Use the Maintain Distributions Search

If you have a dispatched purchase order that needs updates to the distribution information, use the Maintain Distributions page.

If you update Chartfields using the Maintain Distributions page, SWIFT will not create a change order. It keeps the PO Status as “Dispatched.” The benefit of using the Maintain Distributions page is that SWIFT will not send the updated purchase order to its supplier.

You can also use the Maintain Distributions search page to find the distribution information on an individual purchase order in your Business Unit.

IMPORTANT! Make sure to use the Maintain Distributions page to update distribution information on a dispatched purchase order.

Do not select the Change Order icon on the Maintain Purchase Order page for these updates.

There are SWIFT reference guides to review if you have issues with this process.

- Handle Budget Check Errors on Purchase Orders
- Category Codes Overview

Steps to complete

- Step 1: Navigate to the Maintain Distributions page
- Step 2: Find the purchase order and update the distribution information in the Maintain Distributions page
- Step 3: Search for and budget check the purchase order in the Maintain Purchase Order page
Steps to use the Maintain Distributions search page

Step 1: Navigate to the Maintain Distributions page

1. Navigate to the Maintain Distributions page.

<table>
<thead>
<tr>
<th>Navigation Option</th>
<th>Navigation Path</th>
</tr>
</thead>
</table>

2. On the Maintain Distributions search page, enter values in the fields such as Business Unit and PO ID. Then, press the Search button.
Step 2: Find the purchase order and update the ChartFields distribution information in the Maintain Distributions page

1. If you didn’t use a PO ID in your search, SWIFT opens up the Search Results section at the bottom of the page. Press the PO ID of an individual purchase order you wish to view.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>PO ID</th>
<th>Line Number</th>
<th>Schedule Number</th>
<th>SetID</th>
<th>Contract ID</th>
<th>Release Number</th>
<th>PO Status</th>
</tr>
</thead>
<tbody>
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<td>1</td>
<td>SHARE</td>
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<td>1</td>
<td>(blank)</td>
<td>0</td>
<td>0</td>
<td>Dispatched</td>
</tr>
</tbody>
</table>

2. SWIFT opens up the Maintain Distributions page for that purchase order.
   - Review and update the ChartField information as needed for each line on the purchase order.
   - Press the Save button after updating the purchase order.

   ![Maintain Distributions Page](image)

- Using the left menu, navigate to Add/Update POs.
Step 3: Search for and budget check the purchase order in the Maintain Purchase Order page

SWIFT opens the Purchase Order search page.

1. On the Find an Existing Value tab, enter your Business Unit and PO ID. Select Search at the bottom of the page.

2. SWIFT opens the Maintain Purchase Order page. The Budget Status is now “Not Checked.” Select the Budget Check icon to budget check the purchase order.

You have successfully updated ChartFields on a dispatched purchase order using the Maintain Distributions page.