

## HOW TO REOPEN CLOSED PURCHASE ORDERS

The ability to reopen closed purchase orders will be given to users with the PO ADMIN role. Please keep in mind that only POs that were closed in version 9.0, or since May 13, 2008, will be able to be reopened. POs that were closed in 8.4, or before 5-13-08, cannot be reopened.

Navigation: **ND Utilities & Interfaces > ND State Applications > Procurement & Vendors > Reopen Closed PO's**

The first time you use this process, you will need to create a run control ID:

1. Click the 'Add a New Value' tab.
2. Give your run control a name (maybe your own). As with all run control IDs, you need to use an underline (\_) instead of spaces if you use more than one word.

The following screen should appear:

Reopen Closed POs

Run Control ID: Your\_Name [Report Manager](#) [Process Monitor](#)

**Process Request Parameters**

Last Close PO Run  
 Select POs to be Reopened

**Reopen PO Selection Criteria**

Reopen Request: Specific Document  
Business Unit:    
Purchase Order:    
PO Date: All  
Activity Date: All

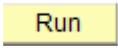
**Accounting Date Options**

Accounting Date Options Open with Specified Accounting Date    
 Accounting Date Options Open with Existing Accounting Date

Reopen Associated Requisitions ?

1. Enter your business unit.
2. Enter the number of the PO you wish to open, or search your agency's closed POs by using the magnifying glass.
3. [Accounting Date Options](#)  
Agencies have the ability to specify a particular accounting and budget date to use on the reopened PO, or they can reopen it with the original accounting date.

**NOTE:** Never use a date from a previous biennium with this procedure, however.

4. If your agency uses requisitions, you have the ability to reopen the requisition(s) associated with this particular PO. Just check the box if this is necessary.
5. Click  to get to the **Process Scheduler Request** page. Make sure that the Server Name is blank and the PO\_POREOPEN process is checked. Click "OK."
6. Click on the [Process Monitor](#) link. Click the Refresh button until you get "Success" and "Posted."
7. You will not receive a report, but you should be able to view the PO in **Maintain Purchase Order** now. Notice that the Budget Status or PO Status may have changed.
8. Once you make the necessary changes to the reopened PO and budget check it, an encumbrance will be created once again for any changes made in the amounts. Because of this, reopening POs that cross over fiscal years requires great caution in the budget dates used. Work with your accounting staff in this situation.
9. Proceed with your reopened purchase order as you would with any PO that is pending approval.