

Automatic PO Close Process

1. Before the end of each month, run the following query: **NDS_PO_CLOSE_ELIGIBLE_PO**. This query will give you an approximate list of purchase orders that are eligible for closing based on the number of “close days.” Close Days are calculated by adding the number of days chosen by your agency (30-180) beyond the last activity date of the PO.

For example, if you last saved a purchase order on 8/15/2016 and your agency had selected 30 days as the number of close days, that PO should show up in the query results as being eligible to close 9/30/16. However, the PO must have the following requirements met as well to close automatically on the last working day of the month:

- The header status must be Dispatched or Canceled
- The budget status on the header must say “valid”
- The PO must have been fully received or been changed to “Receiving is Optional” on each line

Unit	PO No.	Status	Receipt	PO Date	Buyer	Acctg Date	Last Activ	Budget Status	Close Days
0000	0000020000	Dispatched	Received	7/19/2016	XXXXX	07/19/2016	08/12/2016	Valid	30
0000	0000020300	Canceled	Not Recvd	8/15/2016	XXXXX	8/15/2016	8/22/2016	Not Chk'd	30
0000	0000301246	Dispatched	Not Recvd	8/15/2016	XXXXX	8/15/2016	8/15/2016	Valid	30
0000	0000012458	Dispatched	Received	8/20/2016	XXXXX	8/20/2016	8/31/2016	Valid	30

If there are purchase orders on your list that have the status of Dispatched, Received and Valid budget check, but you do not want them to close yet for some reason, simply change one of the statuses mentioned.

2. The automatic PO close process will run the last working day of each month.
3. Agencies should run a second query the first week of each month to see what closed and what didn't: **NDS_PO_CLOSE**. **Be sure to enter the last business/working day of the month** rather than calendar month end.

Unit	PO No.	PO Date	PO Status	Vndr Name	Merchandise Amt	Budget Status	Line	Status	Sched Num	Status	Distribution Li	Distribution Line Status	Budget Checking Line Status	Acctg Date	Last Activ
00000	0000020000	7/19/2016	Compl	TRI-TECH INC	1500.000	Valid	1	Closed		1	Closed	1	Complete	Valid	7/19/2016 8/12/2016
00000	0000012458	8/20/2016	Compl	SPORTSMANS LOFT	792.000	Valid	1	Closed		1	Closed	1	Complete	Valid	8/20/2016 8/31/2016

- Did anything close that shouldn't have? If so, these POs can be reopened.
- Compare these query results with the spreadsheet of POs eligible to close. Did any POs show up as eligible that didn't close? Why didn't they?

Use these queries to fix purchase orders that could be closed but still need to be budget checked, received, etc. Remember, any changes that need to be saved to a PO will extend the number of “close days” out. If waiting to close a PO will cause a problem, contact the State Procurement office for help.