

PO Admin Checklist

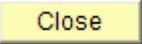
CLOSING PURCHASE ORDERS

Why should agencies close their purchase orders?

- The benefit of the closing process is that completed purchase orders no longer appear in your list of available purchase orders when you access purchase order pages in update and display mode.
- These completed purchase orders are also removed from the view in voucher so that they cannot be paid again.
- Removing these purchase orders improves system performance and decreases the time required to find purchase orders that you need to modify.
- The process of closing purchase orders liquidates the encumbered budget amounts for outstanding purchase orders.

The easiest way to close POs is by using the **Reconciliation WorkBench**.

Navigation: *Purchasing → Purchase Orders → Reconcile POs → Reconciliation Workbench*

1. If this is the first time you have used Reconciliation Workbench, set up a run control ID by using the 'Add a New Value' tab. You can name it "CLOSE_PO" or by your name.
2. For best results, do not fill in too many filter options unless you really need to narrow your search down. Two fields that really helps are:
 - a. Buyer
 - b. PO Status (i.e., Dispatched, Approved)
3. Refer to the *Reconciliation Workbench Checklist* for details on how to review the POs you wish to close.
4. Select the POs by checking the box to the left of the Purchase Order link as shown in the screen on the next page.
5. Click .

Reconciliation WorkBench

Business Unit: 80100 WorkBench ID: RWALERY

*Description:

Select POs for Further Processing

List of Purchase Orders Customize | Find | View All | Download First Last

	Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input type="checkbox"/>	0000009649		Canceled	N	03/05/2008	03/05/2008	0000001669	Haman,Bev	No Match			
<input checked="" type="checkbox"/>	0000009654		Dispatched	N	03/07/2008	03/10/2008	0000039373	Haman,Bev	No Match	1		
<input checked="" type="checkbox"/>	0000009655		Dispatched	N	03/07/2008	03/10/2008	0000058747	Haman,Bev	No Match	1		
<input checked="" type="checkbox"/>	0000009656		Dispatched	N	03/07/2008	03/07/2008	0000023762	Haman,Bev	No Match			
<input checked="" type="checkbox"/>	0000009658		Dispatched	N	03/10/2008	03/10/2008	0000003792	Haman,Bev	No Match			
<input type="checkbox"/>	0000009659		Approved	N	03/10/2008	03/10/2008	0000020118	Haman,Bev	No Match			
<input checked="" type="checkbox"/>	0000009660		Dispatched	N	03/10/2008	03/10/2008	0000006855	Haman,Bev	No Match			
<input checked="" type="checkbox"/>	0000009661		Dispatched	N	03/14/2008	03/14/2008	0000000172	Haman,Bev	No Match	3		
<input type="checkbox"/>	0000009662		Approved	N	03/17/2008	03/17/2008	0000000171	Haman,Bev	No Match			
<input type="checkbox"/>	0000009663		Canceled	N	03/20/2008	03/20/2008	0000000172	Haman,Bev	No Match			

Select All Clear All

Action:

6. You will be taken to the Processing Results Page, which may look like this:

Reconciliation WorkBench Processing Results

Business Unit: 80100 WorkBench ID: RWALERY

*Description:

Select POs for Further Processing

Accounting Date for Action: 1

Update Budget Date Equal to Accounting Date

Not Qualified		View All	First	1-2 of 2	Last
PO ID	Log				
0000009658					
0000009661					

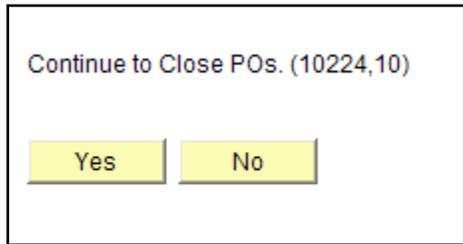
2

Qualified					View All	First	1-4 of 4	Last
PO ID	Line	Sched	Distrib Line					
0000009654								<input type="button" value="-"/>
0000009655								<input type="button" value="-"/>
0000009656								<input type="button" value="-"/>
0000009660								<input type="button" value="-"/>

3

Proceed: [Return to Reconciliation WorkBench](#)

7. Balloon #1 in the screen above is a new feature that gives PO administrators the ability to date the closing procedure to a month-end date, fiscal year-end date, etc.
 - a. This accounting period will need to be “open” to backdate.
 - b. **DO NOT CHECK** ‘Update Budget Date Equal to Accounting Date’. This affects the budget check process in the distributions used.
8. Balloon #2 shows which POs have an error that stops them from closing.
 - a. Click on the Log icon by each one and read the message.
 - b. Go into each PO and make the changes as specified in these error logs. *See the checklist on PO Close Errors.*
9. Balloon #3 shows which POs qualify for closing. To continue with the close process, click to the right of “Proceed:”
10. You will receive another confirmation screen; click “Yes.”
11. You will be taken back to the **Reconciliation WorkBench** screen. The POs that closed successfully will still have a checkmark by them, but the status will have changed to “Compl” for Complete.



Reconciliation WorkBench

Business Unit: 80100 WorkBench ID: RWALERY
 *Description:

Select POs for Further Processing

List of Purchase Orders											
Detail		Other									
Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input type="checkbox"/> 0000009662		Approved	N	03/17/2008	03/17/2008	0000000171	Haman,Bev	No Match			
<input type="checkbox"/> 0000009659		Approved	N	03/10/2008	03/10/2008	0000020118	Haman,Bev	No Match			
<input type="checkbox"/> TEST#2		Approved	N	03/20/2008	03/20/2008	0000000363	Haman,Bev	No Match			
<input checked="" type="checkbox"/> 0000009654		Compl	N	03/07/2008	05/09/2008	0000039373	Haman,Bev	No Match	1		
<input checked="" type="checkbox"/> 0000009656		Compl	N	03/07/2008	05/09/2008	0000023762	Haman,Bev	No Match			
<input checked="" type="checkbox"/> 0000009655		Compl	N	03/07/2008	05/09/2008	0000058747	Haman,Bev	No Match	1		
<input checked="" type="checkbox"/> 0000009660		Compl	N	03/10/2008	05/09/2008	0000006855	Haman,Bev	No Match			
<input checked="" type="checkbox"/> 0000009658		Dispatched	N	03/10/2008	03/10/2008	0000003792	Haman,Bev	No Match			
<input checked="" type="checkbox"/> 0000009661		Dispatched	N	03/14/2008	03/14/2008	0000000172	Haman,Bev	No Match	3		
<input type="checkbox"/> 0000009667		Dispatched	N	03/27/2008	04/01/2008	0000096382	Haman,Bev	No Match	1		

Select All Clear All

Action:

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

12. The POs that are check marked but still say the old status (“dispatched,” in the example) were the POs that did not qualify. Once they are fixed, the PO administrator can try the closing process on them again.
13. Run the Budget Check process to make sure all encumbrances have been released. You can budget check a range based upon the PO numbers that were closed:

Budget Check Request

Run Control ID: BUDGET_CHECK [Report Manager](#) [Process Monitor](#) **Run**

Budget Check Request Find | View All First 1 of 1 Last

Process Frequency

Once
 Always
 Don't Run

Request Number: 1

*Description: Budget Check

Process Options

*Business Unit: Value Business Unit: 80100

PO ID: Range From/To: 0000009654 0000009660

PO Date: All

Actg Date: All

PO Type: All

Buyer ID: All

Origin: All

PO Status: All

Mid Roll Status: All

[Save](#) [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#)

Keep in mind that in order to close a purchase order properly, it must be:

- Approved
- Valid budget checked
- Either fully received or changes to state “Receiving is Optional”
- Cannot be tied to an active voucher, even a template voucher

If you still encounter problems, notify the State Procurement Office for help.