

SERVICE CENTER BUSINESS PROCESS | SELF-SERVE PO CLOSURE

The PO Closure process is **FINAL** and will completely terminate use of a purchase order – **there is no reversal**. Once marked, the Purchase Order will close immediately and return any encumbrance to the chartfield associated with the Purchase Order. The PO Closure process should only be used to release encumbrances on POs for which there is certainty that no further invoices (vouchers) are pending or forthcoming.

Review the following to determine if a Purchase Order is eligible for closure:



- 1. Validate PO Status** – must show **DISPATCHED** or **APPROVED**
 - If PO Status shows Pending Approval, notify the associated buyer for this PO
- 2. Confirm Quantity Vouchered**
 - If the quantity vouchered is **LESS** than the quantity ordered, you must issue a change order in the Financials system in order to relieve the contractual obligations with the supplier before closing a Purchase Order (this may not apply to all PO Types).
- 3. Verify Receipts are entered for all Capitalized and Tracked Non-capitalized Assets**
 - Receipts must be entered for **ALL** capitalized and tracked non-capitalized assets before closing a Purchase Order.
- 4. Validate Amount Matched equals Amount Invoiced**
 - A Purchase Order cannot be closed if there is a match exception. Refer to the [PO Activity Summary](#) screen in the Financials system to verify amounts match before closing a Purchase Order.
- 5. Check that Voucher Activity has occurred**
 - A Purchase Order cannot be closed if there is **NO** voucher activity; you must cancel the PO in the Financials system with a dispatched release to the supplier to relieve contractual obligations. Refer to the [PO Activity Summary](#) screen in the Financials system to verify voucher activity before closing or cancelling a Purchase Order.
 - If your PO shows a status of **COMPL**, your PO has already been closed. See [Who Closed My PO?](#) for more information.

Go to the [Financials system](#) and Login with User ID and Password.

1. Validate PO eligibility for closure (see list above)

- Go to **Procurement Inquiry Home Page**
- Go to **Purchase Order Activity Summary**
- Enter PO Number in **Purchase Order** field
- Click **Search**

PO Activity Summary
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: [=] UNIV

Purchase Order: [begins with] []

Contract SetID: [begins with] []

Contract ID: [begins with] []

Release Number: [=] []

Purchase Order Date: [=] []

PO Status: [=] []

Short Vendor Name: [begins with] []

Vendor ID: [begins with] []

Buyer: [begins with] []

PO Type: [=] []

Purchase Order Reference: [begins with] []

Case Sensitive

Search Clear Basic Search Save Search Criteria

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- Review the **Activity Summary** page associated with the entered PO Number
 - Check the **PO Status** – must show **Dispatched** or **Approved**
*(Note: If PO Status shows Pending Approval, notify the associated buyer for this PO)
 - Validate **Amt Over Invoiced** shows **\$0.00**. If there is an amount shown in the **Amt Over Invoiced** section, then validate the **Amt Invoiced** and **Amt Matched** are the same amount
*(Note: If the amounts do not match, notify the [Match Exception](#))
 - Validate Voucher Activity has occurred by an **amount** appearing in the **Amt Invoiced** section.
 - If there is **\$0.00** shown in the **Amt Invoiced** and **Amt Matched**, then the PO has not been invoiced against and must be cancelled by the department (not closed) to end the contract established by the PO.

Activity summary

Unit: UNIV PO: 500309AA11 Vendor: RICKABAUGH GRAPHICS PO Status: Dispatched

Total Amount:	Amt Invoiced:	Amt Over Invoiced:	Amt Matched:	Remaining Amount:
1000.000	950.000	0.000	950.000	50.000

Details

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Amount Only
1		Trademark design services	EA	1.0000	1000.000	

Receipt	
Qty Rcvd:	0.0000
Qty Accptd:	0.0000

Invoice	
Qty Invcd:	1.00
Amt Invcd:	950.000
Amt Over Invcd:	0.000

Matched	
Qty Mtchd:	1.0000
Amt Mtchd:	950.000

Receipt [Invoice](#) [Matching](#) [PO Inquiry](#) Open Qty: 0.0000 Open Amt: 50.000

- If validation meets steps noted above, proceed to Finalize PO Closure process.

2. Finalize PO Closure process

- Go to **Procurement Inquiry Home Page** ► **Purchase Order Reconciliation Workbench**
- Click on **Search** if a Workbench ID exists
*(Note: If this is your first use of the Reconciliation Workbench, click **Add New Value** tab to create an ID)

Reconciliation WorkBench
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Business Unit: = UNIV

WorkBench ID: begins with PETE4366

Description: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Find an Existing Value | [Add a New Value](#)

- Review the **Reconciliation Workbench (Filter Options)**
- Enter PO Number to be closed in both **Purchase Order** fields of the Search Criteria section
- Scroll to bottom of page and click **Search**

Reconciliation WorkBench
Filter Options

Business Unit: UNIV WorkBench ID: PETE4366
Description: PO Close

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Purchase Order: 050060AC63 To: 050060AC63

PO Date: To:
Activity Date: To:
Due Date: To:
Request BU: Requisition ID:
Vendor ID:
Item ID:
Buyer:
Contract SetID:
Contract ID:
Release Number:
GPO ID:
GPO Contract:

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***Note:** The Reconciliation Workbench can be used for other functions, which may require specific checkboxes associated with that function. For the PO Closure function to perform properly in Reconciliation Workbench, be sure that all checks from the Status, Receiving, Matching and Encumbrance section of the page are **not** marked.

The screenshot shows the 'Reconciliation WorkBench' interface. At the top, it displays 'Business Unit: UNIV' and 'WorkBench ID: PETE4366'. Below this is a 'Filter Options' section with a search criteria table. A red circle highlights the 'Status', 'Receiving', 'Matching', and 'Encumbrance' sections, which are also shown in a larger callout box on the right. The callout box contains the following options:

- Status:** Open, Pending Approved, Approved, Dispatched, Cancelled
- Receiving:** Required, Not Required, Receipt Option: [dropdown]
- Matching:** Required, Not Required, Match Status: [dropdown]
- Encumbrance:** Open Encumbrances

At the bottom of the main screenshot, there is a 'Chartfields' table with columns: GL_Unit, Org, Fund, Acct, Pri/Grt, Proj, UserDef, Budget Date, Location Code. Below the table are 'Search' and 'Return to Reconciliation WorkBench' buttons, and a 'Notify' button.

- Review the **Reconciliation Workbench** results
- Check the box next to the PO Number
- Click **Close**

The screenshot shows the 'Reconciliation WorkBench' interface with the 'List of Purchase Orders' section. The table below shows a list of purchase orders:

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Name
<input type="checkbox"/> 250501AA35	Dispatched	N		08/11/2010	09/10/2010	0000021591	NETWAVE CORP

Below the table, there are 'Select All' and 'Clear All' buttons. The 'Close' button in the 'Action' row is highlighted with a red circle. Other buttons include 'Cancel', 'Dispatch', 'Preview', and 'Save'. At the bottom, there are links for 'Set filter options', 'Process Request Options', 'Process Monitor', and 'View Processing Results'.

**If a Purchase Order is closed in error, notify the using department.

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- Review the **Reconciliation Workbench (Processing Results)**
- In the **Not Qualified** Box, check the box next to the PO Number
- Click the arrow to move the PO Number from the **Not Qualified** to the **Qualified** box
- Click **Yes**
- Confirm closure, click **Yes** again

Reconciliation WorkBench
Processing Results
 Business Unit: UNIV WorkBench ID: PETE0552
 *Description: PO Dispatch
 Select POs for Further Processing

Accounting Date for Action: 10/15/2010

Not Qualified	View All	Log
<input checked="" type="checkbox"/> 250501AA35		

Qualified	Find	View All	Download	1 of 1
PO ID	Line	Sched	Distrib	Line
250501AA35				

Continue to Close POs. (10224,10)

Select All Clear All

Proceed: [Return to Reconciliation WorkBench](#)

- Confirm the PO Number in the **Purchase Order List** and **PO Status** should show as **COMPL**
- To continue with additional PO Closures, click on **Set Filter Options**

Reconciliation WorkBench
 Business Unit: UNIV WorkBench ID: PETE4366
 *Description: PO Close
 Select POs for Further Processing

List of Purchase Orders

Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Name
<input type="checkbox"/> 250501AA35		Compl	N	08/11/2010	09/10/2010	0000021591	NETWAVE CORP

Select All Clear All

Action:

Go To: [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)

Who Closed My PO?

Go to the [Financials system](#) and Login with User ID and Password.

- Go to **Procurement Inquiry Home Page** ► **Purchase Order Inquiry**
- Enter PO number in **Purchase Order** field
- Click **Search**

Purchase Order Inquiry
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Business Unit: = UNIV

Purchase Order: begins with

Contract SetID: begins with

Contract ID: begins with

Release Number: =

Purchase Order Date: =

PO Status: =

Short Vendor Name: begins with

Vendor ID: begins with

Buyer: begins with

PO Type: =

Purchase Order Reference: begins with

Case Sensitive

[Basic Search](#)

- If the PO Status shows **COMPL**, then click on the **Related Links** tab in the bottom right corner

Form Schedule

Unit: UNIV PO: 460504EK82

Vendor: 999015457-001 ID: 0006428256 [Vendor Details](#) Buyer: Patton,Cindy D Telephone: 614/293-3304

PO Date: 06/10/2014 **PO Status: Compl** Receipt: Not Recvd Backorder Status: None

Budget Status: Valid

Lines		Customize	Find	View All	First	1-2 of 2	Last	
Sel	Line	Item	Item Description	Category	PO Qty	UOM	Amount	Status
<input checked="" type="checkbox"/>	1		NEK1 VECTORS (MAE-4002)	LABOS	1.0000	EA	490.42 USD	Closed
<input type="checkbox"/>	2		SHIPPING COSTS	LABOS	1.0000	EA	81.73 USD	Closed

Merch.: 572.15 Adj Amt: Total: 572.15 USD

[Header Details](#)
[Matching](#)
[Header VAT](#)
[All RTV](#)
[Header Comments...](#)
[Line Details](#)
[Line Comments...](#)

[Activity Summary](#)
[Approval History](#)
[Document Status](#)
[PO Change History](#)

Form | [Schedule](#)

- A new window will appear
- Click **Activity Log**

Please select one of the following links:

[Activity Log](#)

[Display PO Dispatched PO Activities](#)

[Cancel](#)

- The **Modified** section will identify the **User ID and Date/Time** in which the PO was closed

Activity Log

Entered

By User: PATT7422
Date: 06/10/2014

Modified

By User: HUAN8142
Date/Time: 07/23/2014 4:39:46PM

Approved

By User: HALL6999
Date: 06/10/2014

[Return](#)