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

**Reconciliation WorkBench**

**Processing Results**

<table>
<thead>
<tr>
<th>Not Qualified</th>
<th>View All</th>
<th>First</th>
<th>Last</th>
<th>1-2 of 2</th>
<th>3-4 of 2</th>
<th>Log</th>
</tr>
</thead>
<tbody>
<tr>
<td>PO ID</td>
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</table>

**Qualified**

<table>
<thead>
<tr>
<th>View All</th>
<th>First</th>
<th>1-4 of 4</th>
<th>2-4 of 4</th>
<th>Log</th>
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Accounting Date for Action: 05/09/2008

1. Update Budget Date Equal to Accounting Date

2. Proceed: Yes | Delete

3. 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 **Yes** 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.
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](image)

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.