (VDOT Only)

Revision History

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

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

Updating the PO ChartField Distribution

Step	Action
1.	Navigate to the Add/Update POs page by clicking the Procurement WorkCenter tile. 
	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.
2.	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. 
	Users can also access the Add/Update POs page using the following navigation path: NavBar > Menu > Purchasing > Purchase Orders > Add/Update POs



Procurement Job Aid

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

Step	Action
	The Purchase Order Add a New Value page displays. Purchase Order Add a New Value Find an Existing Value *Business Unit: 50100 Q *PO ID: NEXT Add
3.	Click the Find an Existing Value button. Find an Existing Value
	The Purchase Order Find an Existing Value Search page displays. Purchase Order Find an Existing Value Add a New Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Recent Searches Choose from recent searches ▼ edit Saved Searches Choose from saved searches ▼ edit *Business Unit = 50100 Q PO ID begins with Purchase Order Date = calendar PO Status = Short Supplier Name begins with Q Supplier ID begins with Q Supplier Name begins with Q Buyer begins with Q Buyer Name begins with Q PO Type = Purchase Order Reference begins with Hold From Further Processing ☐ ^ Show fewer options ☐ Case Sensitive Search Clear



Procurement Job Aid

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

Step	Action
4.	Enter the PO number in the PO ID field for the PO that needs to be updated. PO ID begins with ▾
5.	Click the Search button. Search Clear

The **Maintain Purchase Order** page displays.

Maintain Purchase Order

Purchase Order

Business Unit 50100

PO ID

Copy From ▾

▼ Header ⓘ

*PO Date 10/06/2025

*Supplier MORTON SAL-002

*Supplier ID 0000110428

*Buyer

PO Reference SALT - PW RESIDENCY

Web IMS?: ☒

Supplier Search

Supplier Details

Morton Salt Incorporated

Activity Summary

Edit Comments

Add ShipTo Comments

Document Status

Header Details

PO Defaults

PO Activities

Requisitions

▼ Actions

PO Status Dispatched

△

×

☐ Hold From Further Processing

Backorder Status Not Backordered

Create BackOrder

Receipt Status Partial

Priority Medium ▾

*Dispatch Method Print ▾

Dispatch

eVA PO Type R01

Routine Bill Vendor

eVA Order Method URL

eVA Interfaced NSEV

eVA Dttm

eVA Procure Type ▾

eVA Confirming Order: ☐

Amount Summary ⓘ

Merchandise 1,868,400.00

Freight/Tax/Misc. 0.00

Total Amount 1,868,400.00 USD

Calculate

6.	Click the Activity Summary link. Web IMS?: ☐ Header Details PO Defaults PO Activities Requisitions ▼ Actions Activity Summary Edit Comments Add ShipTo Comments Document Status
----	--



Procurement Job Aid

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

Step	Action
------	--------

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

Activity Summary

Business Unit50100

Purchase Order

Merchandise Amount1,868,400.00 USD

Merchandise Receipt158,769.79 USD

Merchandise Returned0.00 USD

Merchandise Invoice158,769.79 USD

Merchandise Matched158,769.79 USD

PO StatusDispatched

SupplierMorton Salt Incorporated

Supplier LocationMAIN

Lines

<< < 1-4 of 4 > >> View All

Details

Receipt

Invoice

Matched

RTV

▶▶

Line	Line Details	Item	Item Description	UOM	Manufacturer ID	Mfg Itm ID	UPN T
1		7754577327	SALT, SODIUM CHLORIDE, FOR ROA	LTN			
2		7754577327	SALT, SODIUM CHLORIDE, FOR ROA	LTN			
3		7754577327	SALT, SODIUM CHLORIDE, FOR ROA	LTN			
4		7754577327	SALT, SODIUM CHLORIDE, FOR ROA	LTN			

Return to Search

Notify

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

Merchandise Amount	1,868,400.00 USD
Merchandise Receipt	158,769.79 USD
Merchandise Returned	0.00 USD
Merchandise Invoice	158,769.79 USD
Merchandise Matched	158,769.79 USD

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

Details

Receipt

Invoice

Matched

RTV

▶▶



Procurement Job Aid

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

Step	Action																																													
	The Invoice tab displays. Lines << < 1-4 of 4 > >> View All Details Receipt Invoice Matched RIV ▶▶ <table><tr><th>Line</th><th>Line Details</th><th>Item</th><th>Item Description</th><th>UOM</th><th>Quantity Invoiced</th><th>Amount Only</th><th>Amt Invoiced</th><th>Currency</th></tr><tr><td>1</td><td></td><td>7754577327</td><td>SALT, SODIUM CHLORIDE, FOR ROA</td><td>LTN</td><td>0</td><td>☐</td><td>0.000</td><td>USD</td></tr><tr><td>2</td><td></td><td>7754577327</td><td>SALT, SODIUM CHLORIDE, FOR ROA</td><td>LTN</td><td>550.55</td><td>☐</td><td>42,904.360</td><td>USD</td></tr><tr><td>3</td><td></td><td>7754577327</td><td>SALT, SODIUM CHLORIDE, FOR ROA</td><td>LTN</td><td>0</td><td>☐</td><td>0.000</td><td>USD</td></tr><tr><td>4</td><td></td><td>7754577327</td><td>SALT, SODIUM CHLORIDE, FOR ROA</td><td>LTN</td><td>1480.33</td><td>☐</td><td>115,865.430</td><td>USD</td></tr></table>	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
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. <table><tr><th>Quantity Invoiced</th><th>Amount Only</th><th>Amt Invoiced</th></tr><tr><td>0</td><td>☐</td><td>0.000</td></tr><tr><td>550.55</td><td>☐</td><td>42,904.360</td></tr></table>	Quantity Invoiced	Amount Only	Amt Invoiced	0	☐	0.000	550.55	☐	42,904.360																																				
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. <table><tr><th>Un-invoiced Quantity</th><th>Un-invoiced Amount</th></tr><tr><td>6000</td><td>477,540.000</td></tr><tr><td>5449.45</td><td>424,675.640</td></tr></table>	Un-invoiced Quantity	Un-invoiced Amount	6000	477,540.000	5449.45	424,675.640																																							
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. Add/Update POs × Activity Summary × +																																													

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

Step	Action
------	--------

The **Maintain Purchase Order** page displays.

Maintain Purchase Order

Purchase Order

Business Unit 50100

PO ID 0001310916

Copy From

PO Status Dispatched

△

✖

☐ Hold From Further Processing

▼ Header

*PO Date 10/06/2025

Supplier Search

*Supplier MORTON SAL-002

Supplier Details

*Supplier ID 0000110428

Morton Salt Incorporated

*Buyer KELLEY:YOUNG

YOUNG,KELLEY NICOLE

PO Reference SALT - PW RESIDENCY

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 Partial

Priority Medium

*Dispatch Method Print

Dispatch

eVA PO Type R01

Routine Bill Vendor

eVA Order Method URL

eVA Interfaced NSEV

eVA Dttm

eVA Procure Type

eVA Confirming Order: ☐

Amount Summary

Merchandise 1,868,400.00

Freight/Tax/Misc. 0.00

Total Amount 1,868,400.00 USD

Calculate

Add Items From

Catalog

Item Search

Select Lines To Display

Search for Lines

Line To

Retrieve

Lines

1-4 of 4

>

>|

View All

Details	Ship To/Due Date	Statuses	Item Information	Attributes	RFPQ	Contract	Receiving	IP					
Line	Item	Description		PO Qty	*UOM	Category	Price	Merchandise Amount	Status				
1	7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK		6000	LTN	7754577	79.59000	477,540.00	Approved				
2	7754577327	SALT, SODIUM CHLORIDE, FOR ROAD MAINTENANCE SALT, SODIUM CHLORIDE, BULK		6000	LTN	7754577	77.93000	467,580.00	Approved				

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

Price	Merchandise Amount	Status				
79.59000	477,540.00	Approved				
77.93000	467,580.00	Approved				



Procurement Job Aid

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

Step	Action
------	--------

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

Maintain Purchase Order Schedules

Unit 50100 Supplier MORTON SAL-002 PO Status Dispatched
PO ID PO Date 10/06/2025

[Return to Main Page](#)

Lines

Line 2	Item 7754577327	SALT, SODIUM CHLORIDE, FOR ROA	PO Qty 6000	LTN	Merchandise Amt 467,580.00	USD
--------	-----------------	--------------------------------	-------------	-----	----------------------------	-----

Schedules

[Details](#) [Statuses](#) [Shipment](#) [Matching](#) [Receiving](#) [Freight](#) [RTV](#) [ID](#)

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax
1		10/06/2025	GAINS AHQ		6000	77.93	467,580.00	Active			

[Add ShipTo Comments](#)

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

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

Distributions/ChartFields

[Distributions/ChartFields](#) [+...](#) [-](#)

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

Distributions for Schedule 1

Unit 50100 Supplier MORTON SAL-002 Item 7754577327 SALT, SODIUM CHLORIDE, FOR ROA
PO ID Line 2 Schedule 1 Status Active

*Distribute By Quantity [SpeedChart](#) [Multi-SpeedCharts](#)

Schedule Qty 6000
Merchandise Amount 467,580.00 USD
Doc. Base Amount 467,580.00 USD

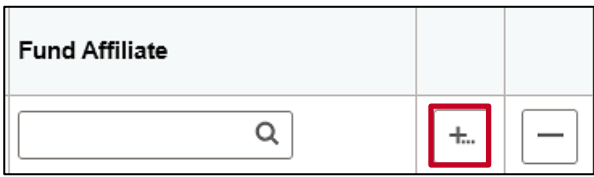
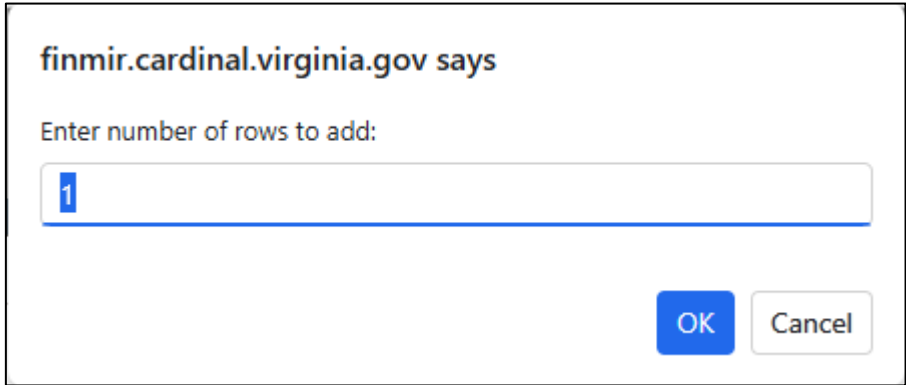
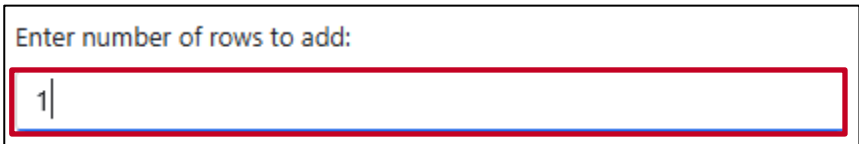
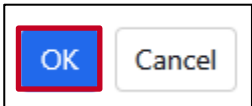
Distribution

[ChartFields](#) [Details/Tax](#) [Asset Information](#) [Req Detail](#) [Statuses](#) [ID](#)

Dist	Status	Percent	PO Qty	Merchandise Amount	Currency	*GL Unit	Entry Event	*Account	Fund	Program	Depart
1	Open	100	6000	467,580.00	USD	50100		153500	04100		10015

[OK](#) [Cancel](#) [Refresh](#)

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

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



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

Step	Action																											
	The original distribution line(s) and new distributions line(s) are visible and available for edit. Distribution Chartfields Details/Tax Asset Information Req Detail Statuses <table border="1"> <thead> <tr> <th>Dist</th> <th>Status</th> <th>Percent</th> <th>Activity</th> <th>Source Type</th> <th>Category</th> <th>Subcategory</th> <th>Affiliate</th> <th>Fund Affiliate</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Open</td> <td>100</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Open</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Dist	Status	Percent	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate	1	Open	100							2	Open							
Dist	Status	Percent	Activity	Source Type	Category	Subcategory	Affiliate	Fund Affiliate																				
1	Open	100																										
2	Open																											



Procurement Job Aid

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

Step

Action

20.

Click the **OK** button.

OK

Cancel

Refresh

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

Maintain Purchase Order Schedules

Unit 50100

Supplier MORTON SAL-002

PO Status Dispatched

PO ID

PO Date 10/06/2025

Return to Main Page

Lines

Line 2

Item 7754577327

SALT, SODIUM CHLORIDE, FOR ROA

PO Qty 6000 LTN

Merchandise Amt 467,580.00 USD

Schedules

Details

Statuses

Shipment

Matching

Receiving

Freight

BTV

⌵

Sched	Schedule Details	*Due Date	*Ship To	Ship To Address	*PO Qty	Price	Merchandise Amount	Status	Price Adjustment	Miscellaneous Charges	Sched Sales/Use Tax
1		10/06/2025	GAINS AHQ		6000	77.93	467,580.00	Active			

Add ShipTo Comments

Save

Return to Search

Notify

Refresh

21.

Click the **Save** button.

Save

Return to Search

Notify

Refresh