



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Maintaining Distributions for Purchase Orders

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Maintaining Distributions for Purchase Orders

Overview

The *Maintain Distributions* page allows the budget office or a non-buyer to make changes to the ChartField on a PO without accessing the PO directly. This action requires the security role **TX_PO_UPD_MAINTN_DSTRB_UDA**.

Limitations

- The PO ChartField deactivates (grays out) once it is vouchered, meaning the ChartField elements of that distribution line cannot be changed.
- Funds on the vouchered distribution line can still be transferred to another distribution line, provided that the vouchered distribution line is not reduced below the vouchered amount.

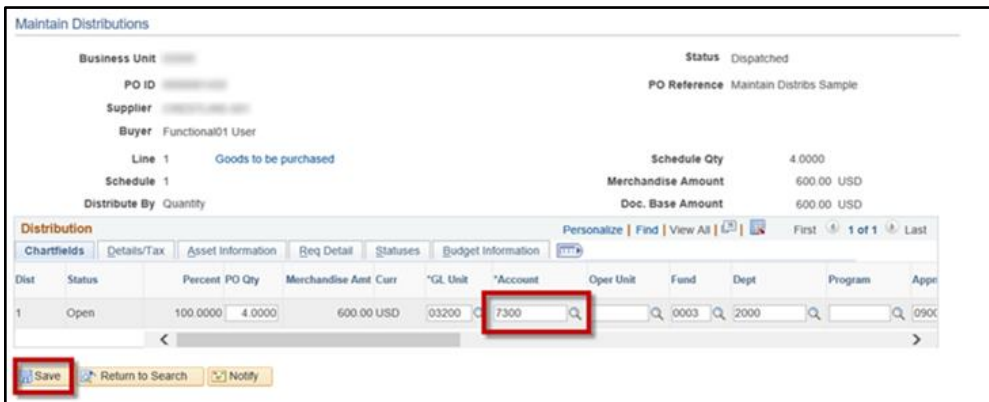
Maintaining and Changing Information

Navigation

Dashboard: Purchasing; **Tile:** Purchase Order, Maintain Distributions

1. Revise the distribution lines as needed. Possible changes include:
 - Modifying ChartField values.
 - Moving funds from one distribution line to another.
 - Inserting new distribution lines.

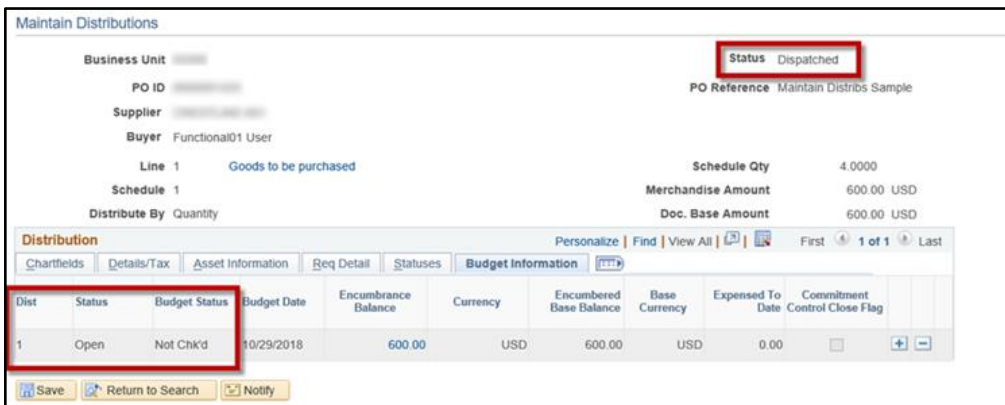
Note: The total for the PO line must remain the same.



2. Select **Save** after all changes are completed.

Note:

- The BUDGET STATUS field changes to *Not Chk'd* (Not Checked).
- The PO is budget checked by the batch budget checking process.
- The change does not create a change order.



Revision History

Date	Description of Change	Changed By
Feb. 13, 2026	Initial release.	J. Goodman