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## **PO.020.310 - Maintaining PO Distributions**

### **Trigger:**

### **Concept**

This topic demonstrates how to maintain PO Distributions. The Distributions section of a Purchase Order contains information about how the item quantity will be charged to your institution, as well as internal delivery location and Asset Management information. The Maintain Distributions page in PeopleSoft allows you to maintain distributions without having to go to the Maintain Purchase Order –Schedules page first. Through the Maintain Distributions page, you can search for a Purchase Order or specific Purchase Order line, and make changes to the distributions. It is important to note that the distribution information must be defined before it can be modified through this page.

### **Topic Objectives:**

Upon completion of this topic, you will be able to:

- Navigate to the page for modifying PO Distributions without accessing the Maintain Purchase Order – Schedules page first.
- Modify the Distribution of a Purchase Order.

### **Assumptions**

### **Dependencies/Constraints**

# **Business Process Document**

**Purchasing - Purchase Orders PO.020.310 - Maintaining PO Distributions**

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## **Additional Information**

### Procedure

In this topic, you will modify the Distribution of a PO created for an order for men's long sleeve biking jerseys. You will change the Distribution by adding a line and splitting the amount between two accounts.

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## Business Process Document

### Purchasing - Purchase Orders PO.020.310 - Maintaining PO Distributions



Step
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