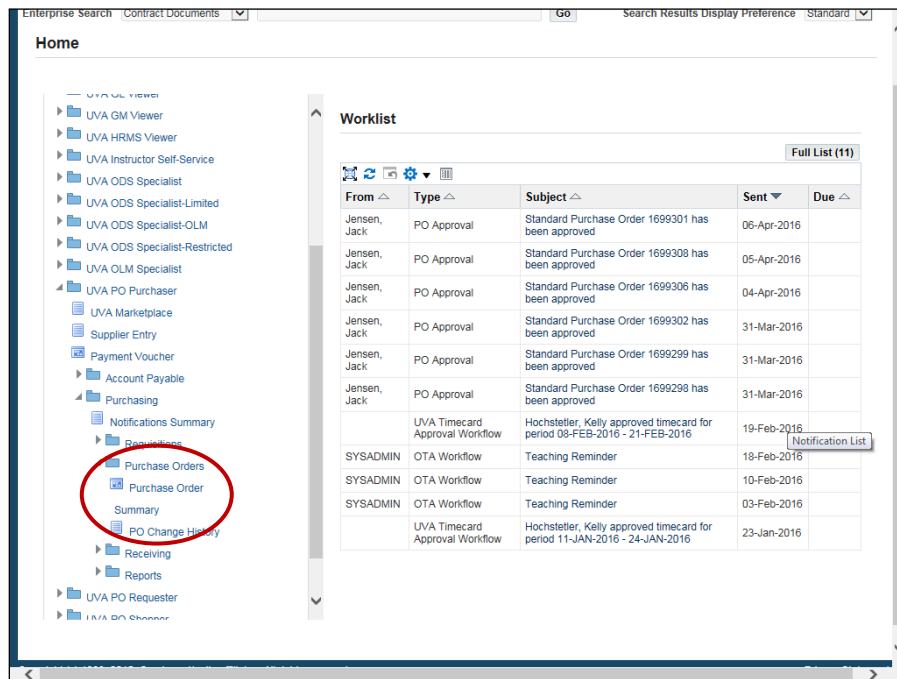


How do I correct the distribution PTAE0 on a PO that has not yet been paid?

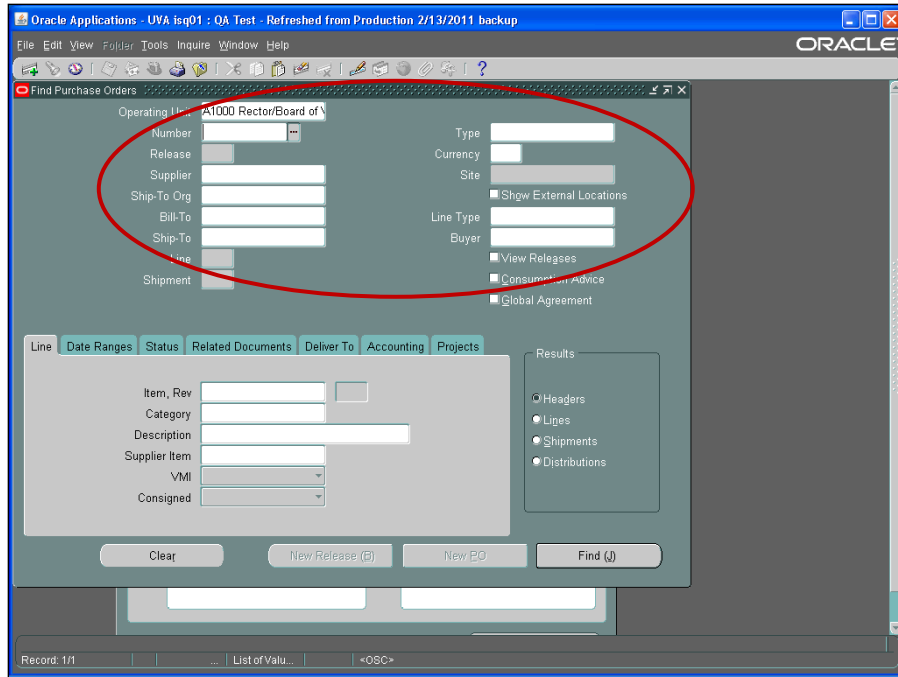
Step	Action
1.	From your Home page, navigate to the Find Purchase Order screen. UVA PO Purchaser > Purchasing > Purchase Orders, click the Purchase Order Summary link.



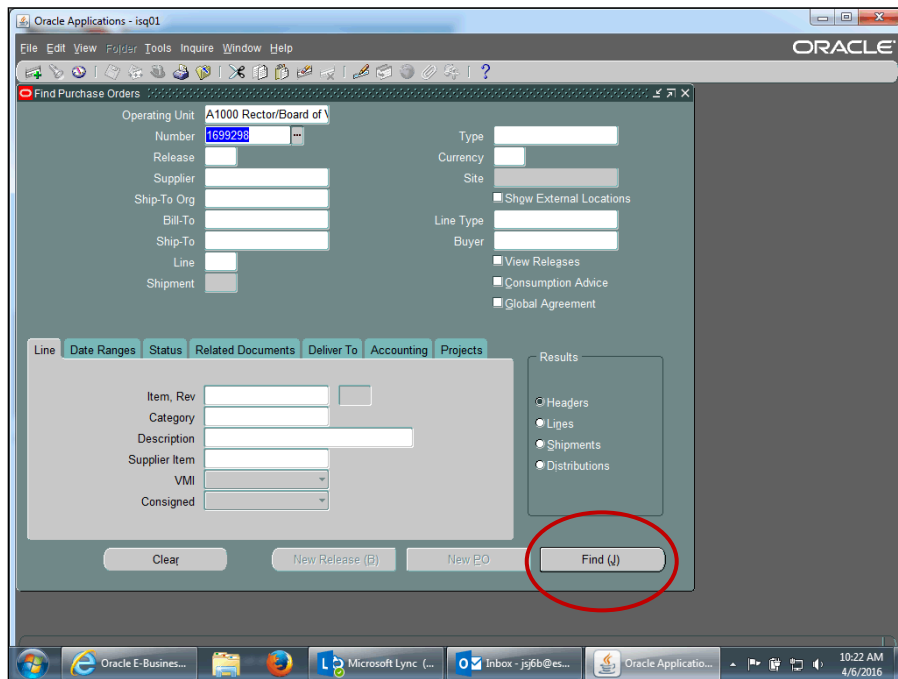
The screenshot shows the 'Home' page of the UVA PO Purchaser system. In the left-hand navigation pane, the 'Purchasing' folder is expanded, and 'Purchase Orders' and 'Purchase Order Summary' are circled in red. The main content area displays a 'Worklist' table with the following data:

From	Type	Subject	Sent	Due
Jensen, Jack	PO Approval	Standard Purchase Order 1699301 has been approved	06-Apr-2016	
Jensen, Jack	PO Approval	Standard Purchase Order 1699308 has been approved	05-Apr-2016	
Jensen, Jack	PO Approval	Standard Purchase Order 1699306 has been approved	04-Apr-2016	
Jensen, Jack	PO Approval	Standard Purchase Order 1699302 has been approved	31-Mar-2016	
Jensen, Jack	PO Approval	Standard Purchase Order 1699299 has been approved	31-Mar-2016	
Jensen, Jack	PO Approval	Standard Purchase Order 1699298 has been approved	31-Mar-2016	
	UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 08-FEB-2016 - 21-FEB-2016	19-Feb-2016	
SYSADMIN	OTA Workflow	Teaching Reminder	18-Feb-2016	
SYSADMIN	OTA Workflow	Teaching Reminder	10-Feb-2016	
SYSADMIN	OTA Workflow	Teaching Reminder	03-Feb-2016	
	UVA Timecard Approval Workflow	Hochstetler, Kelly approved timecard for period 11-JAN-2016 - 24-JAN-2016	23-Jan-2016	

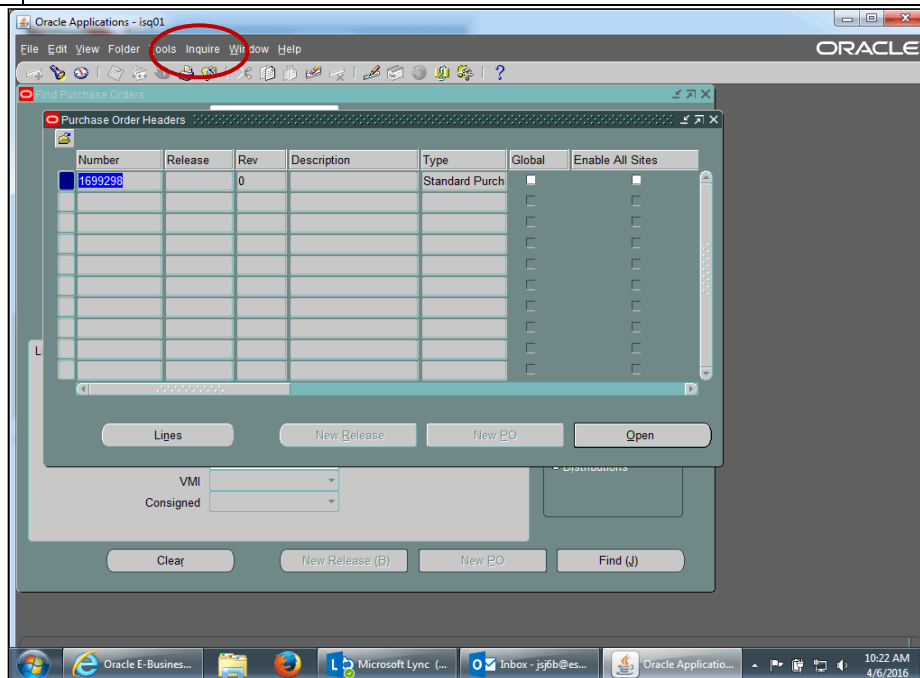
Step	Action
2.	Enter known criteria in the fields. The more information you include, the more restrictive the search. We recommend that you search either by purchase order Number or by Buyer name.



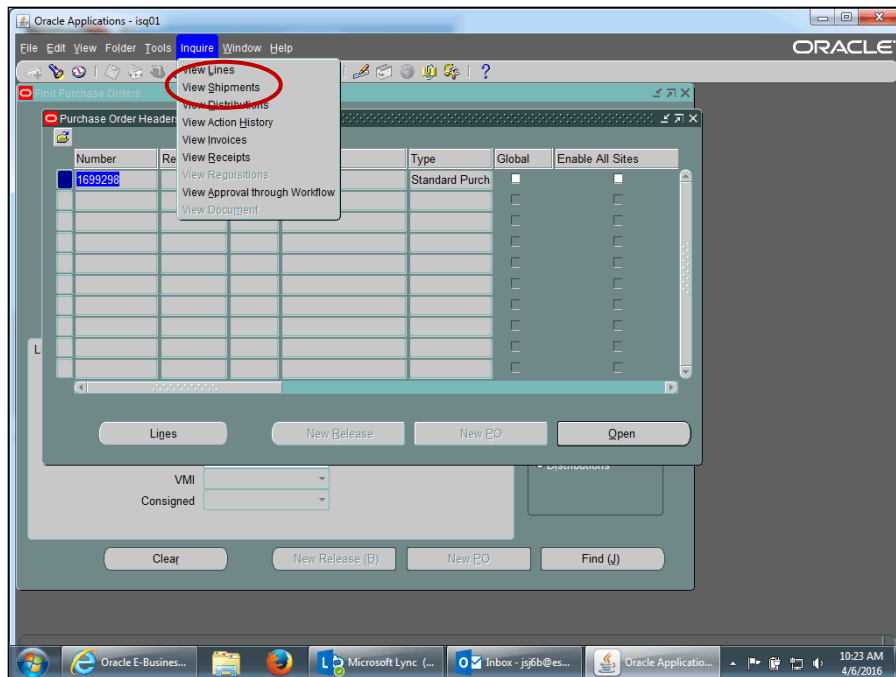
Step	Action
3.	Click the Find (J) button.



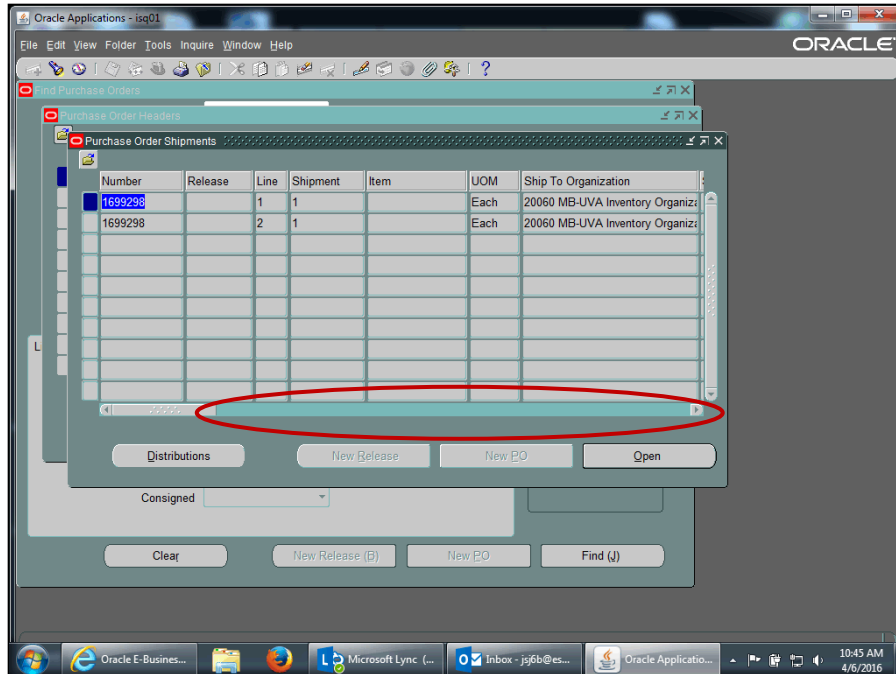
Step	Action
4.	<p>Important Note:</p> <p>Before changing or entering new PTAE0 information you must verify whether or not the PO has been invoiced or received against.</p> <p>Click the Inquire menu.</p>



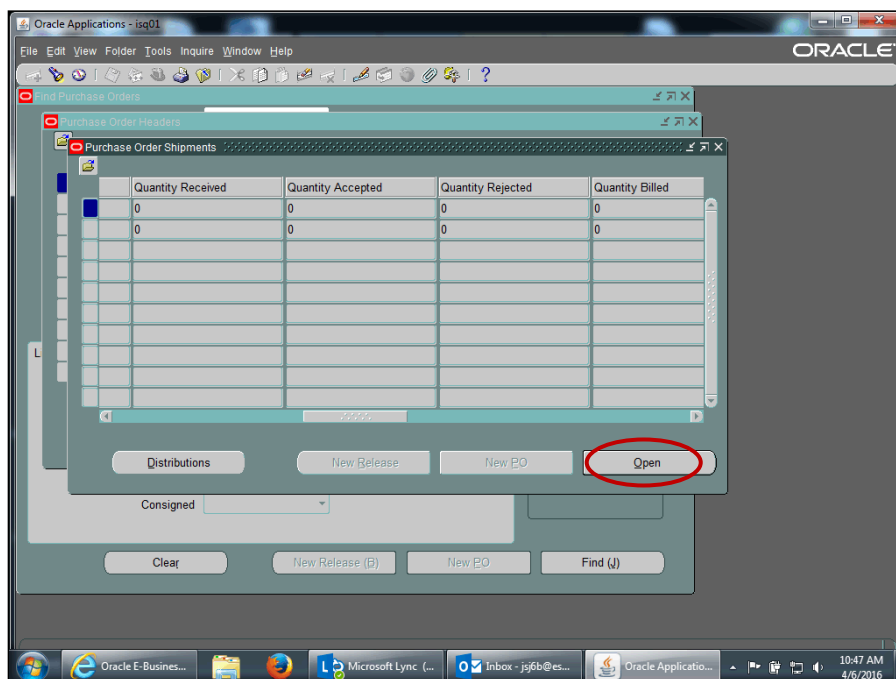
Step	Action
5.	Click the View Shipments menu.



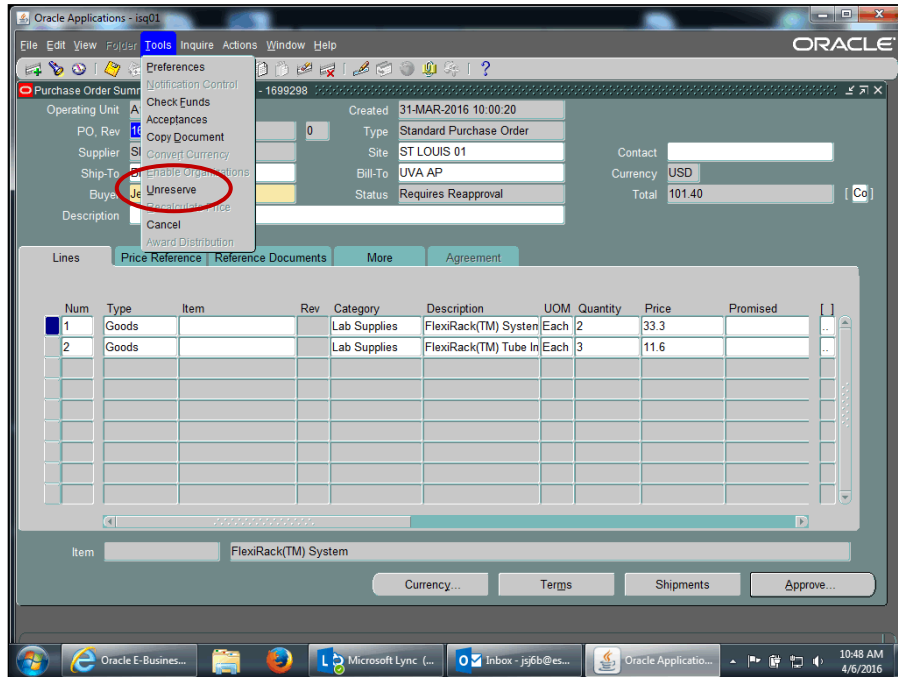
Step	Action
6.	The Purchase Order Shipments screen opens. Scroll to view the Quantity fields. Click the horizontal scrollbar.



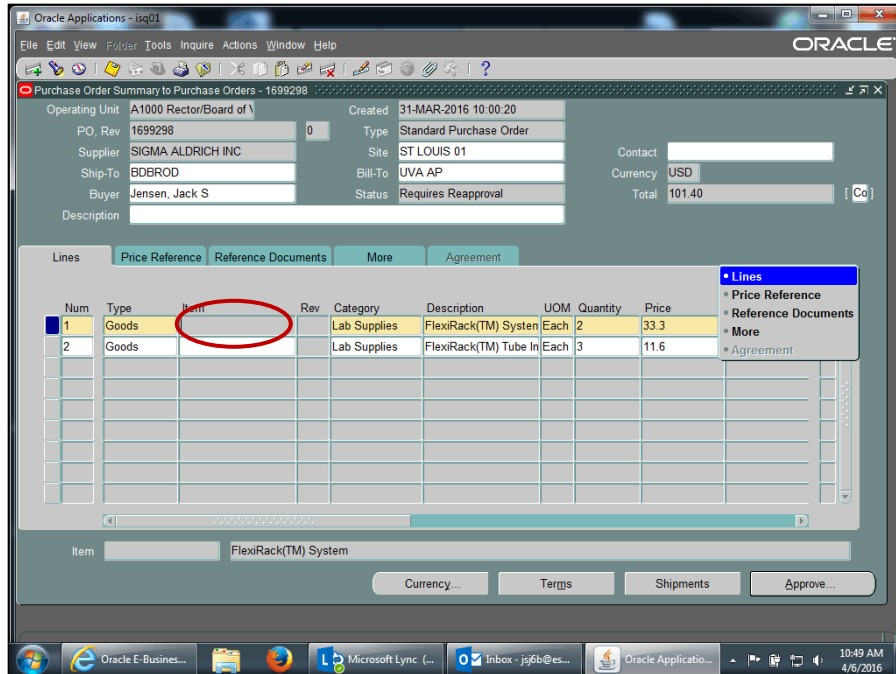
Step	Action
7.	Make sure the quantity received, accepted, rejected, and billed are all zero Click the Open button.



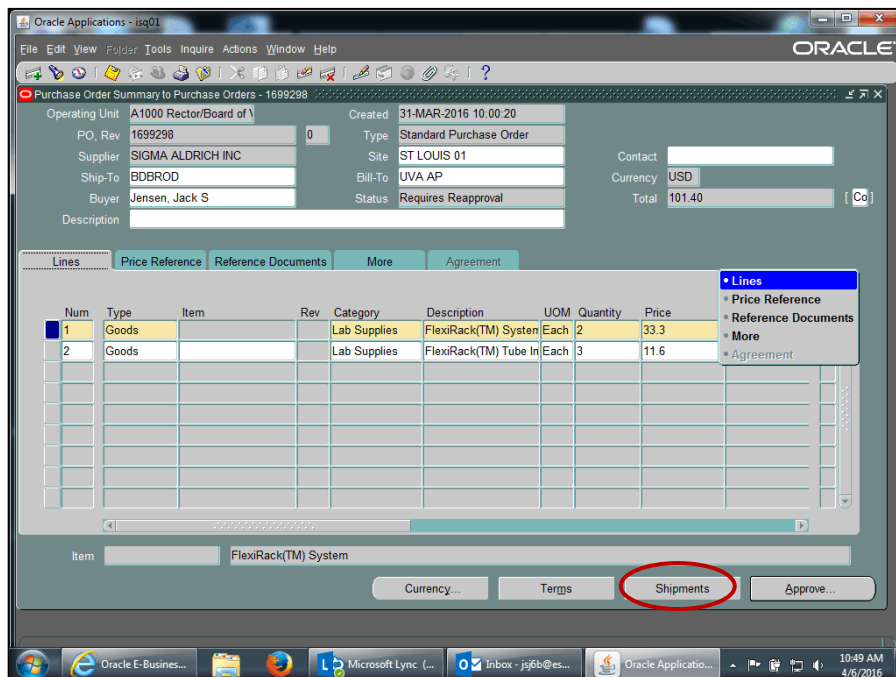
Step	Action
8.	<p>Important Note:</p> <p>You must unreserve the PO prior to changing any pricing or PTAE0 information. (Tools > Unreserve > OK)</p>



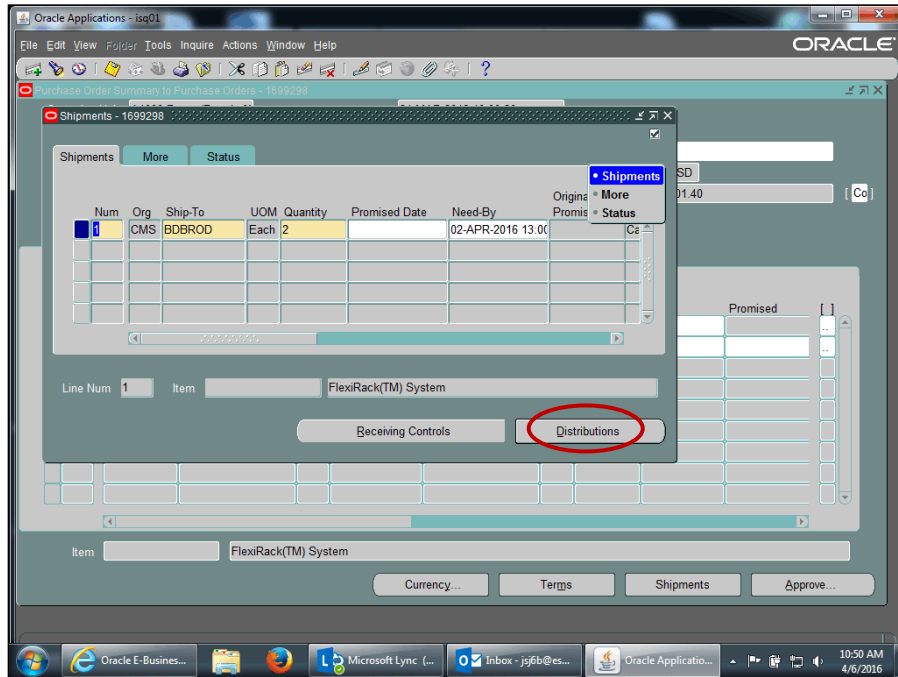
Step	Action
9.	<p>Click on the purchase order line you wish to change to activate the purchase order line.</p> <p>Click in the Item field.</p>



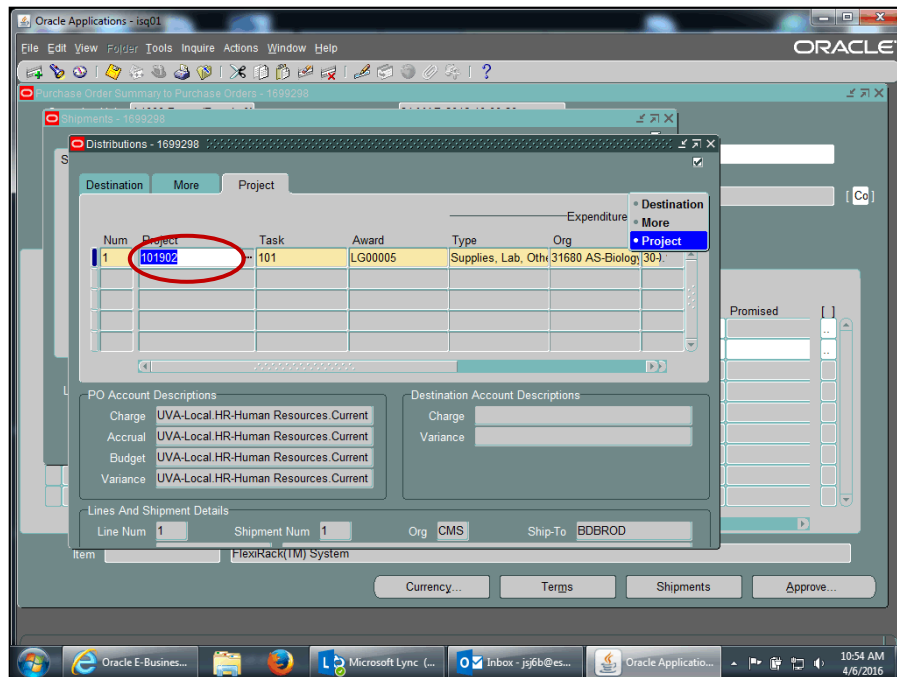
Step	Action
10.	Click the Shipments button.



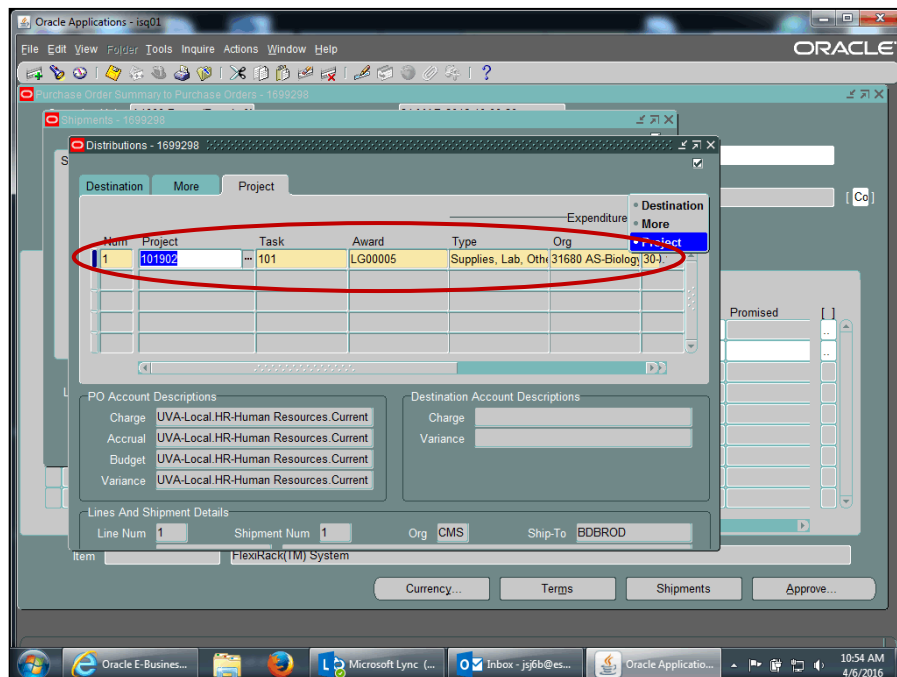
Step	Action
11.	Click the Distributions button.



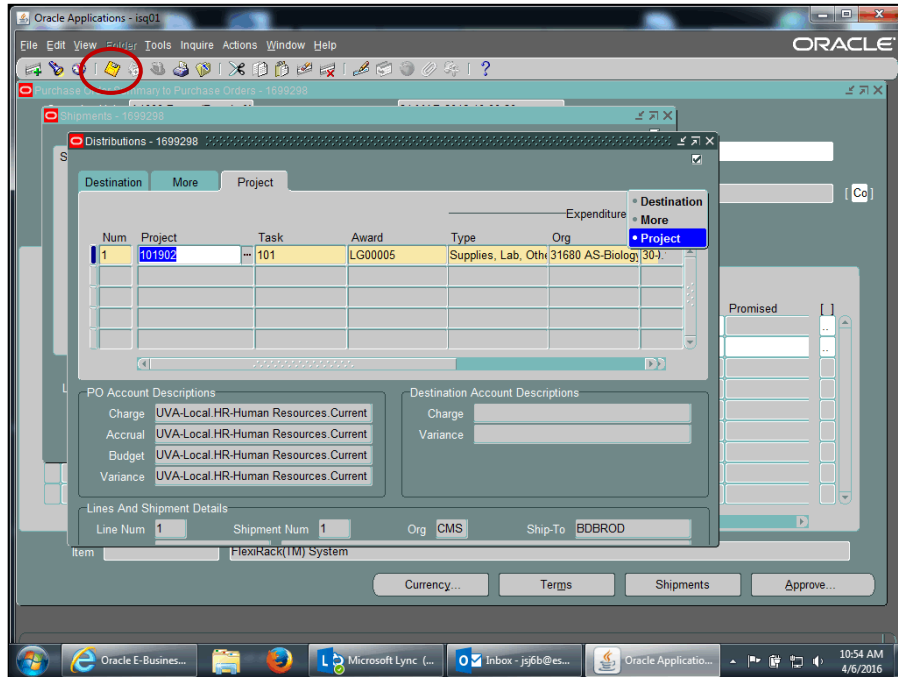
Step	Action
12.	First click in the line you wish to change. In this example there is only one line, so it is active by default.



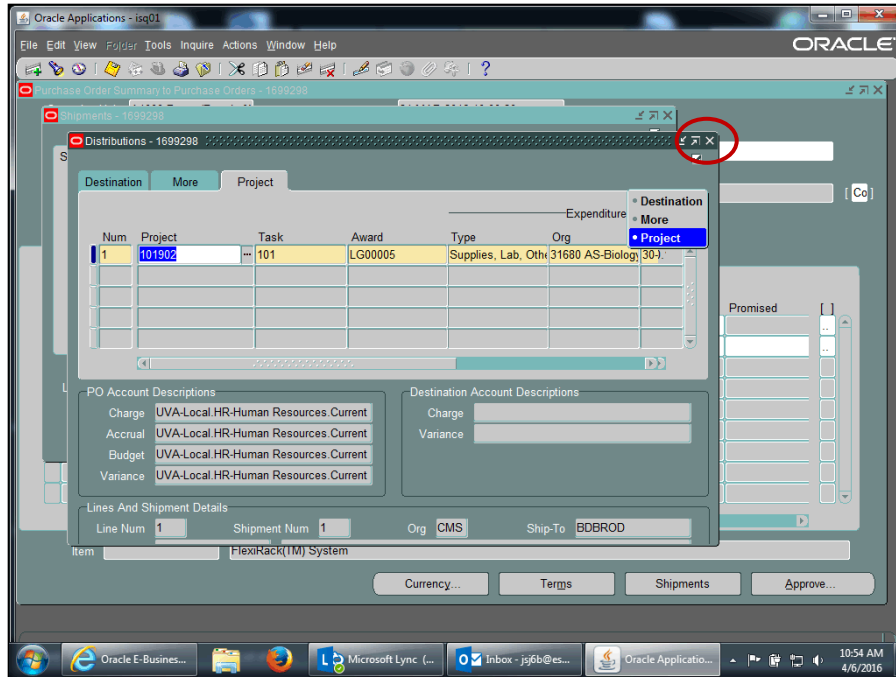
Step	Action
13.	Click in, and change as needed, the Project, Task, Award, Type, and Org fields.



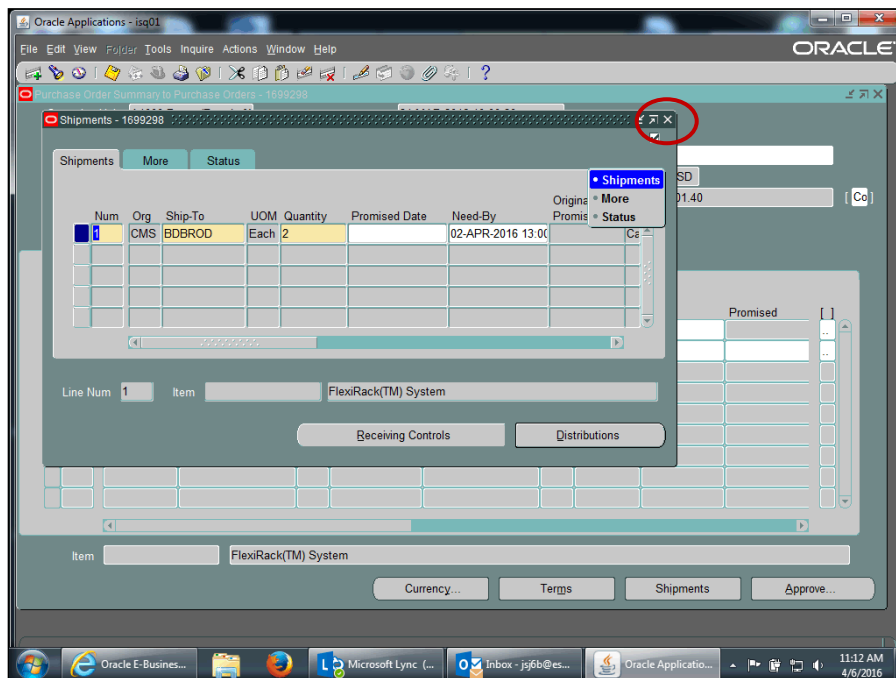
Step	Action
14.	Save your changes before exiting the screen. Click the Save button.



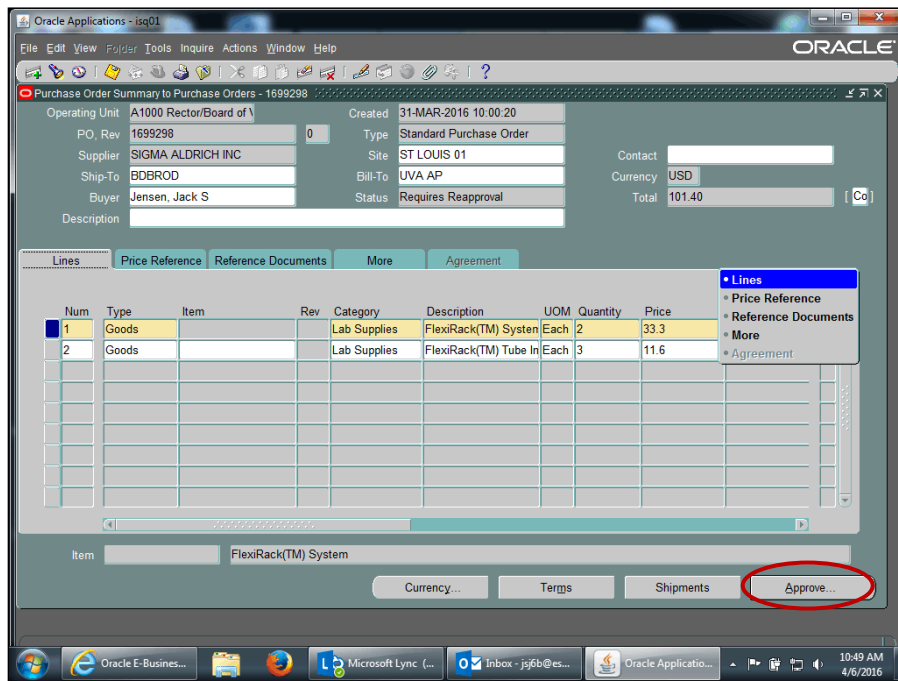
Step	Action
15.	Return to the summary screen. Click the Close button.



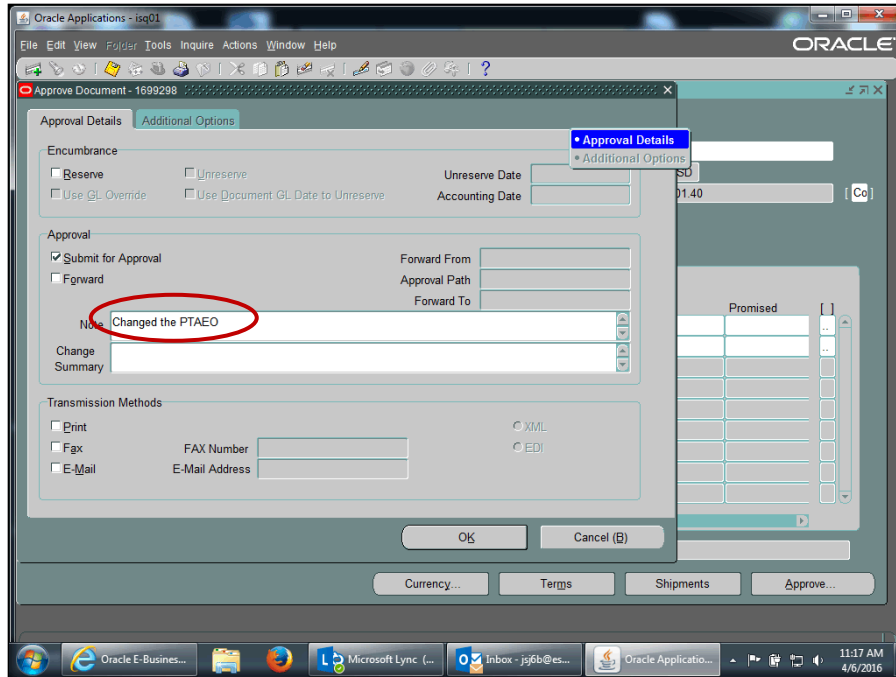
Step	Action
16.	Click the Close button.



Step	Action
17.	<p>Repeat the steps for each purchase order line requiring a PTAE0 change.</p> <p>Reapprove the PO when you have finished making changes.</p> <p>Note: If the PO total is greater than \$4999.99, then the PO will route to Procurement Services for additional approval.</p> <p>Click the Approve button.</p>



Step	Action
18.	<p>If the PO total is greater than \$4999.99, then the PO will route to Procurement Services for additional approval.</p> <p>It is important to add a comment in the Note field explaining what change(s) was made to the PO. Example: "Changed the PTAE0".</p> <p>Failure to add a comment could result in the PO being rejected.</p>



Step	Action
19.	Click the OK button.

