Correcting Chart of Accounts on a Purchase Order
1. Determine if there is an invoice or receipt.
Navigation: Main Menu > Purchasing > Purchase Orders > Review PO Information > Purchase Orders

Enter the PO number and click on Search.
Click on the Document Status, to review if there are any payments or receipts.
End users cannot modify a Purchase Order Chart of Accounts if:

1. An Invoice is pending (un-posted) or paid (posted)
2. A Receipt has been issued (deliver has been made)
2. Conduct a Purchase Order Chart of Account Search
Enter any information you have and click Search. Leave fields blank for a list of all values.

**PO ID:** begins with 0000005148

Navigation: **Main Menu > Purchasing > Purchase Orders > Maintain Distributions**

Enter PO number, then click Search.
From the search results, select the first line item to modify the Chart of Accounts (only on line 1)
Note the Line Item number.

Modify the Chart of Accounts information as needed. You can use the scroll bar to see additional fields. Once the modifications are complete:
1. Click on Save Button
2. Click on Return to Search to modify the additional PO Lines (if applicable)
Select Line Item Two

Select Line item two to modify the Chart of Accounts (only on line 2)
Note the Line Item number.

Modify the Chart of Accounts information as needed. You can use the scroll bar to see additional fields. Once the modifications are complete:

1. Click on Save Button
2. Click on Return to Search to modify the additional PO Lines (if applicable)

Upon modifying the last Chart of Account on the PO, once you click on save button the system will run a Budget Check process to apply the changes.